

RECLASSIFICATION --- ROUGH LOG AND PROCEDURE

The Department of Permits and Development Management (PDM) reviews the petitions for compliance with all filing requirements, collects fees, and directs all applicants to the Board of Appeals for formal filing by 4:30 p.m. on the deadline day. (DEADLINE DAY --- April - October cycle is March 1; October - April cycle is August 31.)

1. Print neatly.
2. Charge for sign posting (\$35.00 per sign). Baltimore County will post the sign(s).
3. Make sure an advertising form is filled out. They will be billed by the newspaper, not Baltimore County.
4. Don't forget the councilmanic district.
5. Don't list the owner on the right side of the log unless there is no attorney.
6. Don't forget variances, special exceptions, special hearings, and the additional fees.

Must Submit:

- 3 original petition forms
- advertising form
- 4 briefs
- 4 descriptions (sealed by P.E. or L.S.)
- 4 zoning maps - 1,000 scale
- 4 zoning maps - 200 scale
- 14 plats (sealed by P.E. or L.S.)
- 7 environmental impact statements, only if documented (sealed)

Open Plan -- No use shown on plan or discussed in the brief. Must comply with items 1-8 on the checklist.

Documented Plan -- A proposed use is shown on the plan or discussed in the brief. Must comply with all items on the checklist. Environmental impact statements are required.

Acceptance: Check all materials carefully. Petition must be legible with beginning description and vicinity sketches, original signatures, printed name and title, and telephone numbers. The contract purchaser and owner both must sign the application, along with the attorney.

Initial: Put your initials on the left side of the petition form, along with the date and "OK to file". If all of the documented plan requirements are not met or if it is an open plan and a use is shown on the plan or discussed in the brief and the applicant insists on filing knowing that the Board of Appeals may not accept the petition when it is completely reviewed, under your initials and date write: "does not meet Section 2-356.(1)(d), BCC".

Transmittal: Complete rough log with all applicable information. Collect fees (don't forget sign posting fee), hand-write receipt using receipt number to correspond to rough log number (see receipt sample on clipboard). Send applicant to the cashier and when they return, the pink copy of the receipt is stapled to the petition form; yellow copy of the receipt is given to the applicant. Send applicant and all materials to the Board of Appeals for formal filing - Basement, Old Court House, Room 49 (x3180).