

**APPLICATION
PLANNING COMMISSION
TOWN OF BEL AIR**

I. TYPE OF APPLICATION

- ___ Annexation
- ___ Rezoning
- ___ Site Plan
- ___ Special Development
- ___ Subdivision
- ___ Other, please specify _____

Case No. _____
Date Filed _____
Date of Hearing _____
Fee _____
Date Paid _____
Date Hearing
Advertised _____

II. APPLICANT _____ Phone Number _____

Address _____

Applicant's interest in the property _____

PROPERTY OWNER _____ Phone Number _____

ATTORNEY OR REPRESENTATIVE (if any) _____

Address _____ Phone Number _____

III. LAND DESCRIPTION

Address and Location of Property _____

Acreage/Lot Size _____ Subdivision _____ Lot # _____

Tax Map # _____ Block # _____ Parcel # _____ Election District _____ Zoning District _____

List ALL Structures on Property and Current Use: _____

Is this application a result of a Zoning Violation Notice? Yes ___ No ___

If this Appeal is in reference to a Building Permit or Zoning Certificate, state number _____

Have any other appeals been filed for this property in the past? _____

**ALL PERTINENT FORMS, PLANS/PLATS AND ANNOTATED CHECKLISTS MUST
BE SUBMITTED WITH THIS APPLICATION.**

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

IV. REQUEST

The APPLICANT/OWNER/CONTRACT PURCHASER requests the following:

For the following reasons: _____

If additional space is needed, attach to Application. In answering the above questions, please refer to the Development Regulations (Ordinance No. 663-03) requirements or other applicable Regulations that pertain to the type of Application requested.

V. INFORMATION TO BE SUBMITTED WITH APPLICATION

1. A plot plan drawn to scale indicating all pertinent data.
2. Two copies of a rendering showing all four sides of the building elevation for any commercial, industrial or institutional project. **TWO SETS OF DRAWINGS SHOULD BE DISPLAYED AT THE HEARING – ONE TO FACE THE AUDIENCE AND ONE TO FACE THE PLANNING COMMISSION MEMBERS.**
3. A list of all adjoining property owners with mailing addresses.
4. Names and addresses of all persons or entities having legal or equitable interest in the property.
5. Appropriate supporting material, i.e. topographic map, building elevation map....

VI. PLEASE NOTE:

1. It is the applicant’s responsibility to complete the application properly and thoroughly. Acceptance of the application by the Planning Department does not constitute approval. The approval body will make an independent determination as to the thoroughness and accuracy of the application at the time of hearing.
2. It is also the responsibility of the applicant to supplement the original application if there is any change regarding any information provided between the original submission and the hearing date.

