



Property Owner's Name \_\_\_\_\_ Permit # \_\_\_\_\_

Tax Map \_\_\_\_\_ Grid \_\_\_\_\_ Parcel \_\_\_\_\_ Lot \_\_\_\_\_

## Checklist for Zoning Certificate Submittal

**To the Applicant:** In order for this application to be accepted and processed, ALL of the following checklist items must be checked and all of the required information must accompany this application and/or be included on the official site plan. Any application submitted without all of the required documentation will not be accepted.

**Zoning Certificates are required for unoccupied accessory structures such as storage sheds (300 S.F. and under), agricultural buildings, above ground pools, demolitions, cell tower antennas, generators, propane tanks, fences (4 feet high and over), solar panels, signs, game courts and all marine construction (piers, boatlifts, replacement boat houses and other shoreline improvements).**

### Completing the Zoning Certificate Application

The property owner/contractor/applicant will review the application and supporting documentation for completeness and accuracy and each item below shall be checked as follows:

- Y = Information complete and accurate
- N/A = Information not applicable
- W = Waiver of required information. A separate waiver request shall be submitted with this application in writing to the Building Official.

#### Step One: Type of Construction/Project Description

- \_\_\_\_\_ 1. Indicate the type of construction (Residential, Commercial, Agricultural, or Marine Construction).
- \_\_\_\_\_ 2. Complete the project description. Please be complete and specific. If a change of use of a structure is proposed, please indicate the proposed use. Specify if new construction or a replacement.

#### Step Two: Property Owner/Contractor/Applicant Information

- \_\_\_\_\_ 1. Property owners name, mailing address, telephone number and email address.
- \_\_\_\_\_ 2. Contractor/builder's name, mailing address, telephone number, email address and license number. Contractors must have a Maryland Home Improvement Commission (MHIC) License. It is required that the contractor's information be provided during the permit submittal process.
- \_\_\_\_\_ 3. If applicant is not owner or general contractor, please provide name, mailing address and e-mail address.

#### Step Three: Property Information/Setbacks

- \_\_\_\_\_ 1. County tax map/grid/parcel numbers, subdivision name, section and lot number for the property. This information can be obtained by contacting Maryland Department of Assessment and Taxation at 410-819-5920 or on their website at <http://www.sdat.state.md.us>.
- \_\_\_\_\_ 2. Zoning classification can be obtained from the Department of Planning and Zoning 410-770-8030 or on the Talbot County website at <http://www.talbotcountymd.gov>.
- \_\_\_\_\_ 3. Setback requirements correspond to zoning and property size in accordance with the Talbot County Zoning Ordinance. All proposed structures must meet required setbacks measured perpendicular from property lines to the closest point of the proposed structure.

- \_\_\_\_\_ 4. Description of property in terms of acreage or square footage, and depth, width and road frontage of the property.

**Step Four:** Proposed Structure's Construction Type and Dimensions

- \_\_\_\_\_ 1. Indicate proposed structure's construction type (site-built, pre-engineered, manufactured or modular).  
\_\_\_\_\_ 2. Fill in all dimensions and foot print area (square footage) of the proposed structure.

**Step Five:** Sub-Contractor Information

- \_\_\_\_\_ 1. Electrical contractor's names and/or firm, if known, and their respective license numbers and related information (if applicable).  
\_\_\_\_\_ 2. Plumbing contractor's names and/or firm, if known, and their respective license numbers and related information (if applicable).  
\_\_\_\_\_ 3. Mechanical contractor's names and/or firm, if known, and their respective license numbers and related information (if applicable).  
\_\_\_\_\_ 4. Fuel gas contractor's names and/or firm, if known, and their respective license numbers and related information (if applicable).

**Step Six:** Sanitary Facilities

- \_\_\_\_\_ 1. Indicate the type of water and septic facilities that exist or are to be installed.

**Step Seven:** Value of Construction

- \_\_\_\_\_ 1. List the value of construction. This figure represents the value of construction of the completed structure(s) excluding well, septic, driveway and landscaping. A value of construction is not required for demolitions.

**Step Eight:** Applicant Signature

- \_\_\_\_\_ 1. The person who applies for the building permit or zoning certificate shall sign and date the application.

**Site Plan and Building Plan Submittals**

All Zoning Certificate applications require four (4) site plans and three (3) sets of building plans if applicable. Site plans must be drawn at a standard engineer's scale and construction plans must be drawn at a standard architectural scale.

**Site Plans**

Submit four (4) legible to-scale site plans showing the following:

The scale of the site plan must be noted and the site plan must be drawn to a standard engineer's scale, example: 1"=10', 1"=20', 1"=30', 1"=40', 1"=50', etc., scale cannot be greater than 1" = 100'. The site plan:

- \_\_\_\_\_ 1. Must accurately show the location and dimensions of all existing roads or easements (this may affect setbacks).  
\_\_\_\_\_ 2. Must show all property lines and their dimensions.  
\_\_\_\_\_ 3. Must show and clearly label all existing and proposed structures and must be drawn to the same scale as the site plan. (Showing the location without a label shall not be acceptable).  
\_\_\_\_\_ 4. Must show location of any structures, sidewalks or driveways to be demolished, and must be clearly labeled as such on the site plan.  
\_\_\_\_\_ 5. Must show setbacks from proposed structure to property lines on all 4 sides of property (as described above in the application section). **If the proposed structure is within 10' from any building restriction line, the location of the structure must be staked out by a professional land surveyor.**  
\_\_\_\_\_ 6. Must show that there is a minimum 10 feet clearance from the proposed structure to other structures.  
\_\_\_\_\_ 7. Must show building restriction lines and shoreline/wetland buffers (when applicable).

- \_\_\_\_\_ 8. Must show the location of the existing septic system. This includes the location of the septic tanks and the location of all components of system including the following: tank(s) BAT or septic, pump chamber (if applicable), distribution system (tile fields, distribution box or dry well). Applicants who are unclear of the location of the septic system and its components should review the septic system information on file with the Office of Environmental Health.
- \_\_\_\_\_ 9. If there is an approved sewage disposal area's (SDA) on the property, it must be accurately shown. If the applicant is unclear regarding the presence or location of the SDA they should review the property record on file with the Environmental Health Department.
- \_\_\_\_\_ 10. Must show the location of the existing drinking water supply well(s), geothermal well(s) and any other water supply on the property.
- \_\_\_\_\_ 11. The location and width of the existing or proposed driveway.
- \_\_\_\_\_ 12. Must show the location(s) and sizes of all existing and proposed utility equipment such as HVAC units, propane fuel tanks and generators. All of these items must be labeled clearly and drawn to the same scale as the site plan.

**Building Plans**

- \_\_\_\_\_ 1. Floor plans are required for sheds and agricultural buildings, and they shall identify room use, size, and dimensions, as well as outdoor spaces such as stoops, porches, decks, patios, terraces, etc.
- \_\_\_\_\_ 2. A picture/brochure is required for storage sheds (300 S.F. and under).
- \_\_\_\_\_ 3. Pictures are required for proposed demolitions.
- \_\_\_\_\_ 4. Marine Permit drawings must show side yard setbacks for piers, boat ramps or any other structure that touches the land. The lateral lines and 25 feet setback from lateral lines must also be shown.
- \_\_\_\_\_ 5. Construction documents for Commercial projects must be prepared by a registered Maryland Architect/Engineer, with all original drawings signed and sealed. The Building Official may wave this requirement if special conditions exist.

**Required Setbacks**

Drinking water supply well to foundation	_____	30 Feet Minimum
SDA (Sewage Disposal Area) to foundation	_____	20 Feet Minimum
Utilities, driveways, structures and/or other improvements shall not be located within the sewage disposal area boundaries.		
Structure to mean high water (MHW) (Shoreline) <sup>↻</sup>	_____	100 Feet Minimum
↳ <i>Buffer distance may vary due to parcel location, creation date and/or soil type</i>		
Structure to non tidal wetland	_____	25 Feet Minimum
Structure to tidal wetland	_____	100 Feet Minimum
Structure to perennial stream <sup>↻</sup>	_____	100 Feet Minimum
Structure to intermittent stream <sup>↻</sup> in the critical area	_____	100 Feet Minimum
Structure to intermittent stream <sup>↻</sup> in the non-critical area	_____	50 Feet Minimum
↳ <i>Consult the Office of Planning and Zoning to verify stream type</i>		
Structure to Septic Tank/BAT	_____	6 Feet Minimum
Distance between Structures	_____	10 Feet Minimum

**Calculating Disturbance**

- 1. For properties within the Chesapeake Bay Critical Area, the applicant shall submit a complete *Critical Area Lot Coverage Computation Worksheet* and a *Critical Area Lot Coverage and Disturbance Calculations Form*. For these forms the property's square footage, total area of all existing and proposed lot coverage on the property including all structures (footprints), driveways, parking areas, sidewalks, patios, game courts, pools, etc. will be required.
- 2. The applicant shall provide the data to complete the worksheet's disturbance column. When calculating total disturbance, a 20 foot buffer shall be included around the structure's dimensions. For proposed driveways, sidewalks, concrete pads, game courts and other similar items, a 10 foot buffer shall be applied to all sides except where it touches a structure, or falls within the disturbance buffer of another proposed structure. This computation will determine whether a Sediment and Erosion Control permit or Stormwater Management plan is required. Such plans are required if the disturbance exceeds 5,000 square feet.

3. For properties outside the critical area the applicant shall complete the *Disturbance Calculations Outside Critical Area Form* using the same formula as stated in #1 above.
4. For properties in the Western Rural Conservation (WRC) zoning district, the applicant must complete the *WRC Lot Coverage Computation Worksheet* and a *WRC Lot Coverage and Disturbance Calculations Form* using the same formula as stated in #1 above.

### **Stormwater Management and Soil Conservation Plan Submittals**

If proposed construction requires Stormwater Management (SWM) or Soil Conservation (SCS) approval, the applicant will be required to submit a copy of the building permit application, the disturbance calculations worksheet and a site plan to each office. A rooftop plan showing proposed downspout locations is required by the Department of Public Works during Stormwater Management review. The fee for their review is due upon submitting the information. Please check with those offices for fee amounts.

### **Wetland Disclaimer Form**

Wetlands Disclaimer – All applicants must sign this form except for Marine Construction. This form notifies the applicant that if wetlands are present or being impacted that other permits may be needed and that acquiring the other permits is the responsibility of the homeowner.

### **Forest Conservation, Critical Area Forest Preservation Plans, and Buffer Management Plans**

All projects are required to provide either forest conservation declaration of intent, forest conservation plan, critical area forest preservation plans or buffer management plans unless determined otherwise upon review by Planning and Zoning. There are separate applications and fees for these plans. Depending on the scope of work, a financial surety to guarantee the planting may be required.

### **Fees**

Fees are due upon application submittal. Additional fees (other than the permit fee) may be assessed during the building permit process depending on the nature and location of the project.

### **Environmental Health Submittal**

At time of submittal of an application, the applicant is required to take a copy of the site plan, permit application and one (1) set of building plans to the Environmental Health Department located at 215 Bay Street, Suite 4, Easton, Maryland, for permit review. Environmental Health permit review fees are due upon application submittal. Please check with their office for fee amounts. Environmental Health Department review is not required for marine construction, fences, signs and roof-top solar panels.

### **Violations**

Penalties for noncompliance: Failure to obtain a building permit/zoning certificate is considered a violation of the *Talbot County Zoning Ordinance and Building Code* and is subject to the penalty provisions in Chapter 58 of the *Talbot County Code*.

### **Applicant's Certification**

By completing and signing this checklist the applicant hereby certifies as follows:

- (1) I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as their agent;
- (2) That the information in the application, construction documents, and this checklist provides full disclosure and a complete description of the project; and
- (3) That the information contained in the application, construction documents and this checklist is in compliance with all applicable covenants and or deed restrictions.

If a permit is issued the applicant further certifies as follows;

- (1) That I will comply with all applicable codes of Talbot County and the State of Maryland;
- (2) That I will perform no work on the above property not specifically included in this application and construction documents; and,
- (3) That County Officials shall have authority to enter areas covered by such permit to enforce the codes applicable to such permit.

Please fill out, sign and submit checklist to our office along with your permit application.

NOTE: All permit applications must be submitted in person. Applications received by mail will be returned.

Applicant's Name (print): \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Building Permit Process Contacts

### **Planning and Zoning Department**

*Board of Appeals, Subdivisions, Site Plan Review, Use Certificates and Licensing, Implementation of Local Critical Area Legislation, Forest Conservation, Buffer Management Plans*

**410-770-8030**

215 Bay Street, Suite 2,  
Easton, MD 21601

### **Permits and Inspections Office**

*Building Permits, Zoning Certificates  
Electrical License, Plumbing License, HVAC, Fuel  
Gas Regulations, Plumbing, HVAC and Gas permits*

**410-770-6840**

215 Bay Street, Suite 3,  
Easton, MD 21601

### **Environmental Health Department**

*Septic and Well Permits*

**410-770-6880**

215 Bay Street, Suite 4,  
Easton, MD 21601

### **Middle Department Inspection Agency (MDIA)**

*Electrical Inspections*

**410-822-8300**

8673 Commerce Drive, Suite 2,  
Easton, MD 21601

### **Talbot County Soil Conservation District**

*Sediment and Erosion Control Plan Evaluation*

**410-822-1577**

28577 Mary's Court, Suite 3,  
Easton, MD 21601

### **Public Works Department**

*Stormwater Management Plan Evaluation,  
Public Works Agreements*

**410-770-8170**

215 Bay Street, Suite 6,  
Easton, MD 21601

### **State Highway Access**

*State Highway Access Evaluation*

**410-778-3061**

615 Morgnec Road,  
Chestertown, MD 21620

### **Talbot County Roads Department**

*County Road Access Evaluation/Permits*

**410-770-8150**

605 Port Street,  
Easton, MD 21601

For more information, please visit our website: [www.talbotcountymd.gov](http://www.talbotcountymd.gov)