



**Talbot County Board of Appeals**  
215 Bay Street, Suite 2  
Easton, Maryland 21601  
410-770-8040

**IMPORTANT: Please submit one (1) copy of the following information** for initial review for completeness. The Department will determine within fifteen (15) days of submission if the application is complete. No application shall be deemed complete for processing unless all the information below has been included, and all filing fees have been paid. Upon determination that the following items have been deemed complete by the Department of Planning and Zoning, your application will be scheduled for the Board of Appeals hearing.

### Checklist

All Applications must be completed, signed and dated with the following submitted: If filing an Administrative Appeal please follow those guidelines. Note that a pre-application meeting is required before submittal to the Board of Appeals for commercial expansions.

The Agent/Representative/Surveyor will review the Site Plan submission & application for completeness and accuracy and each item shall be checked as follows:

- Y = Information Complete and accurate
- N/A = Information Not Applicable
- W = Waiver of required information. A separate request shall be submitted with this application in writing to the Planning Officer.

Based on unique characteristics of each parcel and use, the Technical Advisory Committee and/or the Planning Officer may require additional information to be submitted during the review and approval process.

- \_\_\_\_\_ 1. Check made payable to Talbot County for \$700.00.
- \_\_\_\_\_ 2. Postage Stamps or a check made payable to Talbot County for amount of the postage for the mailing of the Public Notice to adjacent property owners.
- \_\_\_\_\_ 3. Application page along with a written, detailed explanation for the Purpose of Appeal. The explanation may be typed on a separate sheet and labeled as Attachment A. For variances, list each variance that is being requested. For Special Exceptions or Modifications, complete details of the use(s). The information will need will need to be shown on the site plan (see #6 below). *Note that the original application, signed by the Applicant or Agent, must be submitted (not a copy).*
- \_\_\_\_\_ 4. Floor plans, elevations, and other miscellaneous documents. These plans **must** be drawn to scale.
- \_\_\_\_\_ 5. Site Plan **drawn to scale** to include at a minimum dimensions of the property, location of all existing and proposed buildings and outdoor use areas, setbacks from property lines (including mean high water if within the 100' buffer) to the closest point of the proposed structures, names of adjoining roads, streams, or bodies of waters, and existing tidal and non-tidal wetlands (*see application for any additional site plan requirements*).
- \_\_\_\_\_ 6. Critical Area Lot Coverage Computation Worksheets if property is located in the critical area.
- \_\_\_\_\_ 7. Copy of recorded covenants or any other restrictions on the property.
- \_\_\_\_\_ 8. Tax Map with subject property highlighted.
- \_\_\_\_\_ 9. Aerial Photo of the subject property.

- \_\_\_\_\_10. Applicant response to standards (*do not leave any questions unanswered*).
- \_\_\_\_\_11. Adjacent Property Owner(s) form filled out, signed and dated with the mailing addressees listed.
- \_\_\_\_\_12. Sign Maintenance Agreement.
- \_\_\_\_\_13. If the application is a result of a violation, provide a copy of the letter from the Talbot County Code Compliance Office. A local jurisdiction may not accept an application for a variance to legalize a violation including an unpermitted structure or development activity, unless the jurisdiction has first issued a notice of violation, including assessment of a penalty.
- \_\_\_\_\_14. Notice of Public Hearing for Advertisement.
- \_\_\_\_\_15. Independent Procedures Disclosure and Acknowledgement Form.
- \_\_\_\_\_16. Authorization letter from property owner(s).
- \_\_\_\_\_17. Directions to the property.
- \_\_\_\_\_18. MDE/Army Corp permits if required for your project.

**Upon determination that the following items have been deemed complete by the Department of Planning and Zoning, please assemble and submit an original and eight (8) hard copy packets of Items 3-10. Please provide one (1) additional assembled package each if the project is within the 100' buffer and/or located within a state highway setback. If the application requires a review and recommendation from the Planning Commission, please provide ten (10) additional, fully assembled copies.**

**Also, please provide single hard copies of the remaining items. If produced electronically, one electronic copy of the required submission materials, in pdf format, shall also be submitted.**

Please note that a greater or a fewer number of copies may be required to be submitted, as determined by the Department to be appropriate. A determination of completeness does not constitute a determination that the application meets the requirements for approval and does not preclude the Department from requesting additional information or materials in the future to complete the review of the application.

**Applicant failure to adequately address all application and checklist items and those specifications in accordance with Chapter 190 of the *Talbot County Code*, may result in a project being considered incomplete or inaccurate, any such deficiencies may result in return of application without proceeding through the review process.**

\_\_\_\_\_  
Applicant(s)/Agent Signature

\_\_\_\_\_  
Date