

## **Town of Ocean City Fire Prevention Commission**

Ocean City Fire Headquarters  
1409 Philadelphia Avenue, PO Box 27  
Ocean City, MD 21842  
410-289-4346

### **Application for Appeal**

#### **Application Process:**

1. Applicants seeking appeal of a decision of the Fire Marshal to the Fire Prevention Commission shall have first been reviewed by the Fire Marshal's Office and a decision rendered. Plan reviews and permit applications shall follow existing policies, procedures, and timetable for plan review as established by the Office of the Fire Marshal.
2. Application submission must include:
  - Completed application form.
  - Appeal justification/supporting documentation
  - Four (4) complete sets of plans (*where applicable for project review*)
3. Deadline: Application and related plans/documentation shall be received by the Fire Prevention Commission by 3:00pm, fourteen (14) calendar days prior to scheduled meeting date at address listed above.
4. Applicant will be notified in writing of the time/date/location of the scheduled meeting in order to provide in-person testimony.

#### **Information to be Provided for an Appeal Involving Fire Marshal Project Review**

All plans shall be legible, drawn to scale, and shall contain information listed below:

- A. Adjacent properties, structures, streets/cross streets, traffic signals adjacent, powerlines/transformers
- B. Location of all existing, proposed fire hydrants and water mains supplying fire protection on/near site.
- C. Building elevations on all sides and the lowest point of fire department accessibility from finished grade
- D. Fire Dept. Accessibility/Fire lane markings and their widths, setbacks and access.
- E. Location of fire department connection(s) for the required fire sprinkler and or standpipe systems
- F. Building construction & Occupancy Use
- G. Vicinity Map, Site Plan, Landscape Plan, Floor Plan and Typical Unit Plans
- H. Fire protection features that will be provided for the building(s): Sprinklers, Fire alarm system(s), Standpipes, Fire pump(s), Generator, etc.
- I. Locations of: Emergency generator, fire pump, fire control center, trash /laundry facilities.
- J. Utility locations: Types, locations, entrance into the building(s), overhead power lines etc.
- K. Hazardous material/fuel storage

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**Applicant Information**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

*\*\* Applicant will be the sole contact for scheduling/ information concerning application. \*\**

**Appeal Information**

Building/Property Name: \_\_\_\_\_

Address/Location: \_\_\_\_\_

Number of Units: \_\_\_\_\_

Reason for Appeal/Decision Appealed From:

**Recorded Property Owner Information** ( Same as Applicant)

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

*\*For buildings under condominium ownership, signatures of the Board of Directors and/or Resident Agent shall be included.*

**Architect/Designer (where applicable)**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_  
APPLICANT SIGNATURE (required)

\_\_\_\_\_  
PROPERTY OWNERS' SIGNATURE (required)