

# *Caroline County*

## *Department of Planning & Codes*



### **Board of Zoning Appeals**

#### **Board Information**

#### **Charge / Authority**

(Annotated Code of Maryland, Land Use Article, Division I, Title 4. Subtitle 3)

The Board of Zoning Appeals have the power and duty to hear and decide applications for special use exceptions, variances, and appeals where it is alleged there is error in any order, requirement, decision or determination made by the Zoning Administrator in the enforcement of the Zoning Chapter of the Code of Public Local Laws of Caroline County, Maryland.

#### **Application Information**

1. The application fee is \$500 for Special Use Exceptions, \$300 for Variances and \$400 for an Appeal or Interpretation. Any "after the fact" application will be double the required fee. All advertising costs associated with the application will be invoiced separately and are due prior to the scheduled hearing date. Applications will not be processed until a completed application and the fees are received. No fees will be refunded if an application is withdrawn after the publication of the first Public Hearing Notice or if the application is denied. Applications, together with all required information and fees, must be filed by the application deadline posted on the published meeting schedule.
2. A maximum of three (3) applications are accepted each month and are processed on a first come, first served basis by submission of a completed application and payment of fees.
3. The Public Hearing Notice is published for two (2) weeks in the Times-Record and may also be published in the Star Democrat; in addition, the property will be posted.
4. A copy of the Public Hearing Notice is mailed to all adjoining property owners.
5. The applicant and/or authorized agent will receive a notice stating the date, time, and location the application will be heard, approximately two (2) weeks before the hearing. If a notice is not received, please contact the office.
6. Either the applicant or an authorized representative of the applicant must be present at the hearing.

#### **Contact Us**

**Catherine McCulley**

Planning and Codes  
Board Administrator [Email](#)

403 S. Seventh St. Suite 210

Denton, MD 21629

Ph: 410-479-8100

7. The applicant should submit any drawings, plats, or photographs which describe the property and support the application prior to the hearing. All supporting documentation and exhibits are encouraged to be submitted at the time the application is filed. Electronic submission of these materials is preferred.
8. All hearings are scheduled to begin at the same time and the order in which the hearings are held is determined that night. All hearings will conclude at 10:00 p.m.
9. Decisions of the Board are usually made the night of the hearing, but the hearing may be continued, tabled or the decision delayed until a later date.
10. The day after the hearing, citizens can learn what the Board decided by calling (410) 479-8100 after 9:00 a.m.
11. An electronic copy of the Board's decision will be furnished to the Applicant(s) and any other party to the proceeding without charge.
12. For commercial and industrial special use exception applications, all exhibits to be introduced by the applicant shall be submitted to the office at least fourteen (14) days prior to any hearing. The exhibits delivered shall be introduced by the applicant into evidence at the public hearing. No other exhibits other than rebuttal shall be permitted to be introduced by the applicant without specific permission given at the public hearing.

### **Applications**

- Variance
- Special Use Exception
- Appeal
- Administrative Variance