

INTER-OFFICE CORRESPONDENCE  
RECOMMENDATION FORM

TO: Director, Office of Planning & Community Conservation  
Attention: Jeffrey Long  
County Courts Building, Room 406  
401 Bosley Avenue  
Towson, MD 21204

Permit or Case No. 2/1

FROM: Arnold Jablon, Director  
Department of Permits & Development Management

Residential Processing Fee Paid (\$50.00)  
Accepted by JJS  
Date 8-25-03

RE: Undersized Lots

Pursuant to Section 304.2 (Baltimore County Zoning Regulations) effective June 25, 1992, this office is requesting recommendations and comments from the Office of Planning and Community Conservation prior to this office's approval of a dwelling permit.

MINIMUM APPLICANT SUPPLIED INFORMATION:

Print Name of Applicant: Scott A. Melber Address: 643 West Phaila Ct Glen Burnie MD 21061 Telephone Number: 410-969-8  
Lot Address: 3711 Clarks Point Rd. Election District: 15 Councilmanic District: \_\_\_\_\_ Square Feet: 15,450.00  
Lot Location: South Side Clarks Point Rd. 413.5 feet from N East Bowleys Quantens Long Beach Rd corner of \_\_\_\_\_ (street) (street)  
Land Owner: Ralph L. Hodge Tax Account Number: 1519321275  
Address: 33 Stockdale Ave. Reisterstown Telephone Number: ( ) \_\_\_\_\_

CHECKLIST OF MATERIALS- (to be submitted for design review by the Office of Planning and Community Conservation)

TO BE FILLED IN BY ZONING REVIEW, DEPARTMENT OF PERMITS AND DEVELOPMENT MANAGEMENT ONLY!	
	PROVIDED?
	YES NO
1. This Recommendation Form (3 copies)	<input checked="" type="checkbox"/> <input type="checkbox"/>
2. Permit Application	<input type="checkbox"/> <input checked="" type="checkbox"/>
3. Site Plan Property (3 copies)	<input checked="" type="checkbox"/> <input type="checkbox"/>
4. Building Elevation Drawings	<input checked="" type="checkbox"/> <input type="checkbox"/>
5. Photographs (please label all photos clearly) Adjoining Buildings	<input checked="" type="checkbox"/> <input type="checkbox"/>
Surrounding Neighborhood	<input type="checkbox"/> <input type="checkbox"/>

6. Current Zoning Classification: DR-5.5

Post-it® Fax Note	7671	Date	9/08/03	# of pages	1
To	John Sullivan	From	Lynn Lankham		
Co./Dept.	Zonmg	Co.	Planning		
Phone #		Phone #	3480		
Fax #	2824	Fax #			

RECOMMENDATIONS / COMMENTS:

Approval  Disapproval  Approval conditioned on require

**SHOW STRUCTURES ON ADJACENT PROPERTIES AND RELATIONSHIP TO PROPOSED STRUCTURE**

Signed by: David Punny  
for the Director, Office of Planning and Community Conservation

**RECEIVED**  
AUG 27 2003  
**OFFICE OF PLANNING**

Date: 9/8/03

\* **RECEIVED DRAWING 10/9/03 THAT SHOWS ADJACENT PROPERTIES STRUCTURES, APPROVED.** Revised 2/05/02

**SCHEDULED DATES, CERTIFICATE OF FILING AND POSTING FOR A BUILDING PERMIT APPLICATION PURSUANT TO SECTION 304.2**

Department of Permits and Development Management (PDM)  
County Office Building  
111 West Chesapeake Avenue  
Towson, Maryland 21204

The application for your proposed Building Permit application has been reviewed and is accepted for filing by John Sullivan on 8-25-03 (name of planner) Date (A)

A sign indicating the proposed building must be posted on the property for fifteen (15) days before a decision can be rendered. The cost of filing is \$50.00. This fee is subject to change. Confirm all current fees prior to filing the application.

In the absence of a request for public hearing during the 15-day posting period, a decision can be expected within approximately four weeks. However, if a valid demand is received by the closing date, then the decision shall only be rendered after the required public special hearing.

\*SUGGESTED POSTING DATE 9-03-03 D (15 Days Before C)

DATE POSTED \_\_\_\_\_

HEARING REQUESTED? YES \_\_\_\_\_ NO \_\_\_\_\_ - DATE \_\_\_\_\_

CLOSING DAY (LAST DAY FOR HEARING DEMAND) 9-18-03 C (B-3 Work Days)

TENTATIVE DECISION DATE 9-24-03 B (A + 30 Days)

\*Usually within 15 days of filing

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**CERTIFICATE OF POSTING**

District: \_\_\_\_\_

Location of Property: \_\_\_\_\_

Posted by: \_\_\_\_\_ Date of Posting: \_\_\_\_\_  
Signature

Number of Signs: \_\_\_\_\_

BUILDING PERMIT APPLICATION PURSUANT TO SECTION 304.2  
SCHEDULED DATES, CERTIFICATE OF FILING AND POSTING FOR A

# CERTIFICATE OF POSTING

Care of: John Sullivan

Date: 9/2/03

RE: Case Number UNDERSIZED BUILDING LOT  
Petitioner/Developer: SCOTT MELBER  
Date of Hearing/Closing: SEPTEMBER 18, 2003

This is to certify under the penalties of perjury that the necessary sign(s) required by law were posted conspicuously on the property located at 3711 Clarks Point Rd.

The sign(s) were posted on August 29, 2003  
(Month, Day, Year)



Linda O'Keefe  
(Signature of Sign Poster)

LINDA O'KEEFE  
(Printed Name of Sign Poster)

523 PENNY LANE  
(Street Address of Sign Poster)

HUNT VALLEY MD 21030  
(City, State, Zip Code of Sign Poster)

410-666-5366  
(Telephone Number of Sign Poster)

**BALTIMORE COUNTY, MARYLAND  
OFFICE OF BUDGET & FINANCE  
MISCELLANEOUS RECEIPT**

No. **28101**

DATE 8-25-03 ACCOUNT R-001-006-6150

AMOUNT \$ 50.<sup>00</sup>

RECEIVED FROM: MR. Melber

FOR: PDM - 201 Rev. Undersize lot procedure  
at 3711 Clark's point rd.

**DISTRIBUTION**  
WHITE - CASHIER      PINK - AGENCY      YELLOW - CUSTOMER

**PAID RECEIPT**

BUSINESS ACTUAL TIME DRW  
8/26/2003 8/25/2003 15:31:43 1

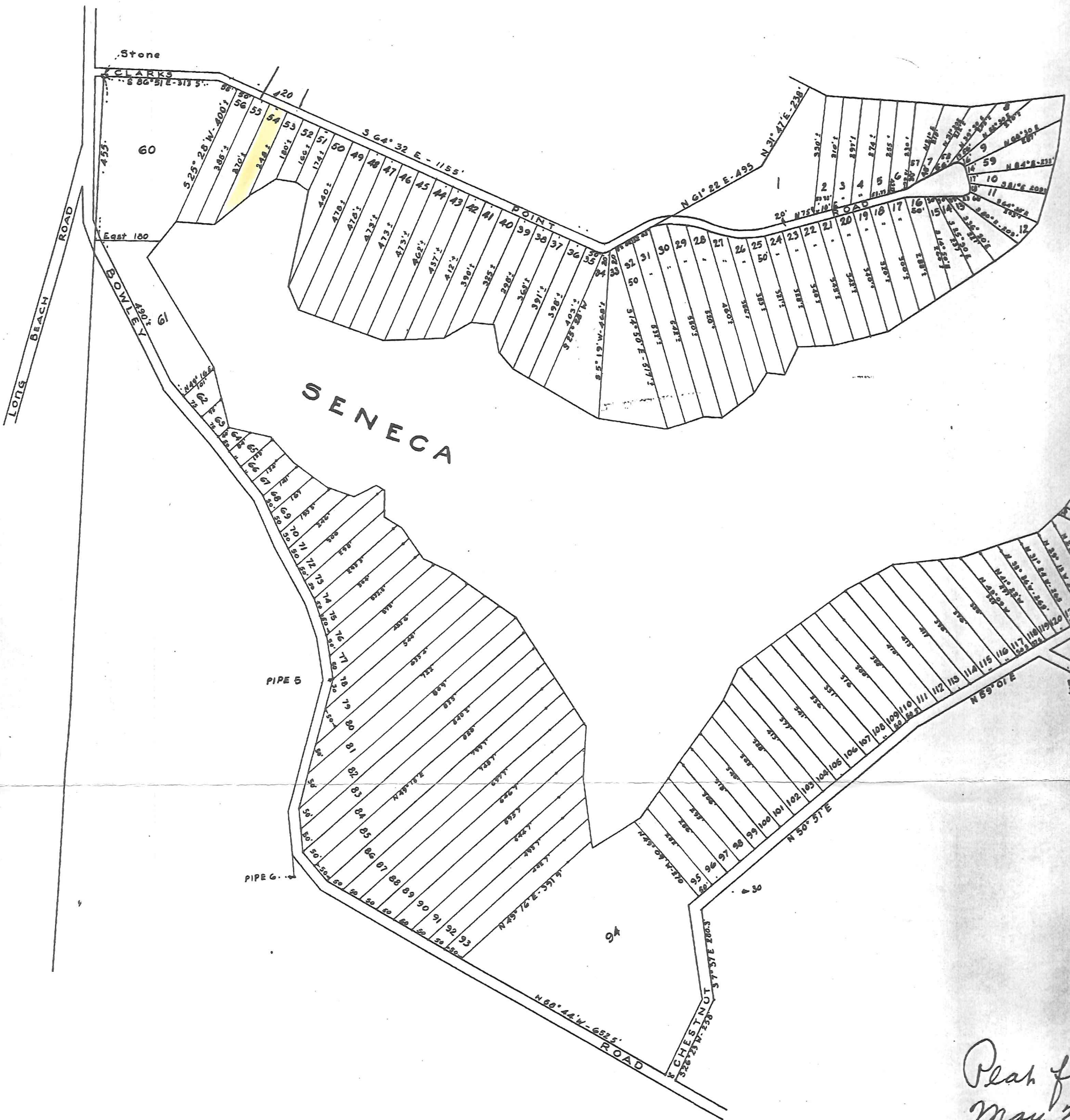
REG W301 WALKIN JRIC JHR  
>> RECEIPT # 153794 8/25/2003 OFLN

Dept 5 528 ZONING VERIFICATION

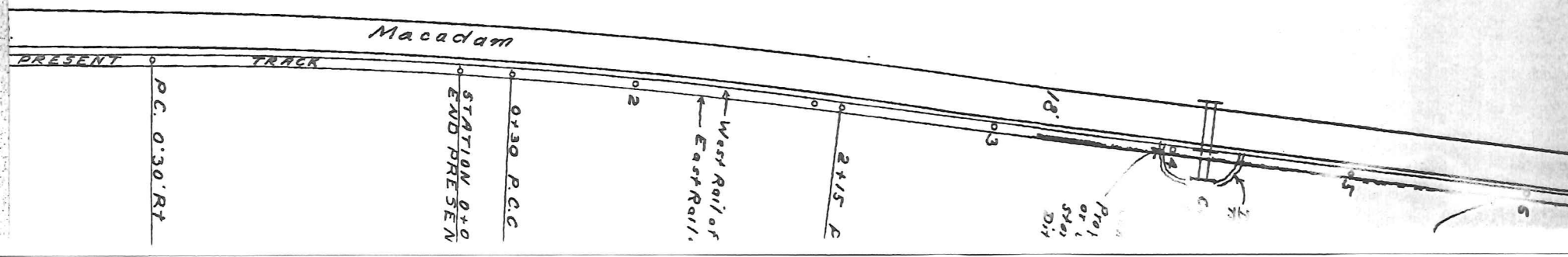
CR NO. 028101

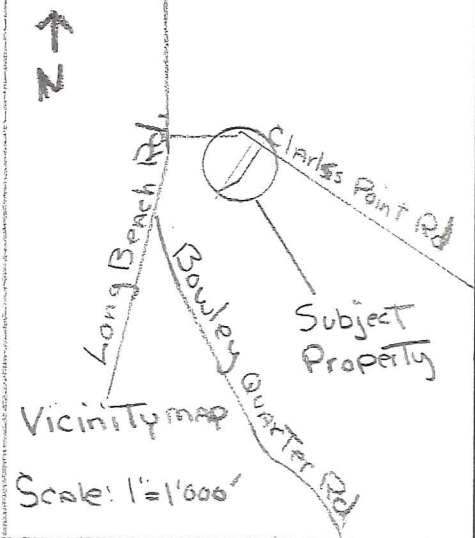
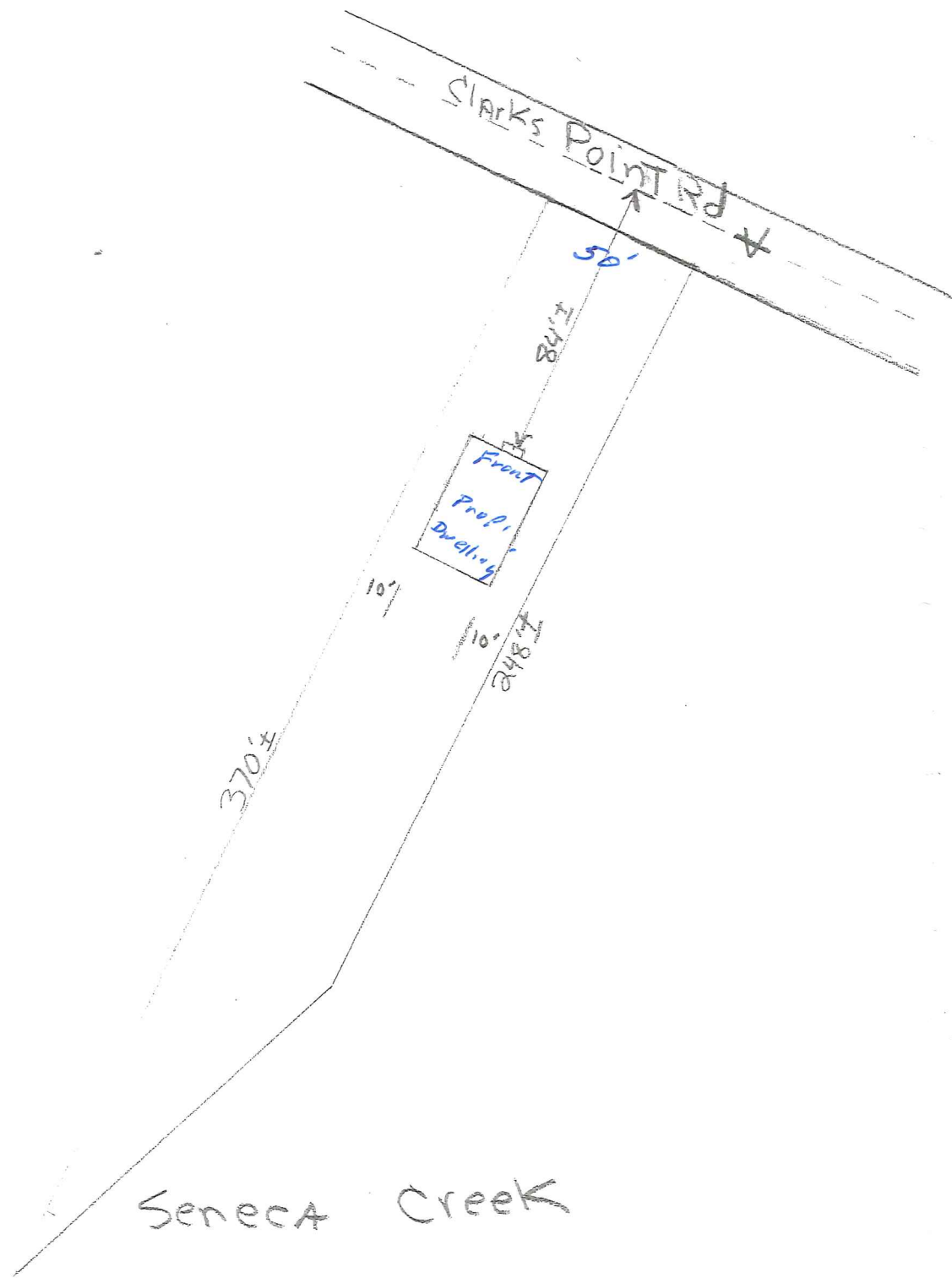
Recpt Tot \$50.00  
50.00 CK .00 CA  
Baltimore County, Maryland

**CASHIER'S VALIDATION**



Plat file  
 May 26  
 Test -

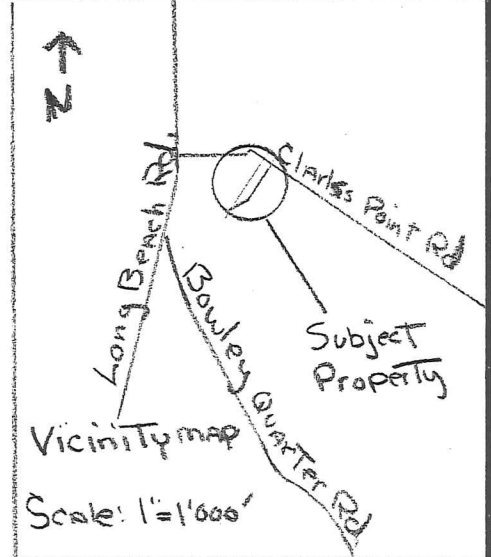
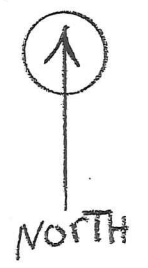
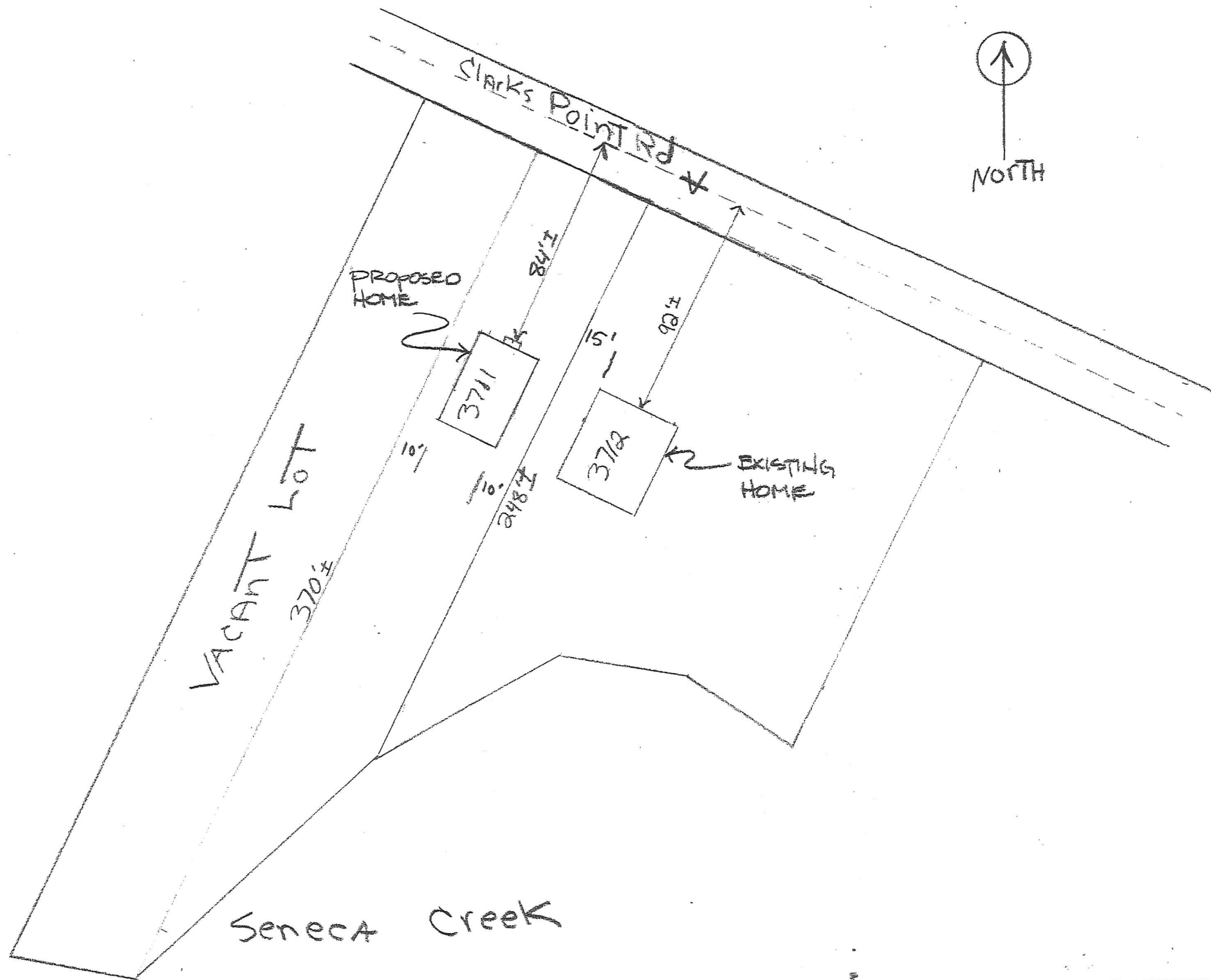




Location Information  
 ELECTION District 15  
 Councilmanic District  
 1"=50'  
 Zoning Dr. S.5  
 lot size .35 15,450.00  
 acreage Sq. Ft.  
 Sewer  Public  Private   
 WATER    
 Chesapeake Bay Critical Area  Yes  No  
 100yr. Flood Plain    
 Historic Property Building    
 Prior Zoning Hearing

3711 Clarks Point Rd.

TOLERANCES (EXCEPT AS NOTED)	REVISIONS			Plan To Accompany Hearing
	NO.	DATE	BY	
DECIMAL	1			APPLICANT - Scott Melber
±	2			OWNER'S NAME - Ralph Hodae
FRACTIONAL	3			DRAWN BY
±	4			SCALE 1"=100'
ANGULAR	5			DATE
±				TRACED
				APP'D
				MATERIAL
				DRAWING NO.



Location Information  
 ELECTION District 15  
 Councilmanic District  
 1"=50"  
 Zoning Dr. S. 5 (NE-S-K.)  
 lot size .35 15,450 sq. ft.  
 average sq. ft.  
 Sewer  Public  Private  
 WATER    
 Chesapeake Bay Critical Area Yes  No   
 100yr. Flood Plain    
 Historic Property Building    
 Prior Zoning Hearing

3711 Clark's Point Rd.

TOLERANCES (EXCEPT AS NOTED)	REVISIONS			Plan To Accompany Hearing		
	NO.	DATE	BY			
DECIMAL	1			APPLICANT - Scott Melber		
±	2			OWNERS NAME - Ralph Hodge		
FRACTIONAL	3			DRAWN BY	SCALE	MATERIAL
±	4			CHK'D	1"=50'	
ANGULAR	5			DATE	10/9/03	DRAWING NO.
±				TRACED	APP'D	