



File Number: _____

TALBOT COUNTY OFFICE OF PLANNING & ZONING

APPLICATION FOR NON-CONFORMING STRUCTURE

Application Received: Date: _____

Time: _____

Planning Commission: Date: _____

Fee Paid: _____



WHEN SUBMITTING AN APPLICATION THE FOLLOWING MUST BE FILED: 8 COPIES OF SITE PLAN, DRAWN TO SCALE, SHOWING ALL EXISTING STRUCTURES, THE ADDITION TO THE NON-CONFORMING STRUCTURE, SET BACK DISTANCES, WELL, SEPTIC, DRIVEWAY AND AN ELEVATION DRAWING. WHEN COMPLETED, YOU WILL BE SCHEDULED TO APPEAR BEFORE THE PLANNING COMMISSION.

*****A \$300.00 FEE CHECK MADE PAYABLE TO TALBOT COUNTY*****

For structures within the Critical Area but outside the Shoreline Development Buffer, the expansion will not enlarge the existing structure by more than 20 percent of the gross floor area of the structure existing on August 13, 2009.

For structures outside the Critical Area, the expansion will not enlarge the existing structure by more than 20 percent of the gross floor area existing on June 22, 1991.

If the expansion is greater than 20% of the gross floor the applicant must apply for a Variance through the Board of Appeals.

NAME OF OWNER: _____

ADDRESS: _____

TELEPHONE NO.: (____) _____

NAME OF PROJECT: _____

LOCATION OF PROPERTY: _____

RECORD OF LAND: MAP# _____ GRID _____ PARCEL _____ LOT# _____

ZONING: _____ C/A _____ LOT SIZE: _____

PROPOSED SETBACKS (FT): FT _____ SIDES _____ / _____ REAR _____ MHW _____

REQUIRED SETBACKS (FT): FT _____ SIDES _____ / _____ REAR _____ MHW _____

REGISTERED ENGINEER/SURVEYOR OR AGENT: _____

REPRESENTATIVE: _____

COMPANY NAME: _____

COMPANY ADDRESS: _____

COMPANY PH. NUMBER: _____ FAX NUMBER: _____



File Number: _____

EXPANSION OF NON-CONFORMING STRUCTURE REQUIREMENTS

(a) The proposed setback from the property lines for such an expansion will not be less than the existing setbacks of the legal non-conforming structure.

Response: _____

(b) The proposed expansion shall be designed to be compatible in terms of scale, bulk and general appearance with existing structures in the general area.

Response: _____

(c) The proposed expansion shall provide for the avoidance of significant, adverse impacts on the surrounding area with regard to trash, odor, noise, glare, vibration, air and water pollution, and other health and safety factors or environmental disturbances.

Response: _____

(d) The proposed expansion shall be compatible with the pattern of existing development in the vicinity and shall not be detrimental to the use, peaceful enjoyment, or economic value of the neighboring properties.

Response: _____

(e) The proposed expansion shall not have a significant adverse impact on public facilities or services including roads, schools, water and sewer facilities, police and fire protection, or other public facilities or services.

Response: _____

(f) The proposed expansion shall not create a nuisance to the common boundary line property or other properties in the vicinity, or their occupants, or a hazard to public health, safety or welfare.

Response: _____



File Number: _____

Talbot County Office of Planning and Zoning
28712 Glebe Road, Suite 2
Easton, Maryland 21601
410-770-8030

Independent Procedures Disclosure and Acknowledgement Form

Proposed Project Name: _____
Physical Address of Property: _____
Tax Map: _____ Grid: _____ Parcel: _____ Lot: _____ Zone: _____
Name of Applicant: _____
Phone Number(s): _____
Applicant Agent: _____
Phone Number(s): _____
Property Owner: _____
Phone Number(s): _____

Applicant acknowledges and understands:

1. This Application may be subject to local, state and federal laws, Ordinances, rules, or regulations (hereafter "Laws") other than those that the Office of Planning & Zoning or Board of Appeals reviews, administers, or applies in connection with this review.
2. Other agencies, including but not limited to the Talbot County Health Department, Division of Environmental Health, Maryland Department of the Environment, U.S. Army Corps of Engineers, Maryland Department of Natural Resources, US Fish and Wildlife Service and others may also have review authority over the project or development proposed in the application.
3. Applicant remains solely responsible for compliance with all applicable laws, ordinances, rules, or regulations.
4. Applicant understands that review of this Application does not necessarily include review of any other applicable laws.
5. Applicant understands that neither the Office of Planning & Zoning nor any of its employees has authority to grant permission or approval of any project or proposed development that violates any applicable law, ordinance, rule, or regulation of Talbot County, Maryland, and that any such approval issued in error has no enforceable legal effect.
6. Applicant understands that any decision issued by the Office of Planning & Zoning or by the Board of Appeals does not necessarily guarantee or assure the applicant that this project or proposed development may proceed.

I HEREBY CERTIFY that I have read, acknowledge, and understand the foregoing.

(SEAL)
Applicant

(SEAL)
Applicant/Agent

For Office Use Only: Date Received: _____

Comments: _____



Applicants Name: _____

File Number: _____

CRITICAL AREA LOT COVERAGE COMPUTATION WORKSHEET

*****One Acre = 43,560 square feet*****

SECTION A

For additions to existing structures, driveways, sidewalks & other lot coverage within the 100 foot shoreline buffer, calculate:

$$\underline{\hspace{2cm}} \quad \times \quad 15\% \quad = \quad \underline{\hspace{2cm}}$$

Square footage of portion of the lot within the 100 foot buffer Allowable lot coverage in square feet

Lots ½ acre or less which existed on or **before December 1, 1985** are limited to 25% of the parcel or lot in lot coverage.

$$\underline{\hspace{2cm}} \quad \times \quad 25\% \quad = \quad \underline{\hspace{2cm}}$$

Square footage of the lot Allowable lot coverage in square feet

Lots greater than ½ acre and less than 1 acre which existed on or **before December 1, 1985** are limited to **15%** of the parcel or lot in lot coverage.

$$\underline{\hspace{2cm}} \quad \times \quad 15\% \quad = \quad \underline{\hspace{2cm}}$$

Square footage of the lot square feet Allowable lot coverage in

Lots 1 acre or less in size that are part of a subdivision approved **after December 1, 1985*** are limited to **25%** of the lot in lot coverage. *The total lot coverage for the entire subdivision may not exceed 15%.*

$$\underline{\hspace{2cm}} \quad \times \quad 25\% \quad = \quad \underline{\hspace{2cm}}$$

Square footage of the lot square feet Allowable lot coverage in

Subdivision Name & Number *Allowable lot coverage in square feet as specified on the **final approved** subdivision plat.*

All other parcels or lots not previously noted are limited to **15%** of the parcel or lot in lot coverage.

$$\underline{\hspace{2cm}} \quad \times \quad 15\% \quad = \quad \underline{\hspace{2cm}}$$

Square footage of the lot feet Allowable lot coverage square

SECTION B

For parcels or lots ½ acre or less in size, total lot coverage does not exceed impervious surface limits as previously set forth in Section A by more than **25%** or 500 square feet whichever is greater.

$$\underline{\hspace{2cm}} \quad \times \quad 25\% \quad = \quad \underline{\hspace{2cm}}$$

Permitted lot coverage in square feet Maximum lot coverage in square feet or 500 square feet, whichever is greater.

For parcels or lots greater than ½ acre and less than 1 acre in size, total lot coverage does not exceed lot coverage limits as previously set forth in Section A or 5,445 square feet, whichever is greater.

ONLY THE TALBOT COUNTY PLANNING OFFICER OR HIS DESIGNATED REPRESENTATIVE MAY ALLOW A PROPERTY OWNER TO EXCEED THE LOT COVERAGE LIMITATIONS SET FORTH IN SECTION A OF THIS COMPUTATION FORM. ADDITIONAL BEST MANAGEMENT PRACTICES ARE REQUIRED IN ORDER TO EXCEED THE LIMITS SET FORTH IN SECTION A.

*** For subdivision lots where the specified lot coverage allowance exceeds the values shown above, please provide a copy of the final approved plat indicating the specified lot coverage allocation.**

LOT COVERAGE AND DISTURBANCE CALCULATIONS

NAME: _____

FILE NO.: _____

This worksheet will quantify disturbances and lot coverage associated with both existing and proposed construction on your building site.

**FOR BUILDING PERMIT APPLICATIONS WITHIN THE CRITICAL AREA
AND THE WESTERN RURAL CONSERVATION ZONING DISTRICT:**

Please complete columns 1, 2, and 3 below listing area of the first floor or ground level footprint of each existing and proposed structure or site amenity.

**FOR ALL BUILDING PERMIT APPLICATIONS REGARDLESS OF ZONING
DISTRICT:**

Please compute area and note in column four (4) ground disturbance associated with proposed construction by using the following criteria: 1) Add a 20-foot buffer around the footprint of the proposed structure or addition, 2) A 10 foot buffer shall be added on each side of the proposed driveway or sidewalk, 3) Disturbance for septic system placement is calculated to be 750 square feet. In column five (5), please record disturbance as listed in column (4) without the disturbance for the septic system.

	LOT COVERAGE		DISTURBANCE		
	<i>Critical Area & WRC Only</i>		<i>All Zoning Districts</i>		
	(1) Existing Lot Coverage (sq. ft.)	(2) Proposed Lot Coverage (sq. ft.)	(3) Total of 1 & 2 (sq. ft.)	(4) Disturbance (sq. ft.)	(5) SWM Disturbance (sq. ft.)
Driveways/sidewalk					
House					
Addition(s)					
Septic					
Detached garage					
Outbuildings					
Swimming pools					
Tennis courts					
Guesthouse/tenant					
Other (specify)					
TOTALS:					

It shall be necessary to contact the Department of Public Works at 410-770-8170 to apply for a Stormwater Management Plan on all lots where disturbance during construction is 5,000 square feet or greater.

The applicant must contact the Soil Conservation District Office at 410-822-1577 to apply for a Sediment and Erosion Control Plan for lots less than 2 acres where disturbance during construction is 5,000 square feet or greater, or for lots 2 acres or larger where disturbance during construction is greater than 21,780 square feet.