



## Town of North East, Maryland Variance 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, plat or plan 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. Application Fee ..... \$ **200.00**

Make check payable to: Town of North East



**APPLICATION FOR A VARIANCE  
NORTH EAST SUBDIVISION REGULATIONS  
NORTH EAST PLANNING COMMISSION  
P.O. BOX 528 / 106 SOUTH MAIN STREET  
NORTH EAST, MARYLAND 21901-0528  
PHONE 410-287-5801 / FAX 410-287-8267**

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**THIS APPLICATION IS FOR A VARIANCE FROM THE NORTH EAST PLANNING COMMISSION**

**PART 1. APPLICANT INFORMATION**

Owner \_\_\_\_\_ Representative \_\_\_\_\_

APPLICANT NAME – (PLEASE PRINT CLEARLY – LIST ADDITIONAL NAMES ON PAGE 6): \_\_\_\_\_

APPLICANT ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

**PART 2. PROPERTY INFORMATION**

PROPERTY OWNER NAME – (PLEASE PRINT CLEARLY – LIST ADDITIONAL NAMES ON PAGE 6): \_\_\_\_\_

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: \_\_\_\_\_

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**PART 3. PROVISIONS OF APPLICATION**

PROVISION OF NORTH EAST SUBDIVISION REGULATIONS UNDER WHICH THIS APPLICATION IS SUBMITTED (SECTION AND PARAGRAPH): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

PURPOSE OF THIS APPLICATION (DESCRIBE): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

INDICATE SPECIFIC VARIANCE REQUESTED - STATE IN FEET AND/OR SQUARE FEET): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PART 4 - REASON FOR REQUEST** (ATTACH ADDITIONAL SHEETS IF NECESSARY)

STATE IN DETAIL THE REASONS WHY THIS REQUEST SHOULD BE GRANTED: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PART 5 – SKETCH / PLAN OF PROPOSED PROJECT**

ATTACH A PLAT, PLAN OR SKETCH THE LOCATION OF THE PROPOSED PROJECT ON THE PROPERTY, SHOWING DISTANCES FROM REAR, FRONT AND SIDE PROPERTY LINES TO PROJECT, AND THE DIMENSIONS OF THE PROJECT, AS APPLICABLE TO THIS APPLICATION AND VARIANCE REQUESTED.

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**PART 6. ADDITIONAL REQUIREMENTS (ATTACH ADDITIONAL SHEETS IF NECESSARY)**

1. Describe how the land is of such shape or size, or is affected by such shape and size, or is affected by such topographical conditions, or is subject to such title limitations of record that it is impossible or impractical for the subdivider to comply with all of the regulations of this ordinance;

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2. Describe how the granting of the variance will not be detrimental to the public welfare or injurious to other property in the vicinity of the subject property.

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

(Please Print Clearly)

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

(Please Print Clearly)

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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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OWNER NAME	ADDRESS	PHONE
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