



CONSTRUCTION/ZONING AUTHORIZATION APPLICATION
Town of North East, MD 21901-0528
PO Box 528 / 106 South Main Street
Phone 410-287-5801 x107

Applic. Recd.

Applic. No.

ADDRESS OF PROPOSED CONSTRUCTION OR PROPOSED USE: _____

APPLICANT _____

APPLICANT ADDRESS _____

APPLICANT PHONE NUMBER _____ FAX NO. _____

PROPERTY OWNER _____ PHONE NO. _____ EMAIL: _____

PROPERTY OWNER ADDRESS _____

CONTRACTOR NAME _____ PHONE NO. _____ EMAIL: _____

CONTRACTOR ADDRESS _____

CONTRACTOR LICENSE NUMBER _____

PROPOSED DESCRIPTION OF WORK AND USE: _____

MAP NO.	PARCEL NO.	LOT NO.	SECTION NO.	ZONING
GARAGE SF		BASEMENT SF		# FULL BATHS
CARPORT SF		1 ST FLOOR SF		# HALF BATHS
BREEZEWAY SF		2 ND FLOOR SF		# BEDROOMS
DECK/PORCH ENCLOSED SF		3 RD FLOOR SF		TOTAL SF
DECK/PORCH UNENCLOSED SF		OTHER SF		CONSTRUCTION COST

SIGNATURE OF OWNER OR OWNERS REPRESENTATIVE _____

DATE _____

FOR USE OF OFFICE STAFF ONLY

MINIMUM YARD REQUIREMENTS: Applicant shall construct in accordance with the following:

1. Front yard depth to be no less than _____ feet from front property line.
2. Rear yard depth to be no less than _____ feet from rear property line.
3. Side yard depth to be no less than _____ feet from side property line.
4. Maximum height of structure(s) not to exceed _____ stories or _____ feet in height.
5. Other(s): _____

FLOODPLAIN: Are floodplain regulations applicable to this authorization? _____ YES _____ NO

1. Is property located within 100 year flood area? ___ yes ___ no
2. Existing elevation of the "lowest floor" _____ Proposed elevation of "lowest floor" _____
3. Is Venting required? ___ yes ___ no Note: If venting is required, verify vents are shown on plans.
4. Is a Non-conversion Agreement Required ___ yes ___ no If required, verify it has been submitted.
5. Is an Elevation Certificate Required ___ yes ___ no Requirements are outlined on approval letter.

CHESAPEAKE BAY CRITICAL AREA:

Critical Area Designation _____ Total Disturbed Area _____

Is mitigation required? YES NO If yes, mitigation requirements are outlined on approval letter.

SITE PLAN OR SUBDIVISION APPROVAL REQUIRED PRIOR TO RELEASE OF A PERMIT?

___ YES ___ NO If yes, when did the Planning Commission approve the site plan or plat?



Instructions for completing your Construction/Zoning Authorization Application:

A site plan, plot plan, or plat with lot lines identified:

- ✓ Label dimensions of the property
 - ✓ Show the location of existing and proposed buildings on the lot
 - ✓ Show on drawing how far the proposed structure(s) are set back from the front, rear and side yards lines
Show location of the water meter
 - ✓ Include suitable notations to identify the proposed project or proposed change of use of all land and buildings on the property.
 - ✓ Show the topographic features of property
2. Complete construction plans for any construction associated with this project or use. If you have any questions what to include, contact Cecil County Permits and Inspection at 410-996-5235 for clarification.
 3. Current deed of the property where the construction or change of use is to take place.
 4. Please note that in some instances in order for the Town to verify the property lines for the purpose of the enforcement of the Zoning Regulations, the applicant may be required to submit a boundary survey or location survey, or may be required to have the lot staked by a competent surveyor.
 5. Number of plans to submit: It is the applicant's responsibility to contact Cecil County Permits and Inspection at 410-996-5235 to verify the quantity of construction plans or use plans that their department requires. Applicant shall also inquire from the office of Permits and Inspections whether the plans will require an engineer or architect seal.

The submission package to the Town of North East shall include the quantity required by the County PLUS one additional set (which the Town shall retain). Upon approval from the Town, all of the construction plans and/or use authorization plans shall be endorsed with the Town's approval stamp and shall be given to the applicant to bring to the County along with the Town's Construction/Use Authorization along with an approval letter.

6. Property Owner's Signature on the application: Please note that this office shall require that the signature of the property owner(s) who are outlined on the deed on the Construction Authorization/Change of Use Authorization. If the property owner is not able to come in and sign the application, the Town shall accept an original letter from the owner of the property, with signature(s) from all owners listed on the deed which grants authority for the construction. If the property owner is a corporation and/or agency, the applicant shall submit an original letter with the letterhead of the corporation/agency and the letter shall outline who will have the authority to apply for the construction/zoning authorization application, and the letter shall be signed by all owners of the corporation.
7. Fee: \$35.00 application fee shall be included with submittal. Make check payable to the Town of North East. The Planning Office is not able to accept credit card payments.
8. Approval: After approval is granted from the Town, applicant shall bring the Town approval letter and plans to the Cecil County Department of Permits and Inspection to obtain a County Permit prior to commencement of project or use.

Please note: If it is determined that water and/or sewer allocation is required for this construction project or the proposed change of use, allocation shall be secured prior to the Town's endorsement of approval.