



**APPLICATION
BOARD OF APPEALS
TOWN OF BEL AIR**

I. TYPE OF APPLICATION

- Administrator Interpretation
- Extension of Non-Conforming Use
- Special Exception
- Variance
- Other, please specify _____

Case No	_____
Date Filed	_____
Hearing Date	_____
Fee	_____
Date Paid	_____
Date Hearing Advertised	_____

II. APPLICANT _____

Address _____

Email _____ Phone Number _____

Applicant's interest in the property _____

PROPERTY OWNER _____

Address _____ Phone Number _____

ATTORNEY OR REPRESENTATIVE (if any) _____

Address _____ Phone Number _____

III. LAND DESCRIPTION

Address and Location of Property _____

Acreage/Lot Size _____ Subdivision _____ Lot # _____

Tax Map # _____ Block # _____ Parcel # _____ Election District _____ Zoning District _____

List ALL Structures on Property and Current Use: _____

Is this application a result of a Zoning Violation Notice? Yes _____ No _____

If this Appeal is in reference to a Building Permit or Zoning Certificate, state number _____

Have any other appeals been filed for this property in the past? _____

ALL REQUIRED AND REQUESTED FORMS, PLANS/PLATS AND ANNOTATED CHECKLISTS MUST BE SUBMITTED WITH THIS APPLICATION.

IV. REQUEST

The APPLICANT/OWNER/CONTRACT PURCHASER requests the Board of Appeals take the following action:

For the following reasons: _____

If additional space is needed, attach a separate sheet to Application. In answering the above questions, please refer to the Development Regulations (Ordinance No. 663-03) requirements or other applicable regulations that pertain to the type of application requested.

V. INFORMATION TO BE SUBMITTED WITH APPLICATION

1. Check payable to the ‘Town of Bel Air’ for applicable review fees
2. A Plan drawn to scale indicating all pertinent data as required by the applicable checklist.
3. A list of all adjoining property owners with mailing addresses.
4. Names and addresses of persons/entities having legal or equitable interest in the property.
5. Appropriate supporting material as requested (i.e. building elevations, building floor plans, parking studies, topographic data, traffic information, etc.)

VI. PLEASE NOTE:

1. It is the applicant’s responsibility to complete the application properly and thoroughly. Acceptance of the application by the Planning Department does not constitute approval. The approval body will make an independent determination as to the thoroughness and accuracy of the application at the time of hearing.
2. It is also the responsibility of the applicant to supplement the original application with graphic or written documentation prior to the hearing. Any change to information provided as part of the original submission or provision of additional information must be made ten (10) days prior to the hearing date or risk postponement at the discretion of the Board of Appeals.

