

**BOARD OF APPEALS**  
**APPLICATION PROCEDURES AND INSTRUCTIONS**  
**FOR SPECIAL EXCEPTIONS, VARIANCES AND APPEALS**

The following must be submitted to the Department of Land Use & Development Services, Division of Planning and Zoning at the County Administration Building, 200 Chesapeake Boulevard, Elkton, MD 21921:

- Application
- Sketch of proposed project that indicates boundaries, structures, etc.
- Fee for application (*non-refundable*)

Acceptance of application by staff does not indicate application approval. All applications must be reviewed and approved by the Zoning Administrator. Incomplete applications may cause delays in processing.

Application Fees: Make checks payable to: Cecil County, Maryland. Also accepted is cash and credit card payments (small processing fee applies for credit cards):

- Special Exceptions.....\$250.00
- Variance.....\$200.00
- Appeal.....\$250.00

**\*NO ADDITIONAL FEES WILL BE REQUIRED FOR THIS PUBLIC HEARING\***

Applicants will be notified by Certified Mail of scheduled public hearings. Failure to attend scheduled hearings will result in the application being withdrawn. If the applicant requires the application rescheduled for hearing, a new application must be submitted with the required fee.

**APPLICANT IS RESPONSIBLE FOR THE FOLLOWING:**

- a. Meeting the criteria for granting a Special Exception, Variance or Appeal, as set forth in the Cecil County Zoning Ordinance.
- b. Contacting the Water & Sewer Planning Division, 200 Chesapeake Blvd. Elkton, MD (410-996-5230) relative to the application or other County Departments as required for granted request.

Subject properties located in the Chesapeake Bay Critical Area, FEMA Floodplain, and/or an Agricultural Preservation District may require additional information and must meet all provisions and requirements pertaining to those areas.

Deadline – 3<sup>rd</sup> Thursday of each month for the next month’s meetings.

**SIGNATURES**

- a. The application will not be deemed complete until **ALL** property owners have signed Section B on the application.
- b. If the property's title is held by a business entity (Corporation, LLC, LP, Trust), the business entity must be in good standing with the State of Maryland to submit an application to be heard at a public hearing.

**QUESTIONS? – CONTACT THE DIVISION OF PLANNING AND ZONING (410)-996-5220**

