



WASHINGTON COUNTY PLANNING COMMISSION
ZONING ORDINANCE MAP AMENDMENT

REQUIRED APPLICATION MATERIALS CHECKLIST

All materials must be clearly labeled
(Original plus 30 copies of all materials are required)

- _____ 1. **Application Form**: A completed and signed application form.
- _____ 2. **Fee Worksheet and Application Fee**: A completed Fee Worksheet and the Application Fee must be submitted at the time application is made. Checks must be made payable to the "Washington County Treasurer".
- _____ 3. **Ownership Verification**: Proof of ownership interest in the subject property, including a copy of the current deed to the property; OR, if the application is made by a contract purchaser, a copy of the fully-executed Contract of Sale.
- _____ 4. **Boundary Plat**: A boundary description, including metes and bounds, prepared and sealed by a land surveyor registered in the State of Maryland.
- _____ 5. **List of the Names and Addresses for all Adjoining and Confronting Property Owners**: A list of the names and addresses, obtained from the latest property tax assessment record, of owners of adjoining or confronting properties, improved or unimproved, including properties separated by streets, railroads, or other rights-of-ways. (Must have house numbers or P.O. box numbers.)
- _____ 6. **Vicinity Map**: An 8 ½" x 11" page size map showing the zoning of all property within 1,000 feet of the site.
- _____ 7. **Justification Statement**: A written explanation of the reasons why the map amendment is being sought, setting forth in sufficient detail to properly advise County officials as to the justifications for the rezoning change. Applications for floating zones shall include such information as required by the respective Articles of the Ordinance. Other applications must address the following information:
 - a. A statement as to whether or not there is evidence of mistake in the current zoning, and, if so, the nature of the mistake and the facts to support the allegation.
 - b. A statement as to whether or not there is evidence of a substantial change to the character of the neighborhood subsequent to the most recent comprehensive rezoning including the nature of the change, all facts to support the allegations, and a description of the neighborhood.

OTHER REQUIRED APPLICATION MATERIALS

A written analysis considering each of the factors set forth in Section 27.3.

- _____ 1. The report and recommendations of the Planning and Zoning Commission.
- _____ 2. Population change of the area of the proposed change.
- _____ 3. Availability of public facilities.
- _____ 4. Present and future transportation patterns in the area.
- _____ 5. Compatibility with existing and proposed development of the area including indication of neighboring sites identified by the Washington County Historic Sites Survey and subsequent revisions or updates.
- _____ 6. The relationship of the proposed change to the Adopted Plan for the County development analysis Plan Map and Policies.
- _____ 7. Whether there was a substantial change in the character of the neighborhood where the property is located.
- _____ 8. Whether there was a mistake in the existing zoning classification.
- _____ 9. Whether there has been a convincing demonstration that the proposed rezoning would be appropriate and logical for the subject property
- _____ 10. Any other material facts that support the amendment.