



## Comprehensive Plan Amendment Application

### I. Application Information

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#### Applicant Information

Applicant Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

Interest of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_  
(Contract Purchaser/Agent/Owner)

### II. Description of Requested Amendment

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Briefly describe which plan elements are pertinent to the proposed request and list any proposed changes to the text, data, or analysis. Include the referenced page or section of the plan. Attach additional information as needed.

Provide a reference to any specific plan element Goals, Objectives, or Policies that are proposed to be changed and/or are proposed to be new additions.

Describe any proposed changes to the Comprehensive Plan's Conceptual Land Use Map and why the proposal is presented for review.



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### III. Maps

A Vicinity Map indicating the property's location in relation to major roads, public facilities, and natural features must be included with this application if the request involves a Land Use Map amendment or a specific site location.

The application shall include a Property Map with the following information:

- ✓ Property boundaries outlined in red for which the amendment is sought
- ✓ Bearing and distance of property line and limits of easements on or adjacent to the property
- ✓ Names and widths of adjacent streets and roads
- ✓ North arrow and drawing scale
- ✓ Location of adjacent parcels, tracts or lots within one (100) feet of the property

If the application includes a change to the Conceptual Land Use Map a Land Use Map with the following information must be included:

- ✓ A map illustrating the currently approved land uses on the property and those of the adjacent parcels, tracts, or lots within one hundred (100) feet of the property
- ✓ A map illustrating the proposed land uses on the property to be considered as apart of the requested amendment

### IV. Rational for Amendment

Provide a justification, support data, and analysis to support an amendment to the plan and describe how the change will be in conformance to the character of the neighborhood or otherwise affected area. Include information sufficient enough to prove that approving the proposed Comprehensive Plan Amendment will not result in adverse impacts to the surrounding property or neighborhoods. Show that public facility needs are available or are proposed to adequately service the site.

The Comprehensive Plan Amendment is a legislative process and therefore the burden is on the applicant to adequately support and justify the proposed request and to illustrate the amendment is in the best interest of the County by providing the following information.

- ✓ A description of the area which reasonably constitutes the neighborhood and the existing land uses included in the neighborhood or general vicinity within one (1) mile of the site
- ✓ A description of the changes which have occurred in the neighborhood since the original or last comprehensive plan update
- ✓ Statements explaining how these changes justify the proposed amendment and how the proposed amendment is compatible with existing and proposed development for the area
- ✓ A description of the existing natural resources of the property including any environmentally sensitive areas and how the proposed land uses are compatible with such.
- ✓ An analysis of the public facility impacts including any increase or decrease in services which may result from the proposed changes and any proposed measures or improvements to mitigate the impacts. Include any change in demands anticipated and a description of the measurable impacts on the following:
  - Roads and Traffic
  - Sewer Services
  - Water Services
  - Natural and Cultural Resources
  - Parks and Recreational Facilities
  - Schools
  - Fire and Emergency Services
  - Institutional Land Uses Available for Libraries, Day Care, Churches, etc
- ✓ Provide an estimated fiscal impact summary of the proposed change, negative or positive, and include an analysis to support your summary and findings.



**V. Consistency with Other County, State, or Agency Plans**

Include information which demonstrates the how the proposed Comprehensive Plan Amendment is consistent with the Goals, Objectives, and Policies of the all other Elements of the Comprehensive Plan or other pertinent long-range plans i.e. Comprehensive Water and Sewer Plan, Capital Improvement Program, Sub-Area Plans, Revitalization or Redevelopment Plans, and other County, State, or Agency plans as applicable.

Describe any other County Plan or policy for which the proposed Comprehensive Plan Amendment will affect, either positively or negatively; and consistency of the proposed request with such plans and policies.

Describe any other State or other governmental agency plans or policies for which the plan amendment will affect, either positively or negatively; and consistency of the proposed request with such plans and polices.

**VI. Adjacent Property Ownership**

A listing of all persons, organizations, corporations or groups owning land within five hundred (500) feet of the property for which the Comprehensive Plan Amendment is requested must be provided as a separate attachment to this application. Please title this document as "Adjacent Property Ownership" and include the full name and address for each entity listed as it is shown on the current assessment records of the Maryland Department of Assessments and Taxation.

**VII. Owner Information**

If the application applies to specific properties, include the information below for each record owner of the property for which the amendment is being sought. If owned by a corporation, the application must be signed by an officer(s) empowered to act for the corporation. Provide additional attachments as needed for additional owners.

Owner Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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Owner Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **VIII. Applicant Instructions and Signature**

**Failure to provide a complete application with all required documents and attachments may result in delays or return of the application to the applicant. In addition to the application and required attachments, the following requirements must be met:**

- ✓ Submit ten (10) paper copies and twelve (12) electronic copies on CD of the application and associated attachments. Make sure to include maps, appendices, and attachments. These items are required for distribution to State Agencies and adjacent jurisdictions as part of the 60-day State Clearinghouse review required by the Land Use Article of the Annotated Code of Maryland.
- ✓ Provide proof of ownership if the amendment is for a specific property. If two or more parcels are included, they must be adjoining and ownership must be in the entirety. If this is not the case, separate applications are required for each property having separate boundaries or ownership.
- ✓ An authorization letter for those acting as agents or on behalf of owners or applicants.

**I hereby certify that this application for a Comprehensive Plan Amendment is complete and the information provide is correct.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_