



Local Map Amendment Application- Base Zone

I. Application Information

Applicant Name: _____ Phone Number: _____

Address: _____
(Street) (City) (State) (Zip Code)

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

II. Description of Requested Amendment

The applicant requests to amend the Zoning Map of Charles County by reclassifying the property described below as follows:

Reclassification FROM Zone: _____

Reclassification TO Zone: _____

III. Property Description

Site Address: _____
(Street) (City) (State) (Zip Code)

Subdivision Name: _____ Election District: _____

Census Tract: _____ Comprehensive Plan Land Use Designation(s): _____

Tax Map, Grid, Parcel, Block, and Lot: _____

Average of Property Subject to the Reclassification: _____

Is the property within the Chesapeake Bay Critical Area: Yes No

IV. Vicinity and Property 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.

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



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V. Rationale for Amendment: Change or Mistake

Change: If an amendment should be made on the grounds of a change in the character of the neighborhood, the application must include enough information to prove that a change in the neighborhood has occurred. An application asserting change in the neighborhood must include the following information:

- ✓ A description of the area which reasonably constitutes the neighborhood of the Base Zone Amendment and a Neighborhood Definition Map indicating the properties included in the neighborhood.
- ✓ A description of the changes that have occurred in the neighborhood since the original or last comprehensive rezoning.
- ✓ Statements explaining how these changes justify the proposed amendment and how the proposed amendment is compatible with existing and proposed development for the area.

Mistake: If a mistake has been made, the applicant must establish that at the time of the last comprehensive rezoning, the County failed to take into account the existing facts, projects, or trends in making the decision regarding the zoning of the property.

VI. Consistency with County Plans

An attachment must be included with this application that demonstrates how the proposed rezoning is consistent with the County’s Comprehensive Plan, Comprehensive Water and Sewer Plan, Capital Improvement Program, and other County plans as applicable.

VII. Adjoining and Confronting Property Ownership

A listing of all persons, organizations, corporations or groups owning land adjoining or confronting the property for which the Local Map Amendment is requested must be provided as a separate attachment to this application. Please title this document as “Adjoining and Confronting” 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.

VIII. Owner Information

This application shall include the name, mailing address, and signature of each record owner of the property for which the amendment is being sought. If owned by a corporation, this application must be signed by the officer empowered to act for the corporation.

Owner Name: _____ Phone Number: _____

Address: _____
(Street) (City) (State) (Zip Code)

Owner Signature: _____ Date: _____

Owner Name: _____ Phone Number: _____

Address: _____
(Street) (City) (State) (Zip Code)

Owner Signature: _____ Date: _____



Charles County Department of Planning & Growth Management

Owner Name: _____ Phone Number: _____

Address: _____
(Street) (City) (State) (Zip Code)

Owner Signature: _____ Date: _____

IX. Application 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:

- ✓ The applicant is encouraged to schedule a pre-submittal meeting to review this application prior to application submission.
- ✓ Submit ten (10) paper copies of the application and all associated attachments.
- ✓ 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.

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: _____