



## Town of North East, Maryland Special Exception Application - Procedures and Instructions

1. The following must be mailed to the Office of Planning and Zoning, P.O. Box 528, North East, Maryland 21901-0528 OR dropped of at the Town Hall, 106 South Main Street:
  - ✓ Application
  - ✓ Site Plan or Sketch as outlined in Part 5 of the Application
  - ✓ Copy of current Deed or Deeds
  - ✓ Fee for application (non-refundable)

Acceptance of Application by staff DOES NOT indicate application approval. Incomplete applications will cause delays in processing.

2. Application Fee With Site Plan ..... **\$ 300.00**  
Application Fee Without Site Plan ..... **\$ 250.00**

Make check payable to: Town of North East



CASE NUMBER: \_\_\_\_\_

**BOARD OF APPEALS APPLICATION  
P.O. BOX 528 / 106 SOUTH MAIN STREET  
NORTH EAST, MARYLAND 21901-0528  
PHONE 410-287-5801 / FAX 410-287-8267**

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**THIS APPLICATION IS FOR A SPECIAL EXCEPTION**

**PART 1. APPLICANT INFORMATION**

Owner \_\_\_\_\_ Representative \_\_\_\_\_

APPLICANT NAME – (PLEASE PRINT CLEARLY – LIST ADDITIONAL NAMES ON PAGE 6): \_\_\_\_\_

APPLICANT ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

**PART 2. PROPERTY INFORMATION**

PROPERTY OWNER NAME – (PLEASE PRINT CLEARLY – LIST ADDITIONAL NAMES ON PAGE 6): \_\_\_\_\_

PROPERTY OWNER ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

LOCATION OF PROPERTY: \_\_\_\_\_ SIDE OF \_\_\_\_\_ (STREET)

PROPERTY ADDRESS: \_\_\_\_\_

TAX MAP # \_\_\_\_\_ BLOCK # \_\_\_\_\_ PARCEL # \_\_\_\_\_

DEED REFERENCE: LIBER \_\_\_\_\_ AND FOLIO \_\_\_\_\_

ZONING CLASSIFICATION: \_\_\_\_\_ ACRES: \_\_\_\_\_

CRITICAL AREA LAND USE DESIGNATION: \_\_\_\_\_

EXISTING USE OF PROPERTY: \_\_\_\_\_

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**PART 3. PROVISIONS OF APPLICATION**

PROVISION OF THE CHESAPEAKE BAY CRITICAL AREA PROGRAM UNDER WHICH THIS APPLICATION IS BEING SUBMITTED (IF APPLICABLE): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

PROVISION OF NORTH EAST ZONING ORDINANCE UNDER WHICH THIS APPLICATION IS SUBMITTED (SECTION AND PARAGRAPH): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

PURPOSE OF THIS APPLICATION (DESCRIBE). INDICATE THE REASONS WHY THE APPLICANT FEELS THIS REQUEST SHOULD BE GRANTED: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PART 4. - REASON FOR REQUEST** (ATTACH ADDITIONAL SHEETS IF NECESSARY)

STATE IN DETAIL THE REASONS WHY THIS REQUEST SHOULD BE GRANTED: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PART 5. – PROPOSED PROJECT - SITE PLAN**

A SITE PLAN IS REQUIRED PURSUANT TO ARTICLE 10, SECTION 10-5 OF THE NORTH EAST ZONING ORDINANCE FOR ALL APPLICATIONS WITH THE EXCEPTION OF OFF PREMISE SIGNS.

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**PART 6. ADDITIONAL REQUIREMENTS (ATTACH ADDITIONAL SHEETS IF NECESSARY)**

1. WILL THE ESTABLISHMENT, MAINTENANCE, AND OPERATION OF THE SPECIAL EXCEPTION BE DETRIMENTAL TO OR ENDANGER THE PUBLIC HEALTH, SAFETY, CONVENIENCE, MORALS, ORDER OR GENERAL WELFARE? \_\_\_\_\_ YES \_\_\_\_\_ NO

IF YES, EXPLAIN: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. WILL THE SPECIAL EXCEPTION BE INJURIOUS TO THE USE AND ENJOYMENT OF OTHER PROPERTY IN THE IMMEDIATE VICINITY FOR THE PURPOSES ALREADY PERMITTED, NOR SUBSTANTIALLY DIMINISH OR IMPAIR PROPERTY VALUES WITHIN THE NEIGHBORHOOD? \_\_\_\_\_ YES \_\_\_\_\_ NO

IF YES, EXPLAIN: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. WILL THE EXTERIOR ARCHITECTURAL APPEAL AND FUNCTIONAL PLAN OF ANY PROPOSED STRUCTURE BE SO AT VARIANCE WITH EITHER THE EXTERIOR ARCHITECTURAL APPEAL AND FUNCTIONAL PLAN OF THE STRUCTURES ALREADY CONSTRUCTED OR IN THE COURSE OF CONSTRUCTION IN THE IMMEDIATE NEIGHBORHOOD OR THE CHARACTER OF THE APPLICABLE DISTRICT, AS TO CAUSE SUBSTANTIAL DEPRECIATION IN THE PROPERTY VALUES WITHIN THE NEIGHBORHOOD? \_\_\_\_\_ YES \_\_\_\_\_ NO

IF YES, EXPLAIN: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. HAVE THE UTILITIES, WATER, SEWER, ACCESS ROADS, STORM DRAINAGE AND/OR OTHER NECESSARY PUBLIC FACILITIES AND IMPROVEMENTS BEEN PROVIDED? \_\_\_\_\_ YES \_\_\_\_\_ NO

IF NO, EXPLAIN: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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5. HAVE ADEQUATE MEASURES BEEN TAKEN TO PROVIDE INGRESS AND EGRESS SO DESIGNED AS TO MINIMIZE TRAFFIC CONGESTION IN THE PUBLIC STREETS? \_\_\_\_\_ YES \_\_\_\_\_ NO

IF NO, EXPLAIN: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

6. IS THE PROPOSED SPECIAL EXCEPTION CONTRARY TO THE OBJECTIVES OF THE CURRENT COMPREHENSIVE PLAN FOR THE TOWN OF NORTH EAST? \_\_\_\_\_ YES \_\_\_\_\_ NO

IF YES, EXPLAIN: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

7. WILL THE SPECIAL EXCEPTION, IN ALL OTHER RESPECTS, CONFORM TO THE APPLICABLE REGULATIONS OF THE DISTRICT IN WHICH IT IS LOCATED OR TO THE SPECIAL REQUIREMENTS ESTABLISHED FOR THE SPECIFIC USE? \_\_\_\_\_ YES \_\_\_\_\_ NO

IF NO, EXPLAIN: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**PART 7. LAPSE OF SPECIAL EXCEPTION**

THE NORTH EAST ZONING ORDINANCE SECTION 9-21. LAPSE OF SPECIAL EXCEPTION OR VARIANCE INDICATES THAT AFTER THE BOARD OF APPEALS HAS APPROVED A SPECIAL EXCEPTION, THE SPECIAL EXCEPTION SO APPROVED SHALL LAPSE AFTER THE EXPIRATION OF ONE YEAR IF NO SUBSTANTIAL CONSTRUCTION OR CHANGE OF USE HAS TAKEN PLACE IN ACCORDANCE WITH THE PLANS FOR WHICH SUCH SPECIAL EXCEPTION WAS GRANTED, OR IF THE BOARD DOES NOT SPECIFY SOME LONGER PERIOD THAN ONE YEAR AT THE TIME OF APPROVAL, THEN THE PROVISIONS OF THESE REGULATIONS SHALL THEREAFTER GOVERN.

1. IF YOUR REQUEST FOR A SPECIAL EXCEPTION IS APPROVED, DO YOU WANT THE BOARD TO CONSIDER A REQUEST FOR EXPIRATION FOR SOME TIME LONGER THAN ONE YEAR?  
\_\_\_\_\_ YES \_\_\_\_\_ NO

A. IF YES, STATE WHY YOU CAN NOT REACH SUBSTANTIAL COMPLETION OR A CHANGE OF USE IN ONE YEAR: \_\_\_\_\_

\_\_\_\_\_

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B. IF YES, STATE THE DATE YOU WOULD LIKE THE BOARD TO CONSIDER FOR EXPIRATION OF THE SPECIAL EXCEPTION? (PLEASE STATE MONTH/DAY/YEAR):

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MONTH	DAY	YEAR
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LIST THE NAMES AND ADDRESSES OF ALL APPLICANTS: ATTACH ADDITIONAL SHEETS IF NECESSARY

(Please Print Clearly)

\_\_\_\_\_  
APPLICANT NAME ADDRESS PHONE

LIST THE NAMES AND ADDRESSES OF ALL PROPERTY OWNERS: ATTACH ADDITIONAL SHEETS IF NECESSARY

(Please Print Clearly)

\_\_\_\_\_  
OWNER NAME ADDRESS PHONE

