



**APPLICATION  
PLANNING COMMISSION  
TOWN OF BEL AIR**

**I. TYPE OF APPLICATION**

- \_\_\_ Annexation
- \_\_\_ Rezoning
- \_\_\_ Site Plan
- \_\_\_ Special Development
- \_\_\_ Subdivision
- \_\_\_ other, please specify \_\_\_\_\_

Case No	_____
Date Filed	_____
Hearing Date	_____
Fee	_____
Date Paid	_____
Date Hearing Advertised	_____

**II. APPLICANT** \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_ Phone Number \_\_\_\_\_

Applicant's interest in the property \_\_\_\_\_

PROPERTY OWNER \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

ATTORNEY OR REPRESENTATIVE (if any) \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

**III. LAND DESCRIPTION**

Address and Location of Property \_\_\_\_\_

\_\_\_\_\_

Acreage/Lot Size \_\_\_\_\_ Subdivision \_\_\_\_\_ Lot # \_\_\_\_\_

Tax Map # \_\_\_\_\_ Block # \_\_\_\_\_ Parcel # \_\_\_\_\_ Election District \_\_\_\_\_ Zoning District \_\_\_\_\_

List ALL Structures on Property and Current Use: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is this application a result of a Zoning Violation Notice? Yes \_\_\_ No \_\_\_

If this Application is in reference to a Building Permit or Zoning Certificate, state number \_\_\_\_\_

Have any zoning appeals been filed for this property in the past? \_\_\_\_\_

**ALL PERTINENT FORMS, PLANS/PLATS AND ANNOTATED CHECKLISTS MUST BE SUBMITTED WITH THIS APPLICATION.**

**IV. REQUEST**

The APPLICANT/OWNER/CONTRACT PURCHASER requests the following:

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For the following reasons: \_\_\_\_\_

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If additional space is needed, attach a separate sheet to Application. In answering the above questions, please refer to the Development Regulations (Ordinance No. 663-03) requirements or other applicable regulations that pertain to the type of application requested.

**V. INFORMATION TO BE SUBMITTED WITH APPLICATION**

1. Check payable to the ‘Town of Bel Air’ for all applicable review fees.
2. A Site/Subdivision/Landscape Plan drawn to scale indicating all pertinent data as outlined in the development regulations and applicable checklists.
3. Color rendering showing all four elevations of any proposed building.
4. A list of all adjoining property owners with mailing addresses (if required).
5. Names and addresses of persons/entities having legal or equitable interest in the property.
6. Annotated copies of applicable performance standards for each proposed use.
7. Appropriate supporting material as requested (i.e. topographic map, traffic study, parking study, etc.)

**VI. PLEASE NOTE:**

1. It is the applicant’s responsibility to complete the application properly and thoroughly. Acceptance of the application by the Planning Department does not constitute approval. The approval body will make an independent determination as to the thoroughness and accuracy of the application at the time of hearing.
2. It is also the responsibility of the applicant to supplement the original application with graphic or written documentation ten (10) days prior to the hearing if there is any change regarding information provided in the original submission or risk postponement at the discretion of the Planning Commission.

