

**BALTIMORE COUNTY
DEPARTMENT OF PERMITS APPROVALS AND INSPECTIONS
DEVELOPMENT REVIEW COMMITTEE (DRC) APPLICATION**

DRC# _____ /Tracking# _____
County Use Only County Use Only

This application must be accompanied by the following:

1. One copy of the completed DRC checklist. Filing Date: _____
2. Three copies of this DRC application, completed in full. Stamp in w/PAI date stamp here
3. Three copies of a letter of request (attach one to each DRC application).
4. Nine copies of the plan folded to 8 1/2 x 11 inches.
5. \$100 fee for limited exemption request; \$375 for waiver request (check made payable to Baltimore County, MD and are non-refundable; Applicant shall deliver check to County Finance Office cashier. Submit paid receipt w/package.

Project Name: _____ PAI File No.: _____

Project Address: _____ Zip Code: _____ ADC Map #: _____

Councilmanic District: _____ Election District: _____ Project Acreage: _____

Tax Account No(s): _____ Zoning: _____

Engineer: _____ N/A: _____ Engineer's Phone No.: _____

Address: _____ Zip _____ Email: _____
(City)

Applicant: _____ Applicant's Phone No.: _____

Address: _____ Zip _____ Email: _____
(City)

Attorney: _____ N/A: _____ Attorney's Phone No.: _____

Address: _____ Zip _____ Email: _____
(City)

Is this a tower? ___ Yes ___ No If "Yes" check one of the following: Cellular _____ Water Tower _____ MonoPole _____
(CAC) (WTC) (CFC)

REQUESTED ACTION (TO BE COMPLETED BY THE APPLICANT)

- | | |
|--|---|
| <input type="checkbox"/> Limited Exemption under Section 32-4-106 (____) (____) (____)
<input type="checkbox"/> Plan Refinement
<input type="checkbox"/> Planned Shopping Center Designation under Section 101 of BCZR
<input type="checkbox"/> Waiver under Section 32-4-107 (____) (____) (____)
<input type="checkbox"/> Requires a Zoning () Special Hearing; () Special Exception; () Variance
<input type="checkbox"/> Lot Line Adjustment (LLA)
<input type="checkbox"/> Other _____ | (County Use only)
Action: _____

_____ |
|--|---|

This application must be accompanied by a written request. That request must be in the form of a letter, legibly printed or typed, and signed by the applicant. The letter must contain the name, address and telephone number of the applicant and must provide details of the request. A copy of the checklist must be completed and included along with this DRC application. Please note that a DRC application form and checklist is available in room 123 of the County Office Building and on the County web site www.baltimorecountymd.gov/Agencies/permits/pdm_devmanage/pdmfdmgt.html
 Please see page 2 for the checklist of complete submittal requirements

c: Council, Planning, DEPS, Zoning

BALTIMORE COUNTY
DEPARTMENT OF PERMITS APPROVALS AND INSPECTIONS

Development Review Committee (DRC)
Application Form Checklist

All applications to the DRC must include the following:

- _____ 1. Three copies of the DRC Application.
- _____ 2. Three copies (one attached to each DRC Application) of a letter of request to the DRC containing the following:
 - _____ a. Name, address and phone number of the applicant
 - _____ b. Explanation of the request to the DRC.
 - _____ c. Signature of the applicant.
- _____ 3. Nine copies of a plan*** showing the following:
 - _____ a. A plan title box noting "Plan to accompany DRC request."
 - _____ b. North arrow.
 - _____ c. Vicinity map.
 - _____ d. Election district.
 - _____ e. Councilmanic district.
 - _____ f. Property tax account numbers.
 - _____ g. Site property owner's name and address.
 - _____ h. Scale of the drawing.
 - _____ i. Boundaries of the property lines shown in heavy bold lines.
 - _____ j. Lengths of property lines
 - _____ k. Area of project site in square feet and acreage.
 - _____ l. Proposed structures, heights and dimensions.
 - _____ m. Setbacks.
 - _____ n. Location of existing wells and septic systems.
 - _____ o. Zoning information:
 - _____ 1. Current zoning on the property.
 - _____ 2. Case numbers of any zoning hearings.
 - _____ 3. Dates of zoning orders.
 - _____ 4. Indication of what was granted or denied by the zoning commissioner.
 - _____ 5. Copies of zoning orders attached to the DRC Application.
- _____ 4. One copy of this checklist completed and signed by the applicant or the consultant.
- _____ 5. Check for \$100 for limited exemption request or check for \$375 for waiver request , payable to Baltimore County, MD-non-refundable. **(Do not staple check to forms) Applicant shall deliver payment to County Finance Office cashier. Submit paid receipt with this package.**

***Note: For refinements and material changes to previously approved plans you must use copies of the last approved plan to show items 3a-o listed above. Please show all changes in red.

I have reviewed the DRC application and plan using this checklist to insure that the application and plan are complete. I understand that an incomplete application or plan may cause the DRC to delay its action on this request.

Signed _____ Date _____

Print Name _____