



TOWN OF CHESAPEAKE BEACH ZONING PERMIT APPLICATION

| | |
|-----------|----------|
| Permit #: | _____ |
| Issued: | _____ |
| Fee Paid: | Yes / No |

PROPERTY INFORMATION

SEE ATTACHED FEE SCHEDULE

Property Street Address: _____
 Property Tax ID#: _____
 Specific Use of Property: _____

Water: Well Municipal Sewerage: Septic System Municipal

Is the above address within the floodplain? ___ Yes ___ No, In the Critical Area ___ Yes ___ No
 (If in Critical Area, please complete page 2 of this application)

Property Owner Information

Applicant Information

Name: _____
 Address _____
 City, State, Zip _____
 Day phone _____
 E-mail _____

Name: _____
 Address _____
 City, State, Zip _____
 Day phone _____
 E-mail _____

Description of Proposed Work: Please submit four (4) hard copies of the proposed site plan and one (1) electronic copy with this application and a Grading Exemption Form for any project that involves grading.

Signature of Owner or Authorized Agent

By signing below, I certify and agree as follows: (1) I am authorized to make this application; (2) all information provided is correct; (3) I will comply with all regulations of the Town of Chesapeake Beach which are applicable hereto; (4) I will perform only the work specifically described in this application and my submitted site plan; (5) I grant Town officials the right to enter onto the property for the purpose of evaluating my plan, inspecting the work permitted and posting notices if applicable; (6) I understand that if I choose to appeal, my appeal shall be in writing stating the grounds for appeal and shall be filed with the Board of Zoning Appeals within 30 calendar days of the date of issuance, decision, determination or order and that the right to appeal is waived if not timely filed.

Owner or Authorized Agent: (print) _____
 Signature: _____ Date: _____

FOR TOWN USE ONLY

Reviewed by: _____ Date: _____

Final Approval: _____ Date: _____
 Planning & Zoning Administrator

Is there a supplemental condition letter or notice to applicant: ___ Yes ___ No

Is there a requirement for Public Works to review prior to breaking ground: ___ Yes ___ No

If marked yes, the Public Works Administrator must provide approval prior to breaking ground:

Final Approval Public Works Administrator: _____ Date: _____

Critical Area Lot Coverage Worksheet with Zoning Permit

Completion of this form is required for all projects within the Critical Area. If mitigation of any form is required, it shall be noted and/or shown on the site plan. For mitigation in the form of vegetative planting, the site plan or a separate landscape plan must show the location for the proposed planting and include a table that shows the species of the plants and number of each species. Additional information may be required. This form shall accompany a site plan and other relevant plan that shows the proposed work.

Property Information

Property Address: _____
 Critical Area Designation: Circle one: IDA, LDA, RCA
 Within the 100-foot buffer? ___ Yes, ___ No

Total Site Area (square footage): _____
 Zoning District: _____

Lot Coverage Calculations

| EXISTING CONDITIONS (square footage) | PROPOSED CONDITIONS (square footage) |
|--------------------------------------|--------------------------------------|
| 1. Main Building _____ | Main Building _____ |
| 2. Accessory Structures _____ | Accessory Structures _____ |
| 3. Driveway/Parking _____ | Driveway/Parking _____ |
| 4. Walkways _____ | Walkways _____ |
| 5. Patios _____ | Patios _____ |
| 6. Other _____ | Other _____ |
| | |
| Total Square footage _____ | Total Square footage _____ |
| Percentage of Total Site Area _____ | Percentage of Total Site Area _____ |

Will trees be removed in the Critical Area?

___ Yes ___ No If yes, please indicate location and number on the site plan.

Certification

I certify these statements to be true and accurate and hereby grant the Town of Chesapeake Beach official permission to enter my property to review the plan and conduct inspections.

Owner / Authorized Agent: (print) _____
 Signature: _____

WHAT IS LOT COVERAGE? The following is counted toward lot coverage:

Area coverage by buildings and structures, accessory structures, (e.g. sheds, garages, swimming pools), parking areas, driveways, walkways, patios, or roads. Area covered by gravel, stone, shells, impermeable decking, pavers, or any man-made impervious material. Lot coverage does not include a fence or wall, less than one foot in width, a walkway in the Buffer or expanded buffer including a stairway that provides direct access to a pier, a wood mulch pathway, or a deck with gaps to allow water to pass freely.



CHESAPEAKE BEACH SCHEDULE OF FEES ADOPTED JULY 1, 2019

PERMIT FEES

| | | |
|---|----|--------|
| Grading permit | \$ | 100.00 |
| Commercial zoning permit | \$ | 150.00 |
| Residential zoning permit | \$ | 100.00 |
| Misc. permit (fence, deck, pool-under 150 sqft or less without electric) | \$ | 50.00 |
| Home occupation permit | \$ | 100.00 |

ZONING APPLICATION FEE

| | | |
|--|----|----------|
| A. Administrative Interpretation | \$ | 380.00 |
| B. Official zoning letter | \$ | 125.00 |
| C. Appeal of Administrative Decision/Interpretation to the Board of Appeals | \$ | 500.00 |
| D. Variance (for single-family accessory structure, such as decks and sheds | \$ | 250.00 |
| E. Property line adjustment | \$ | 250.00 |
| F. Zoning text amendment "by citizen petition" | \$ | 1,200.00 |
| G. Minor/ Administrative Revision(s) to Approved Site Plan-Category 1 Site Plans | \$ | 300.00 |
| H. Minor/ Administrative Revision(s) to Approved Site Plan-Category 2 Site Plans | \$ | 75.00 |

SITE PLAN REVIEW

CATEGORY 1

| | | |
|--|----|----------|
| Base application fee | \$ | 250.00 |
| Plus: | | |
| New buildings with a gross floor area under 2,300 square feet | \$ | 1,200.00 |
| New building with a gross floor area of 2,300 square feet to 10,000 square feet | \$ | 2,400.00 |
| New building with a gross floor area of 10,000 square feet to 20,000 square feet | \$ | 4,800.00 |
| New building with a gross floor area of 20,000 square feet | \$ | 7,200.00 |
| Residential site plans with 10 or fewer units | \$ | 2,400.00 |
| Residential site plans with more than 10 units | \$ | 4,800.00 |

CATEGORY 2

| | | |
|----------------------|----|--------|
| Base application fee | \$ | 360.00 |
|----------------------|----|--------|

CRITICAL AREA SITE PLAN

| | | |
|--|----|----------|
| Base application fee | \$ | 600.00 |
| New building with a gross floor area under 2300 square feet | \$ | 1,200.00 |
| New building with a gross floor area of 2,300 square feet to 10,000 square feet | \$ | 2,400.00 |
| New building with a gross floor area of 10,000 square feet to 20,000 square feet | \$ | 4,800.00 |
| New building with a gross floor area of 20,000 square feet | \$ | 7,200.00 |
| Residential site plans with 10 or fewer units | \$ | 2,400.00 |
| Residential site plans with more than 10 units | \$ | 4,800.00 |

Public Works Agreements

| | | |
|---|----|-------------------------------|
| Public Works Agreement (water/sewer) | \$ | 1,500.00 |
| Public Works Agreement (all other including roads, storm drains etc.) | | 2% construction cost estimate |

APPLICATION OF EXTENSION OF APPROVED SITE PLAN

| | | |
|--|----|--------|
| Extension of approved Category 1 site plan | \$ | 450.00 |
| Extension of approved Category 2 site plan | \$ | 100.00 |

PUBLIC BOAT RAMP FEES

| | | |
|--|----|--------|
| Season Pass fee Chesapeake Beach municipal residents | \$ | - |
| Season Pass fee non-Chesapeake Beach residents | \$ | 150.00 |
| In / Out ramp fee Chesapeake Beach municipal residents | \$ | - |
| One way ramp fee Chesapeake Beach municipal residents | \$ | - |
| In/ Out ramp fee non-Chesapeake Beach residents | \$ | 10.00 |
| One way ramp fee non-Chesapeake Beach residents | \$ | 5.00 |
| Public parking of boat trailer while launched | \$ | - |

CODE ENFORCEMENT

| | | |
|---|----|-------|
| Administrative fee (previously a percentage, now recommending a flat fee) | \$ | 50.00 |
|---|----|-------|

Town Recycle Bins

| | | |
|--------------------------|----|-------|
| Recycle bin replacements | \$ | 30.00 |
|--------------------------|----|-------|

TRIBUTE

| | | |
|--------------------------|----|--------|
| Veterans' memorial brick | \$ | 100.00 |
|--------------------------|----|--------|

PUBLIC RECORDS

| | | |
|--|----|----------|
| Copies | | |
| Fee for each copy made by photocopying machine within Town Hall | \$ | 0.25 |
| Fee for each copy made otherwise shall be based on actual cost of reproduction | | |
| Certification of copies | | \$1/page |

Minimum fee. No charge will be made if the total fee is less than \$1

Fees are based upon the persons needed to perform the activities, and the rates for such persons are per hour:

| | | |
|--|----|--------|
| Town Hall staff and the custodian or the custodian's designees | \$ | 25.00 |
| Zoning Administrator | \$ | 100.00 |
| Town Attorney | \$ | 200.00 |
| Town Engineer | \$ | 100.00 |