



Town of North East, Maryland Infill and Re-development Application - Procedures and Instructions

1. The following must be mailed to the Office of Planning and Zoning, P.O. Box 528, North East, Maryland 21901-0528 OR dropped of at the Town Hall, 106 South Main Street:
 - ✓ Application
 - ✓ Sketch as outlined in Part 5 of the Application
 - ✓ Copy of current Deed or Deeds
 - ✓ Fee for application (non-refundable)

Acceptance of Application by staff DOES NOT indicate application approval. Incomplete applications will cause delays in processing.

2. Development Expense Agreement: Prior to acceptance of application, a Development Expense Agreement must be executed with the Town of North East.
3. Application Fee:
 - ✓ Residential site plan: \$100.00
 - ✓ Commercial or industrial site plan: \$250.00

Make check payable to: Town of North East

ATTACHED PLEASE FIND: NORTH EAST ZONING ORDINANCE REGULATIONS PERTAINING TO INFILL AND REDEVELOPMENT. PLEASE REVIEW AND SUBMIT YOUR APPLICATION ACCORDINGLY.

IF YOU SHOULD HAVE ANY QUESTIONS – PLEASE CONTACT THE OFFICE OF PLANNING AND ZONING AT 410-287-5801.

INFILL / RE-DEVELOPMENT APPLICATION - TOWN OF NORTH EAST
P.O. BOX 528 / 106 SOUTH MAIN STREET
NORTH EAST, MARYLAND 21901-0528
PHONE 410-287-5801 / FAX 410-287-8267

THIS APPLICATION IS FOR INFILL / RE-DEVELOPMENT

PART 1. APPLICANT INFORMATION

Owner _____ Representative _____

APPLICANT NAME – (PLEASE PRINT CLEARLY – LIST ADDITIONAL NAMES ON PAGE 5): _____

APPLICANT ADDRESS: _____

TELEPHONE NUMBER: _____ FAX NUMBER: _____

PART 2. PROPERTY INFORMATION

PROPERTY OWNER NAME – (PLEASE PRINT CLEARLY – LIST ADDITIONAL NAMES ON PAGE 5): _____

PROPERTY OWNER ADDRESS: _____

TELEPHONE NUMBER: _____ FAX NUMBER: _____

LOCATION OF PROPERTY: _____ SIDE OF _____ (STREET)

PROPERTY ADDRESS: _____

TAX MAP # _____ BLOCK # _____ PARCEL # _____

DEED REFERENCE: LIBER _____ AND FOLIO _____

ZONING CLASSIFICATION: _____ ACRES: _____

CRITICAL AREA LAND USE DESIGNATION: _____

EXISTING USE OF PROPERTY: _____

INFILL / RE-DEVELOPMENT APPLICATION – PAGE 2

PROVISION OF THE NORTH EAST ZONING ORDINANCE UNDER WHICH THIS APPLICATION IS
SUBMITTED (SECTION AND PARAGRAPH): _____

HAS THIS SITE PLAN OR WILL THIS SITE PLAN BE REVIEWED BY THE COUNTY TECHNICAL
ADVISORY COMMITTEE OF CECIL COUNTY: _____

PURPOSE OF THIS APPLICATION (DESCRIBE). _____

HAVE FLOODPLAIN REGULATIONS BEEN ADDRESSED?(IF APPLICABLE): _____

HAVE THE CHESAPEAKE BAY CRITICAL AREA REGULATIONS BEEN ADDRESSED? (IF APPLICABLE):

FINDINGS OF FACT: NORTH EAST ZONING ORDINANCE ARTICLE 5. SECTION 5-11. PARAGRAPH 5-K
FINDINGS REQUIRED:

1) THE PLAN ACCOMPLISHES THE PURPOSES, OBJECTIVES AND MINIMUM STANDARDS AND
REQUIREMENTS OF THE OVERLAY DISTRICT? _____YES_____NO

EXPLAIN: _____

2) THE PLAN IS IN ACCORDANCE WITH THE NORTH EAST COMPREHENSIVE PLAN?
_____YES_____NO

IF NO, EXPLAIN: _____

INFILL / RE-DEVELOPMENT APPLICATION – PAGE 3

3) THE PLAN IS INTERNALLY AND EXTERNALLY COMPATIBLE AND HARMONIOUS WITH EXISTING AND PLANNED LAND USES IN THE AREA? _____YES_____NO

EXPLAIN: _____

4) EXISTING OR PLANNED PUBLIC FACILITIES ARE ADEQUATE TO SERVICE THE PROPOSED DEVELOPMENT? _____YES_____NO

EXPLAIN: _____

5) THE DEVELOPMENT STAGING PROGRAM IS ADEQUATE IN RELATION TO THE PROVISION OF PUBLIC FRACILITIES AND PRIVATE AMENITIES TO SERVICE THE PROPOSED DEVELOPMENT? _____YES_____NO

EXPLAIN: _____

6) THE PLAN IS CONSISTENT WITH THE PURPOSES AND PROVISIONS OF THE SMART GROWTH AREAS ACT AND OTHER APPLICABLE SMART GROWTH LEGISLATION? _____YES_____NO

EXPLAIN: _____

DESCRIBE ATTACHMENTS INCLUDED WITH APPLICATION:

INFILL / RE-DEVELOPMENT APPLICATION – PAGE 4

Amenity	Applicant's Response
Outline your major point of compatibility within the existing neighborhood	
Front Door Style	
Front Door Color	
Roof Color	
Siding Color	
Trimwork: Style, Color and location of trimwork proposed on structure	
Window Style(s)	
Siding or Façade Style	
How far is the edge of the new structure to the property line: Be specific: Front: Rear: Side: Side:	
Height of proposed structure(s):	
Has a landscape plan showing locations, native species and quantities been provided? Has an estimate of landscape costs been provided with this application?	
Buffers: State whether buffers or berms are required with this plan?	
Fencing: All fencing proposed for this projects shall be shown on plan. Indicate the height, material and style.	
Driveways: Include the material, length and width of all proposed driveways	
Parking Spaces required for this project	
Parking Spaces provided on property	
Parking Spaces provided off site	

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Shutters: Style and Color	
Pitch of Roof	
Porches, enclosed or unenclosed, and locations.	
Quantity of Side, front and rear entrances to structure. Label on plan.	
Gutter system	
Sidewalks provided in Town's right of way for public use	
Sidewalks provided on private property for personal use	
Curbing	
Lighting	
Will a waiver of the height, or setbacks as outlined in the North East Zoning Ordinance be required for the approval of this application? If so, state specific waivers you are requesting	
Time frame you expect to begin and complete this project	

INFILL / RE-DEVELOPMENT APPLICATION – PAGE 6

LIST THE NAMES AND ADDRESSES OF ALL APPLICANTS: ATTACH ADDITIONAL SHEETS IF NECESSARY

(Please Print Clearly)

OWNER NAME	ADDRESS	PHONE
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OWNER NAME	ADDRESS	PHONE
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OWNER NAME	ADDRESS	PHONE
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OWNER NAME	ADDRESS	PHONE
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OWNER NAME	ADDRESS	PHONE
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LIST THE NAMES AND ADDRESSES OF ALL PROPERTY OWNERS: ATTACH ADDITIONAL SHEETS IF NECESSARY

(Please Print Clearly)

OWNER NAME	ADDRESS	PHONE
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OWNER NAME	ADDRESS	PHONE
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OWNER NAME	ADDRESS	PHONE
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OWNER NAME	ADDRESS	PHONE
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OWNER NAME	ADDRESS	PHONE
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INFILL APPLICATION
ASSESSMENT OF EXISTING NEIGHBORHOOD

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_____ Street/Drive

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- 1) The boxes represent lots.
- 2) Label the subject property on the above illustration.
- 3) Identify the addresses within 500 feet of subject property, on both sides of street.
- 4) Attach colored photos of the properties within 500 feet of the subject property and identify photographs with the corresponding address.
- 5) Identify on lots/illustration above: how many feet between the curb or edge of street to the front building line on both sides of the street within 500 feet of subject property.

