



WASHINGTON COUNTY PLANNING COMMISSION
ZONING ORDINANCE TEXT 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. A copy of the proposed changes to the existing language must accompany the application.
- 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. **Justification Statement:** A written explanation of the reasons why the amendment is being requested, setting forth in sufficient detail to properly advise County officials as to the justification for the amendment. The justification statement must include the following:
 - i. Describe how the request is consistent with the County’s most recent adopted Comprehensive Plan; AND
 - ii. Provide a statement describing how the request is logical and appropriate.
- 4. Any other material facts that support the amendment.