

## **REZONING APPLICATION** **PROCEDURES AND INSTRUCTIONS**

1. Application must be submitted to the Elkton Building and Planning Office, 100 Railroad Avenue, Elkton, Maryland 21921. (Incomplete applications may delay processing.) Acceptance of submission does not indicate application approval or placement on the agenda. The following items **must** be part of the submission:
  - Application
  - Sketch of referenced property showing boundaries, size and location of existing or proposed structures, and adjacent roads and streets.
  - \$250.00 (non-refundable fee) Make checks payable to the Town of Elkton. (Applicant will be responsible for any additional costs incurred, regarding either the public notice or the stenographer, for their specific rezoning application.)
2. Application must be submitted at least twenty-one (21) working days prior to the Planning Commission Meeting. The rezoning request will be scheduled to be heard by the Elkton Planning Commission and a public hearing will be scheduled for the Mayor & Commissioners meeting. ***Failure to attend or be represented at the scheduled hearings will result in the Town considering the application to be withdrawn.***
3. Applicant must post the property with Public Hearing Notice placards (available at the Planning Department) facing all streets adjacent to the property at least fifteen (15) days prior to the Planning Commission meeting. Please ensure that the notice remains on the property until the public hearings are completed.
4. Applicant must notify all property owners within two hundred (200) feet of the property by return receipt certified letter at least fifteen (15) days prior to the Planning Commission meeting. The return receipts **must** be submitted to the Planning Department no later than the Friday prior to the meeting. A sample letter is attached to this application or may be obtained from the Planning Department.
5. Applicant and/or representative must attend the scheduled Planning Commission Meeting and be prepared to prove evidence of either a substantial change in the character of the neighborhood or that a mistake was made at the time of the comprehensive zoning. After deliberations the Planning Commission will make a recommendation to the Mayor & Commissioners of Elkton regarding approval or denial.
6. If the rezoning is approved, the reclassification becomes effective forty-five (45) days after the Mayor & Commissioners Meeting. During that time any individual who does not agree with the decision can appeal the decision to the Circuit Court.
7. If the rezoning is denied, the case cannot be reheard by the Town for twelve (12) months. The applicant can appeal the decision to the Circuit Court within the forty-five (45) days.

Applicant is responsible for providing compelling evidence of the Maryland “change-mistake rule”. If applicant provides strong evidence, the Mayor & Commissioners ***may*** grant the requested rezoning, but are not ***required*** to do so.

***Please contact the Town of Elkton Planning Department at (410)398-4999 with any questions concerning this application.***

**TOWN OF ELKTON**  
**REZONING APPLICATION**

Name of Applicant: \_\_\_\_\_ Telephone # \_\_\_\_\_

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

Property Location: Tax Map# \_\_\_\_\_ Parcel# \_\_\_\_\_ Acreage: \_\_\_\_\_

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

Present Critical Area Land Use Designation: \_\_\_\_\_

Present Zoning Classification: \_\_\_\_\_ Requested Zoning Classification: \_\_\_\_\_

Existing Use of Property: \_\_\_\_\_

Proposed Use of Property: \_\_\_\_\_

Has there been a previous zoning change on this property? \_\_\_\_\_

Reason for rezoning: \_\_\_\_\_

What mistake in the Elkton Zoning Ordinance would make the passage of this amendment necessary? \_\_\_\_\_

What changes in the character of the neighborhood have there been to justify the rezoning of this property? \_\_\_\_\_

Zoning Classification of Adjoining Parcels:

Parcel: \_\_\_\_\_ Zoning: \_\_\_\_\_ Parcel: \_\_\_\_\_ Zoning: \_\_\_\_\_

Parcel: \_\_\_\_\_ Zoning: \_\_\_\_\_ Parcel: \_\_\_\_\_ Zoning: \_\_\_\_\_

**CERTIFICATION:** I hereby certify that the information and exhibits herewith submitted are true and correct to the best of my knowledge and that I am to file this application and act on behalf of the owners of this property:

Name (signature) \_\_\_\_\_ Date \_\_\_\_\_

Name (print) \_\_\_\_\_ Owner(s) \_\_\_\_\_

Applicant or Agent

**STAFF USE ONLY**

Date application received: \_\_\_\_\_ Date of public hearing: \_\_\_\_\_

Final Action: \_\_\_\_\_ Date of Planning Commission Meeting: \_\_\_\_\_

Remarks: \_\_\_\_\_

Advertisement for local newspaper: \_\_\_\_\_

Dates advertised: \_\_\_\_\_

Additional information from application (if space needed): \_\_\_\_\_

**SAMPLE SAMPLE SAMPLE SAMPLE**

**<DATE>**

**<SENDER'S RETURN ADDRESS INFORMATION>**

**RE: <PROPERTY ADDRESS, CURRENT ZONING, PROPOSED ZONING.>**

Dear Adjoining Property Owner:

Please be advised that the above referenced rezoning request will be presented for approval at the **<DATE>** Planning Commission Meeting and the **<DATE>** Mayor & Commissioners Meeting. The meetings will begin at 7:00 PM in the Town of Elkton Municipal Building located at 100 Railroad Avenue, Elkton, Maryland.

You are being notified of this submittal since your property is within 200 feet of the subject parcel. Public comment concerning this project will be heard at this time.

Please call 410-398-4999 to request any necessary, reasonable accommodations according to the Americans with Disabilities Act. Assistance in coordinating accommodation for the hearing impaired may be obtained by calling the Maryland Relay Service (1-800-735-2258 TTY/Voice).

Sincerely,

**<SENDER'S NAME>**

**SAMPLE SAMPLE SAMPLE SAMPLE**