



WASHINGTON COUNTY PLANNING COMMISSION
ZONING ORDINANCE MAP AMENDMENT

REQUIRED APPLICATION MATERIALS CHECKLIST

All materials **must** be clearly labeled

Original plus 1 copy and one digital copy (sent to
askplanning@washco-md.net) of complete application package

- ☐ 1. **Application Form:** A completed and signed application form. The application must be notarized if submitted by anyone other than the property owner(s).
- ☐ 2. **Fee Worksheet and Application Fee:** A completed Fee Worksheet must be submitted at the time application is made. If paying by check, please make checks payable to the "Washington County Treasurer". If paying by credit card, the application must be accepted for completeness and initialized by the Department prior to accepting payment. An invoice will be e-mailed to the applicant and **must** be paid prior to the deadline specified in the e-mail. The rezoning process will not begin until payment has been received.
- ☐ 3. **Ownership Verification:** Proof of ownership interest in the subject property, including a copy of the current deed to the property; **OR**, an Owner's Affidavit.
- ☐ 4. **Boundary Plat:** A boundary description, including metes and bounds, prepared and sealed by a land surveyor registered in the State of Maryland.
- ☐ 5. **Vicinity Map:** An 8 1/2 " x 11" page size map showing the zoning of all property within 1,000 feet of the site.
- ☐ 6. **Justification Statement:** Rezoning applications for Euclidean zones must provide evidence to support the applicant's claim that a change in the character of the neighborhood or a mistake in the current zoning has occurred. Applications **must** address all items specified and described in Section 27.3 of the County's Zoning Ordinance, including, but not limited to the following information:
 - a. Population change in the area of the proposed change.
 - b. Availability of public facilities in the area.
 - c. Present and future transportation patterns in the area.
 - d. Compatibility with existing and proposed development of the area including indication of neighboring sites identified by the Washington County Historic Sites Survey and subsequent revisions or updates.
 - e. The relationship of the proposed change to the Adopted Plan for the County. Development Analysis Plan Map and Policies.
 - f. Whether there was a substantial change in the character of the neighborhood where the property is located.
 - g. Whether there was a mistake in the existing zoning classification.
 - h. Whether there has been a convincing demonstration that the proposed rezoning would be appropriate and logical for the subject property.
 - i. Justification for change in the character of the neighborhood shall include:
 - i. A description of the neighborhood and events that have occurred since the last comprehensive zoning of the property; **AND**
 - ii. Describe how the request is consistent with the County's most recent adopted Comprehensive Plan; **AND**
 - iii. Provide a statement describing how the requested zoning is logical and appropriate.

- j. Justification for mistake in the current zoning shall include:
 - i. Describe events that have occurred since the last comprehensive zoning of the property that supports the applicant's claim that the County erred in the application of the current zoning; **AND**
 - ii. Describe how the request is consistent with the County's most recent adopted Comprehensive Plan; **AND**
 - iii. Provide a statement describing how the requested zoning is logical and appropriate.



7. Floating Zone and Overlay Zone Map Amendments:

- a. Applications for floating or zones shall include information required by the respective Articles of the Zoning Ordinance. These include Articles 5E, 15, 16, 17, 18 and 20.
- b. Applications for floating or overlay zones shall include select information required by Article 27.3, including:
 - i. Availability of public facilities in the area.
 - ii. Present and future transportation patterns in the area.
 - iii. Compatibility with existing and proposed development of the area including indication of neighboring sites identified by the Washington County Historic Sites Survey and subsequent revisions or updates.
 - iv. The relationship of the proposed change to the County's most recent adopted Comprehensive Plan.
 - v. Provide a statement describing how the requested zoning is logical and appropriate for the area.

SPECIAL NOTE: When requesting one of the following zoning districts, a Concept Plan (developed in accordance with the requested district Articles noted above) must be submitted with the zoning map amendment application.

- Rural Business (RB)
- Mixed Use Residential (MXR)
- Mixed Use Commercial (MXC)
- Mixed Use Employment (MXE)
- Industrial Mineral (IM)
- Planned Industrial (PI) *
- Planned Business (PB) *

*Concept plans developed for proposed new PI or PB districts **must** receive Planning Commission approval prior to inclusion in an amendment application.