



PROCEDURES Special Development

Special Development applications shall be prepared in accordance with the requirements set forth in Section 165-94 of the Town of Bel Air Development Regulations and submitted as follows:

1. A complete and signed Planning Commission application. Include a list of all persons/entities having equitable interest in the subject property.
2. The appropriate fee as outlined in the latest applicable Fee Schedule.
3. Include a list of all adjoining property owners (include with the application).
4. A Site Plan of the property meeting all requirements listed in Appendix A of the Development Regulations (12 copies, 15 copies if on a State Road).
5. If a new building or expansion is proposed, Architectural Renderings identifying proposed size, materials, colors and finishes must be submitted (12 copies).
6. An annotated checklist addressing all applicable performance standards should accompany the application.
7. Digital copies in appropriate format for all plan submissions
8. Any other required or requested information (such as Traffic Impact Analysis, Parking Study, Environmental Assessment, etc.) should accompany the application (3 copies unless otherwise requested).

PROCESS

Special Development

Preliminary Conference with DPW & Planning to review the conceptual plan and storm water management (if applicable)

Concept Meeting following approval of SWM (if applicable)

Four weeks prior to hearing date, submit the Application along with review fee, checklists and Site Plan and any additional information requested by the Town such as Landscape Plan, Traffic Impact Analysis, rendered Architectural Elevations, Environmental Assessment or FSD/FCP (*copies vary*)

Request reviewed by appropriate Town, County & State agencies and Staff Report prepared and forwarded to Commission and applicant prior to public hearing

Notification sent to adjoining property owners fifteen (15) days prior to the public hearing and Public Notice advertised in the local newspaper ten (10) days prior to the public hearing

Public Hearing held before Planning Commission (1st Thursday of the month)

Post Property ten (10) days prior to public hearing)

Approval, Denial or Approval with Conditions (all appeals are made to Circuit Court of Harford County within 30 days of written decision)