



Town of North East, Maryland

Adaptive Reuse 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 off at the Town Hall, 106 South Main Street:

- ✓ Application
- ✓ Site Plan or 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. Application Fee..... **\$ 250.00**

Make check payable to: Town of North East

PLEASE REVIEW THE FOLLOWING SECTIONS OF THE NORTH EAST ZONING ORDINANCE:

Adaptive Reuse Development: A use change granted by a legislative body under Article 5. Section 5-6; Article 5. Section 5-7 and Article 5. Section 5-8 of this ordinance to the use restrictions in a zoning classification, as those restrictions are applied to a particular improved property. For purposes of adaptive reuse development, improved property is property that has or had a structure or property that is served with public water/sewer or has a public water main adjacent to said property.

- Village Commercial District Regulations (VC): See Section 5-6. Paragraph 3.a.
- Village Marine District Regulations (VM): See Section 5-7. Paragraph 2.a.
- General Commercial District Regulations (GC): See Section 5-8. Paragraph 2.a.

Application Procedures for Adaptive Reuse Development

1. A written Adaptive Reuse Development application shall be completed and filed with the Zoning Administrator accompanied by the filing fee which is set by the Mayor and Commissioners.
2. The Planning Office shall schedule a public hearing, on the application, which shall be conducted with the Planning Commission within sixty (60) days of receiving a completed application.
3. Upon receiving a recommendation from the Planning Commission, the Mayor and Commissioners will conduct a public hearing on the application. Notice of hearings shall be given in accordance with Section 9-25.
4. On application by a property owner, a legislative body ("Mayor Commissioners") may authorize how the uses allowed in a zoning classification are to be applied to a particular improved property by granting an adaptive reuse. Before granting approval of an Adaptive Reuse Development application, the Mayor and Commissioners shall make specific findings, supported by facts in the record, that:
 - the change is consistent with the plan for the local jurisdiction;
 - the change is in the public interest and provides a positive benefit to the community; and
 - literal enforcement of the zoning classification would deprive the owner of all reasonable economically viable use of the property.
5. Applications for Adaptive Reuse Development:
 - Upon approval of the application by the Mayor and Commissioners, all tentative, preliminary and final development plans shall be referred to the Planning Commission for their review, comment and approval.
 - A written opinion shall be issued by the Zoning Administrator, of the Mayor and Commissioner's decision, within thirty (30) days of the date of the public hearing.



APPLICATION FOR ADAPTIVE REUSE DEVELOPMENT
P.O. BOX 528 / 106 SOUTH MAIN STREET
NORTH EAST, MARYLAND 21901-0528
PHONE 410-287-5801 / FAX 410-287-8267

PART 1. APPLICANT INFORMATION

Owner _____ Representative _____

APPLICANT NAME(S) – (PLEASE PRINT CLEARLY): _____

APPLICANT(S) ADDRESS: _____

TELEPHONE NUMBER: _____ EMAIL: _____

PART 2. PROPERTY OWNER INFORMATION

PROPERTY OWNER(S) NAME – (PLEASE PRINT CLEARLY) _____

PROPERTY OWNER(S) ADDRESS: _____

TELEPHONE NUMBER: _____ EMAIL: _____

PART 3. PROPERTY INFORMATION

ADDRESS FOR PROPERTY PROPOSED FOR ADAPTIVE REUSE DEVELOPMENT:

TAX MAP # _____ GRID # _____ PARCEL # _____ LOT # _____

DEED REFERENCE: LIBER _____ AND FOLIO _____

ZONING CLASSIFICATION: _____ (VC) _____ (VM) _____ (GC) ACRES: _____

CRITICAL AREA LAND USE DESIGNATION (CHECK ONE): _____ IDA _____ LDA _____ RCA

WITHIN THE 100 YEAR FLOODPLAIN: _____ YES _____ NO

EXISTING USE OF PROPERTY: _____

PROPOSED USE OF PROPERTY: _____

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PART 3. PROVISIONS OF APPLICATION

PROVISION OF NORTH EAST ZONING ORDINANCE UNDER WHICH THIS APPLICATION IS SUBMITTED (SECTION): (CHECK THE APPROPRIATE REGULATION)

- _____ Village Commercial District Regulations: Section 5-6. Paragraph 3.a.
- _____ Village Marine District Regulations: Section 5-7. Paragraph 2.a.
- _____ General Commercial District Regulations: Section 5-8. Paragraph 2.a.

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

1. STATE IN DETAIL THE SPECIFIC USE REQUESTED: _____

2. STATE IN DETAIL THE REASONS WHY THIS REQUEST SHOULD BE GRANTED:

3. WILL THE PROPOSED PROJECT BE CONSISTENT WITH THE CURRENT NORTH EAST

COMPREHENSIVE PLAN _____ YES _____ NO

IF YES, OUTLINE CONSISTENCY WITH THE NORTH EAST COMPREHENSIVE PLAN:

4. OUTLINE HOW THE PROPOSED PROJECT IS IN THE PUBLIC'S INTEREST:

5. OUTLINE HOW THE PROPOSED PROJECT WILL PROVIDE A POSITIVE BENEFIT TO THE COMMUNITY?

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6. OUTLINE HOW THE LITERAL ENFORCEMENT OF THE ZONING CLASSIFICATION WOULD DEPRIVE THE OWNER OF ALL REASONABLE ECONOMICALLY VIABLE USE OF THE PROPERTY.

PART 6. COMMUNITY -STANDARD OF LIVING

1. HOW WILL THE FOLLOWING CONCERNS BE MANAGED TO PRESERVE THE OVERALL COMMUNITY WELFARE?

- NOISE: _____
- FOOT TRAFFIC: _____
- VEHICLE TRAFFIC: _____
- PARKING: _____
- TRASH: _____
- ENVIRONMENTAL IMPACTS: _____

PART 7. PROPOSED DEVELOPMENT

1. WHAT IS THE PROPOSED SIZE OF THE STRUCTURE? _____
2. WILL THERE BE ANY USE OF THE OUTSIDE OR OUTDOOR ACITIVITY? ____ YES ____ NO
IF YES EXPLAIN: _____
3. ARE THERE ANY OUTBUILDINGS PROPOSED? ____ YES ____ NO
IF YES, WHAT TYPE OF STRUCTURE AND WHAT IS THE PROPOSED USE? _____
4. WILL ANY VARIANCES BE NEEDED? ____ YES ____ NO
IF YES, EXPLAIN: _____
5. WHAT IS THE ANTICIPATED PERSONNEL CAPACITY? _____
6. WHAT IS THE PROPOSED TIMELINE TO COMPLETION OF THE PROJECT: _____

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PART 8. – PROPOSED PROJECT - SITE PLAN

A SITE PLAN/TO SCALE IS REQUIRED TO ACCOMPANY THIS APPLICATION. A HAND DRAWN SITE PLAN IS ACCEPTABLE IF IT IS TO SCALE.

(ADDITIONAL INFORMATION – ATTACH ADDITIONAL SHEETS IF NEEDED)

CERTIFICATION – SIGNATURES

I/WE CERTIFY THAT THE INFORMATION, EXHIBITS AND ATTACHMENTS SUBMITTED ARE TRUE AND CORRECT TO THE BEST OF MY/OUR KNOWLEDGE AND BELIEF.

APPLICANT(S):

SIGNATURE

DATE

SIGNATURE

DATE

OWNER(S):

SIGNATURE

DATE

SIGNATURE

DATE