



**CONSTRUCTION/ZONING AUTHORIZATION APPLICATION**  
**Town of North East, MD 21901-0528**  
**PO Box 528 / 106 South Main Street**  
**Phone 410-287-5801 x107**

Applic. Recd.  
  
Applic. No.

**ADDRESS OF PROPOSED CONSTRUCTION OR PROPOSED USE:** \_\_\_\_\_

APPLICANT \_\_\_\_\_

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

APPLICANT PHONE NUMBER \_\_\_\_\_ FAX NO. \_\_\_\_\_

PROPERTY OWNER \_\_\_\_\_ PHONE NO. \_\_\_\_\_ EMAIL: \_\_\_\_\_

PROPERTY OWNER ADDRESS \_\_\_\_\_

CONTRACTOR NAME \_\_\_\_\_ PHONE NO. \_\_\_\_\_ EMAIL: \_\_\_\_\_

CONTRACTOR ADDRESS \_\_\_\_\_

CONTRACTOR LICENSE NUMBER \_\_\_\_\_

PROPOSED DESCRIPTION OF WORK AND USE: \_\_\_\_\_

MAP NO.	PARCEL NO.	LOT NO.	SECTION NO.	ZONING
GARAGE SF		BASEMENT SF		# FULL BATHS
CARPORT SF		1 <sup>ST</sup> FLOOR SF		# HALF BATHS
BREEZEWAY SF		2 <sup>ND</sup> FLOOR SF		# BEDROOMS
DECK/PORCH ENCLOSED SF		3 <sup>RD</sup> FLOOR SF		TOTAL SF
DECK/PORCH UNENCLOSED SF		OTHER SF		CONSTRUCTION COST

**SIGNATURE OF OWNER OR OWNERS REPRESENTATIVE** \_\_\_\_\_

**DATE** \_\_\_\_\_

**FOR USE OF OFFICE STAFF ONLY**

**MINIMUM YARD REQUIREMENTS:** Applicant shall construct in accordance with the following:

1. Front yard depth to be no less than \_\_\_\_\_ feet from front property line.
2. Rear yard depth to be no less than \_\_\_\_\_ feet from rear property line.
3. Side yard depth to be no less than \_\_\_\_\_ feet from side property line.
4. Maximum height of structure(s) not to exceed \_\_\_\_\_ stories or \_\_\_\_\_ feet in height.
5. Other(s): \_\_\_\_\_

**FLOODPLAIN:** Are floodplain regulations applicable to this authorization? \_\_\_\_\_ YES \_\_\_\_\_ NO

1. Is property located within 100 year flood area? \_\_\_\_ yes \_\_\_\_ no
2. Existing elevation of the "lowest floor" \_\_\_\_\_ Proposed elevation of "lowest floor" \_\_\_\_\_
3. Is Venting required? \_\_\_\_ yes \_\_\_\_ no Note: If venting is required, verify vents are shown on plans.
4. Is a Non-conversion Agreement Required \_\_\_\_ yes \_\_\_\_ no If required, verify it has been submitted.
5. Is an Elevation Certificate Required \_\_\_\_ yes \_\_\_\_ no Requirements are outlined on approval letter.

**CHESAPEAKE BAY CRITICAL AREA:**

Critical Area Designation \_\_\_\_\_ Total Disturbed Area \_\_\_\_\_

Is mitigation required? YES NO If yes, mitigation requirements are outlined on approval letter.

**SITE PLAN OR SUBDIVISION APPROVAL REQUIRED PRIOR TO RELEASE OF A PERMIT?**

\_\_\_\_ YES \_\_\_\_ NO If yes, when did the Planning Commission approve the site plan or plat?



## **Town of North East, Maryland DISCLOSURE**

The Town of North East sincerely thanks you and appreciates your vision and investment regarding this project.

As you move forward with the Town's Construction/Zoning Authorization or Commercial Occupation License process and subsequently submitting permit applications to Cecil County, please be advised that additional County, State and Federal agencies, and their applicable codes and regulations, may have review authority over this project. These agency requirements may apply depending on the scope and nature of the project and are separate from Towns permit and conditions of approval.

Upon Town approval the applicant shall apply for a Cecil County Building permit or Change of Use permit, whichever is applicable. The following reviews may be required upon submitting the applicable application to Cecil County:

### **Fire Marshal Review – Fire Suppression Systems / Fire Protection Systems:**

If your project includes new construction, significant renovation, or a change in use, fire suppression requirements may be required and the applicant/property owner may be required to provide engineered fire suppression system drawings. These drawings must be reviewed and approved by the Fire Marshal.

In the event the Fire Marshal requires a water service line over 1 inch in diameter, engineered plans shall be required. Please contact the North East Town Hall Planning Office for additional information as these plans shall require review by the Towns Engineer prior to the required pre-construction meeting.

For example, if your project involves a commercial build-out, change of occupancy, or expansion of an existing structure, sprinkler or fire alarm system upgrades may be required. Any required system modifications will require coordinated approvals prior to installation.

### **Cecil County Plumbing Code**

All plumbing work shall comply with all applicable Cecil County plumbing regulations and codes, including but not limited to new installations, restroom additions or modifications, commercial kitchen hookups, and water/sewer connections associated with this project.

### **Cecil County Electrical Code**

All electrical work shall comply with all applicable Cecil County electrical regulations and codes. This includes new service connections, panel upgrades, lighting, equipment power requirements, and any electrical modifications associated with this project.

### **Heating, Ventilation, and Air Conditioning (HVAC)**

All HVAC systems shall comply with all applicable Cecil County HVAC regulations and codes. Depending on the project, engineered HVAC designs may be required for new systems, system replacements, or major alterations associated with this project.

**Erosion and Sediment Control**

Projects involving ground disturbance may require review and approval of erosion and sediment control measures. For example, if your project includes land excavation, grading, clearing, demolition, or site preparation activities, you may be required to submit erosion and sediment control plans for review. Approval shall be required prior to commencing work.

**Stormwater Management**

Stormwater management requirements may apply based on the size, scope, and impervious surface impact of your project. This may include requirements for stormwater facilities, runoff mitigation, or compliance with State and County stormwater regulations. Projects increasing paved surfaces, rooftops, or overall site runoff may require engineered stormwater design and approval prior to commencing work.

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I acknowledge that the above referenced agencies and requirements may have review authority and additional requirements for this project.

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Property Owner Signature

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Date



## Instructions for completing your Construction/Zoning Authorization Application:

A site plan, plot plan, or plat with lot lines identified:

- ✓ Label dimensions of the property
  - ✓ Show the location of existing and proposed buildings on the lot
  - ✓ Show on drawing how far the proposed structure(s) are set back from the front, rear and side yards lines   
Show location of the water meter
  - ✓ Include suitable notations to identify the proposed project or proposed change of use of all land and buildings on the property.
  - ✓ Show the topographic features of property
2. Complete construction plans for any construction associated with this project or use. If you have any questions what to include, contact Cecil County Permits and Inspection at 410-996-5235 for clarification.
  3. Current deed of the property where the construction or change of use is to take place.
  4. Please note that in some instances in order for the Town to verify the property lines for the purpose of the enforcement of the Zoning Regulations, the applicant may be required to submit a boundary survey or location survey, or may be required to have the lot staked by a competent surveyor.
  5. Number of plans to submit: It is the applicant's responsibility to contact Cecil County Permits and Inspection at 410-996-5235 to verify the quantity of construction plans or use plans that their department requires. Applicant shall also inquire from the office of Permits and Inspections whether the plans will require an engineer or architect seal.

The submission package to the Town of North East shall include the quantity required by the County PLUS one additional set (which the Town shall retain). Upon approval from the Town, all of the construction plans and/or use authorization plans shall be endorsed with the Town's approval stamp and shall be given to the applicant to bring to the County along with the Town's Construction/Use Authorization along with an approval letter.

6. Property Owner's Signature on the application: Please note that this office shall require that the signature of the property owner(s) who are outlined on the deed on the Construction Authorization/Change of Use Authorization. If the property owner is not able to come in and sign the application, the Town shall accept an original letter from the owner of the property, with signature(s) from all owners listed on the deed which grants authority for the construction. If the property owner is a corporation and/or agency, the applicant shall submit an original letter with the letterhead of the corporation/agency and the letter shall outline who will have the authority to apply for the construction/zoning authorization application, and the letter shall be signed by all owners of the corporation.
7. Fee: \$35.00 application fee shall be included with submittal. Make check payable to the Town of North East. The Planning Office is not able to accept credit card payments.
8. Approval: After approval is granted from the Town, applicant shall bring the Town approval letter and plans to the Cecil County Department of Permits and Inspection to obtain a County Permit prior to commencement of project or use.

Please note: If it is determined that water and/or sewer allocation is required for this construction project or the proposed change of use, allocation shall be secured prior to the Town's endorsement of approval.