

**NOTICE TO APPLICANTS FOR PUBLIC HEARINGS
BEFORE THE PLANNING AND ZONING COMMISSION**

1. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED FOR HEARINGS.
 - A. Filing fee of \$450.00 payable to the Mayor and City Council.
 - B. Eight (8) sets of site plans, floor plans and elevations.
 - C. All applicable information must be completed on application form. Signatures of all applicants and all property owners (must be notarized unless signed in the presence of the Zoning Administrator).

2. NO APPLICATION WILL BE ACCEPTED AFTER 3:00 P.M. ON DEADLINE FOR FILING.

SPECIAL NOTES:

IF THE AMOUNT OR NATURE OF APPLICATIONS WHICH ARE FILED FOR A SCHEDULED HEARING DATE CANNOT ALL BE ENTERTAINED ON THAT DATE, THOSE APPLICATIONS WHICH WERE MOST TIMELY FILED WILL RECEIVE PRIORITY FOR THE ORIGINAL DATE WITH THE OTHERS BEING RESCHEDULED FOR A LATER DATE.

* Effective March 8, 1984, any applicant for a public hearing which has been advertised who wishes to postpone his/her hearing must obtain the approval of the Chairman of the Commission and three (3) other members.

If such approval is not obtained, Section 110-124 of the Zoning Code shall apply which states that whenever an applicant for a conditional use, change or amendment to the Code cancels or withdraws his application after the hearing has been advertised, any rescheduling of the hearing shall be more than four (4) months after the original public hearing was scheduled.

**INFORMATION FOR APPLICANTS FOR PUBLIC HEARINGS
BEFORE THE PLANNING AND ZONING COMMISSION**

THE COMMISSION

Comprised of seven (7) members. Four (4) members constitute a quorum, and a favorable disposition requires a majority vote.

APPLICATIONS AND FEES

Must be completed and signed by both the applicant and property owner, and must both be notarized unless signed in the presence of the Zoning Administrator. A filing fee of four hundred fifty dollars (\$450.00) must accompany each application. Application fees are for the cost of processing, advertising, and property posting and are non-refundable unless timely withdrawn by the applicant and/or property owner. Incomplete applications will not be accepted.

APPLICATION DEADLINES

Are set prior to scheduled hearing dates. Respective deadline dates may be obtained by contacting the Department of Planning and Community Development.

ADVERTISING AND POSTING

Are handled by the staff of the Department of Planning and Community Development. Public notice is affected via newspaper advertisements and posting of the property with a sign, or signs, all at least fourteen (14) days prior to the actual hearing date.

SITE PLANS

Unless waived by the Zoning Administrator, each application must be accompanied by eight (8) sets of site plans, including floor plans and building elevations. A site plan checklist, indicating all information required to be shown on the plans, may be obtained from the Department of Planning and Community Development. Incomplete site plans will not be accepted.

APPLICANT/OWNER PREPARATION AND PRESENTATION

It is strongly suggested that the applicant and/or property owner meet with a staff member of the Department of Planning and Community Development at, or prior to, application being made. At such time, the staff member can advise the applicant and/or property owner as to any additional or supplemental information required to be filed. The staff member can also advise as to the criteria that must be satisfied in their presentation and submittals for a favorable disposition.

FINAL ACTION REQUIRED BY MAYOR AND CITY COUNCIL

After conclusion of the public hearing before the Planning and Zoning Commission, that body will make a recommendation and render a finding of fact. Once the minutes of the public hearing have been transcribed by the staff, those transcribed minutes, along with the recommendation and finding of fact rendered by the Commission, are forwarded to the Mayor and City Council for scheduling at their next regular meeting. The Mayor and City Council may or may not follow the recommendation and finding of fact, but will make a final disposition made by a majority vote.

ACCEPTANCE OF CONDITIONAL USE BY APPLICANT

Any conditional use approval by the Mayor and City Council must be unconditionally accepted as approved, in writing, to the Mayor and City Council, by the applicant requesting such use within ninety (90) days after such conditional use has been approved by the Mayor and City Council. Failure to so accept in writing any such use so approved by the Mayor and Council shall be considered a rejection and abandonment by the applicant of any such conditional use so approved, and thereafter any such use so approved shall be null and void and of no effect whatsoever.

TRANSCRIBING FEES

A transcribing fee of ten (\$10.00) dollars per page will be charged for the transcription of the hearing. The applicant is responsible for this fee (unless the work is done privately).

**CONDITIONAL USE/SUBDIVISION VARIANCE APPLICATION FORM
PLANNING AND ZONING COMMISSION
OCEAN CITY, MARYLAND**

DATE: _____ FILE NO: _____

APPLICANT: _____ RECEIPT NO: _____

MAILING
ADDRESS: _____

TELEPHONE: _____

PURPOSE OF APPLICATION (CHECK ONE)
CONDITIONAL USE _____

VARIANCE FOR SUBDIVISION REGULATIONS _____

APPLICATION DESCRIPTION:

PROPERTY DESCRIPTION (MUST BE ACCURATE, INCLUDING LOT AND BLOCK
AND DESIGNATION, IF ANY):

Before a public hearing can be scheduled, the following must be submitted to the
Planning and Zoning Commission:

1. Descriptive site plan of land parcel subject of the application indicating all
aspects of the site that are pertinent to the hearing (8 sets of plans to be submitted with
application).

2. Filing fee in the amount of \$450.00 payable to the Mayor and Council of
Ocean City, pursuant to Section 110-53 of the Code of Ocean City, Maryland.

3. Properly completed application form, including signatures and notarization if
required.

This application form, to be submitted to the Planning and Zoning Commission must contain the following information:

(a) If the **applicant is a corporation**, the names and residences of the officers, directors, and all stockholders owning more than 20% of the capital stock of the corporation: _____

(b) If the **property owner is a corporation**, the names and residences of the officers, directors, and all stockholders owning more than 20% of the capital stock of the corporation: _____

(c) If the **applicant is a partnership**, whether a general or limited partnership, the names and residences of all general partners, and all partners who own more than 20% of the interest in the partnership: _____

(d) If the **property owner is a partnership**, whether a general or limited partnership, the names and residences of all general partners, and all partners who own more than 20% of the interest in the partnership: _____

(e) If the **applicant is an individual**, his name and residence: _____

(f) If the **property owner is an individual**, his name and residence: _____

(g) If the **applicant is a joint venture**, unincorporated association, real estate investment trust, or other business trust, the names and residences of all persons holding an interest of more than 20% in the joint venture, unincorporated association, real estate investment trust, or other business trust: _____

(h) If the **property owner is a joint venture**, unincorporated association, real estate investment trust, or other business trust, the names and residences of all persons holding an interest of more than 20% in the joint venture, unincorporated association, real estate investment trust, or other business trust: _____

I/We hereby make the above application and by signing below, applicant represents that he has properly completed the application form, and that he assumes all responsibility for errors contained herein.

(Notarization of signature of Applicant and Property Owner is required, unless signed in the presence of the Zoning Administrator.)

*** APPLICANT'S SIGNATURE**

Subscribed and sworn before me this _____ day of _____, 20

NOTARY PUBLIC

SEAL

My Commission Expires:

*** PROPERTY OWNER'S SIGNATURE**

Subscribed and sworn before me this _____ day of _____, 20

NOTARY PUBLIC

SEAL

My Commission Expires:

*If a Corporation, the President of the Corporation must sign.