

File Number: _____



Talbot County Department of Planning and Zoning
215 Bay Street, Suite 2
Easton, Maryland 21601
410-770-8030

Use Certificate Application

Applicant(s) Name: _____ Email: _____

Address: _____

Telephone Numbers: _____ Cell Number: _____

Location of Property: _____

Tax Map: _____ Grid: _____ Parcel: _____ Lot: _____ Zone: _____

Beginning Date/Time: _____ Ending Date/Time: _____

Is removal of vegetation required? (Please Circle one of the following): Yes / No

Is Connection to water or septic system required? (Please circle one of the following): Yes / No

Detailed Description of the Request: (use attachment if necessary; submit drawing/ or site plan if applicable.) Please show proposed location of:

1. Parking areas;
2. Well, sewage disposal areas and septic tanks;
3. Specify use and location of port-a-potties (if applicable);
4. Specify use and location of temporary structures (if applicable)

Office Use Only:

Date Received: _____ Fee Paid: _____ \$

Final Decision: _____

Date Issued: _____ Date of Expiration: _____

Date(s) of Event: _____ Approved by: _____



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Use Certificate Instructions

- A. **Purpose:** Use certificates provide a means for administrative review and approval of temporary uses and certain land uses that require periodic approval or are permitted subject to compliance with conditions.
- B. **Uses requiring a Use Certificate:** A use certificate shall be required for temporary uses and for any land use for which *Talbot County Code*, Chapter 190 requires a use certificate. (Examples: portable storage units, temporary carnivals, sales office accessory, etc.)
- C. **Procedures:**
- (1) An application for a use certificate may require a plot plan or, if applicable, copies of the approved site plan. The Planning Director shall send the application to other agencies having jurisdiction over the proposed use.
 - (2) The Planning Director may refer the application to the Planning Commission for its recommendation on conditions or standards necessary to ensure that the proposed use meets the standards for temporary uses or the requirements for a particular use.
 - (3) The Planning Director shall issue the certificate if:
 - (a) The proposed use complies with all requirements of Chapter 190 of the *Talbot County Code*.
 - (b) The proposed use complies with Health Department requirements.
 - (c) The proposal does not require changes to site improvements such as structures, parking, access and buffering, and does not require site plan review in accordance with Chapter 190 of the *Talbot County Code*. If a site plan is required, the site plan process shall be followed instead of the use certificate process.
- D. **Revocation:**
The Planning Director may revoke a use certificate if requirements of the Talbot County Code or conditions of approval are violated.
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At least **30 Days Prior** to the date the use or activity is to begin, this application shall be delivered to Talbot County Department of Planning and Zoning, along with site plan, if applicable, and filing fee. Application fee as determined by fee schedule adopted by County Council. Check shall be made payable to: Talbot County, Maryland.