



**MAYOR AND CITY COUNCIL OF LAUREL
DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT**

8103 Sandy Spring Road • Laurel, Maryland 20707 • (301) 725-5300
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Date Filed: _____
EnerGov No.: _____
Application No.: _____
Planner: _____
Zoning Sign: _____
PC Hearing: _____
PC Recommendation: _____
BOA Hearing: _____
BOA Decision: _____
Resolution No.: _____

SPECIAL EXCEPTION APPLICATION

APPLICATION MUST BE FILLED OUT IN ITS ENTIRETY. APPLICATION WILL NOT BE PROCESSED UNLESS ALL ITEMS IN THE CHECKLISTS ARE ADDRESSED.*

RESIDENTIAL

COMMERCIAL

*Check one.

1. SUBJECT PROPERTY

Project Name: _____

Street Address: _____

Zoning: _____ Lot: _____ Block: _____

Subdivision Name: _____

Tax Identification No.: _____

2. APPLICANT

Name: _____

Street Address: _____ Suite No.: _____

City: _____ State: _____ Zip Code: _____

Work Phone: _____ Home Phone: _____

Email: _____

3. PROPERTY OWNER (IF DIFFERENT FROM APPLICANT)

Name: _____

Street Address: _____ Suite No.: _____

City: _____ State: _____ Zip Code: _____

Work Phone: _____ Home Phone: _____

Email: _____

4. ENGINEER/SURVEYOR

Name: _____

Street Address: _____ Suite No.: _____

City: _____ State: _____ Zip Code: _____

Work Phone: _____ Home Phone: _____

Email: _____

5. SPECIAL EXCEPTION DESCRIPTION NARRATIVE

Describe the nature of the special exception requested in detail.

6. SPECIAL EXCEPTION SUBMISSION CHECKLIST

The following items MUST be included with the special exception application.

1. STATEMENT OF JUSTIFICATION addressing the criteria listed in Section 20-21.1 of the Unified Land Development Code (see “Criteria for Granting Special Exceptions” below)
2. EXISTING CONDITIONS SITE PLAN OR SURVEY PLAT including all existing structures with setbacks, landscaping, and exterior elevations. Plans must be scaled; preferred scale is 1” = 30’. Required plan size- 24”X36”. Plans must be folded to 8½ x 11”.
3. PROPOSED SITE PLAN OR SURVEY PLAT including both existing and proposed structures with setbacks, exterior elevations of proposed structures, and a description of any proposed use. Plans must be scaled; preferred scale is 1” = 30’
4. HOA APPROVAL= IF THE PROPERTY IS WITHIN A HOMEOWNERS ASSOCIATION, THEY MUST APPROVE THE PROJECT PRIOR TO APPLYING. PLEASE SUBMIT PROOF FROM THE HOA WITH YOUR APPLICATION.

5. Two (2) mylar originals with the following Signature Blocks:

City of Laurel Board of Appeals

Approved: _____

Date

Chairman

Secretary



DATE RECEIVED BY DPW: _____

DATE RETURNED TO ECD: _____

DPW REVIEWER: _____

DATE: _____

DPW DIRECTOR (OR DESIGNEE): _____

DATE: _____

APPROVED: _____ APPROVED W/COMMENTS: _____ REVIEWED: _____ REJECTED: _____

7. CRITERIA FOR GRANTING SPECIAL EXCEPTIONS:

The City of Laurel Board of Appeals is authorized to grant a *special exception* based up on the criteria set forth in Sec. 20-21.1 of the Unified Land Development Code (ULDC). Sec. 20-22 of the ULDC contains additional criteria specific to certain individual uses.

Sec. 20-21.1

(a) A special exception may be granted when the Board of Appeals, as the case may be, finds from a preponderance of the evidence of record that the proposed use:

- (1) The proposed use is in harmony with the purpose and intent of the comprehensive master plan, as embodied in this chapter and in any master plan or portion thereof adopted or proposed as part of such comprehensive master plan.
- (2) The proposed use will not adversely affect the health, safety, or welfare of residents or workers in the area;
- (3) Will not be detrimental to the use, peaceful enjoyment, economic value, or development of surrounding properties or the general neighborhood; and will cause no objectionable noise, vibrations, fumes, odors, dust, glare or physical activity;
- (4) Will not, in conjunction with existing development in the area and development permitted under existing zoning, overburden existing public services and facilities, including schools, police and fire protection, water, sanitary sewer, public roads, storm drainage and other public improvements; and
- (5) Meets the definition and specific standards set forth elsewhere in this article for such particular use.

(b) The applicant for a special exception shall have the burden of proof which shall include the burden of going forward with the evidence and the burden of persuasion on all questions of fact which are to be determined by the Board of Appeals.

Special Exception requests not meeting all five criteria plus any additional criteria specified in Sec. 20-22 cannot be legally granted by the Board of Appeals. Each of the criteria must be addressed individually in the Statement of Justification.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER PENALTIES OF PERJURY THAT THE CONTENTS OF THIS APPLICATION ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

APPLICANT:

Signature: _____

Date: _____

Print Name _____

PROPERTY OWNER (if different than applicant)

Signature: _____

Date: _____

Print Name: _____

Complete the chart below:

<u>Fees</u> (see separate schedule)	<u>Amount</u>	<u>Account #</u>
Filing Fee		10-43105
Legal Advertisement (charge included in fee schedule)	\$100.00	10-20203
Zoning Sign (charge included in fee schedule)	\$30.00	10-43105
<u>Total:</u>		

*More than (1) sign will be extra for larger projects, therefore, fee may increase

-All materials and fees are due at time of submittal. Staff will review and invoice you once confirmed.

-Special Exceptions granted by the Board of Appeals must be established within two (2) years from the date of passage.

Revised 10/2/24- lbq