



WASHINGTON COUNTY PLANNING COMMISSION
ZONING ORDINANCE MAP AMENDMENT

REQUIRED APPLICATION MATERIALS CHECKLIST

All materials must be clearly labeled
(Original plus 12 copies and one digital copy (sent to
zoningplanning@washco-md.net) of all materials are required)

- 1. **Application Form:** A completed and signed application form. The application must be notarized if submitted by anyone other than the property owners.
- 2. **Fee Worksheet and Application Fee:** A completed Fee Worksheet and the Application Fee must be submitted at the time application is made. Checks must be made payable to the "Washington County Treasurer".
- 3. **Ownership Verification:** Proof of ownership interest in the subject property, including a copy of the current deed to the property; **OR**, an Owner's Affidavit.
- 4. **Boundary Plat:** A boundary description, including metes and bounds, prepared and sealed by a land surveyor registered in the State of Maryland.
- 5. **List of the Names and Addresses for all Adjoining and Confronting Property Owners:** A list of the names and addresses, obtained from the latest property tax assessment record, of owners of adjoining or confronting properties, improved or unimproved, including properties separated by streets, railroads, or other rights-of-ways. (Must have house number or PO box numbers.)
- 6. **Vicinity Map:** An 8 1/2 " x 11" page size map showing the zoning of all property within 1,000 feet of the site.
- 7. **Justification Statement:** Rezoning applications must provide evidence to support the applicant's claim that a change in the character of the neighborhood or a mistake in the current zoning has occurred. Applications must address the following information:
 - a. Justification for change in the character of the neighborhood shall include:
 - i. A description of the neighborhood and events that have occurred since the last comprehensive zoning of the property; **AND**
 - ii. Describe how the request is consistent with the County's adopted Comprehensive Plan; **AND**
 - iii. Provide a statement describing how the requested zoning is logical and appropriate.
 - b. Justification for mistake in the current zoning shall include:
 - i. Describe events that have occurred since the last comprehensive zoning of the property that supports the applicant's claim that the County erred in the application of the current zoning; **AND**
 - ii. Describe how the request is consistent with the County's adopted Comprehensive Plan; **AND**
 - iii. Provide a statement describing how the requested zoning is logical and appropriate.
- 8. Applications for floating zones shall include such information as required by the respective Articles of the Zoning Ordinance.