IN RE: PETITIONS FOR SPECIAL HEARING
AND VARIANCE – S/S Cape May Road,
80' W of the c/l Schotts Lane
(1657 Cape May Road)
15th Election District

15<sup>th</sup> Election District 6<sup>th</sup> Council District

Lonewolf Silverheels, Legal Owner/ Petitioner

- \* BEFORE THE
- \* ZONING COMMISSIONER
- \* OF BALTIMORE COUNTY
- \* Case No. 04-290-SPHA

\*

\* \* \* \* \* \* \* \*

#### ORDER OF DISMISSAL

This matter came before this Zoning Commissioner for consideration of Petitions for Special Hearing and Variance filed by the owner of the subject property, Lonewolf Silverheels. The Petitioner sought special hearing relief to approve an accessory building (replacement garage) larger then either dwelling on the subject property. In addition, variance relief was requested from Section 400 of the Baltimore County Zoning Regulations (B.C.Z.R.) to permit an accessory structure height of 22 feet in lieu of the maximum allowed 15 feet.

The matter was scheduled for a public hearing on Thursday, February 19, 2004; however, was postponed at the request of the Petitioner/property owner and rescheduled for Friday, March 19, 2004. The Petitioner was notified in writing of the rescheduled hearing date and time by letter dated January 29, 2004 from Timothy M. Kotroco, Director of the Department of Permits and Development Management. Pursuant to that letter, the Petitioner was advised that the property need be posted by a County-approved sign poster with a sign giving notice of the public hearing by no later than March 4, 2004. No one appeared at the hearing on March 19, 2004 and attempts to reach the Petitioner by telephone at the number given on the Petition form were unsuccessful. Moreover, there was no indication in the case file that the property had been duly posted as required. By letter dated March 19, 2004, the Petitioner was advised to contact the undersigned Zoning Commissioner within 15 days of that date to advise whether he wished to proceed with the matter or withdraw his request. There being no verbal or written response

ORDER RECEWED/FOR FILING

received from the Petitioner within the 15-day period prescribed above, the relief requested shall be dismissed without prejudice.

THEREFORE, IT IS ORDERED by the Zoning Commissioner for Baltimore County this day of April 2004 that the Petitions for Special Hearing and Variance filed in the above captioned matter be and the same are hereby DISMISSED without prejudice.

LAWRENCE E. SCHMIDT Zoning Commissioner

for Baltimore County

LES:bjs

cc: Mr. Lonewolf Silverheels
1657 Cape May Road, Baltimore, Md. 21221
Mr. Timothy M. Kotroco, Director, DPDM
Rob Loskott, Esquire, Office of Law
People's Counsel; Case File



E 🐴

## Petition for Special Hearing

to the Zoning Commissioner of Baltimore County

for the property located at X	1657	CAPIE	MAY	120
which is pre	sently zone	ed 🗴 🕖	-12-13	📞

This Petition shall be filed with the Department of Permits and Development Management. The undersigned, legal owner(s) of the property situate in Baltimore County and which is described in the description and plat attached hereto and made a part hereof, hereby petition for a Special Hearing under Section 500.7 of the Zoning Regulations of Baltimore County, to determine whether or not the Zoning Commissioner should approve AN ACCESSORY BUILDING
(REPLACEMENT GARAGE) LARGER THEN EITHER DWELLING AND THE LOT

Property is to be posted and advertised as prescribed by the zoning regulations. I, or we, agree to pay expenses of above Special Hearing, advertising, posting, etc. and further agree to and are to be bounded by the zoning regulations and restrictions of Baltimore County adopted pursuant to the zoning law for Baltimore County.

			perjury, that I/we are the legal owner(s) of the property which is the subject of this Petition.
	Contract Purchaser/Lessee:		Legal Owner(s):
	Name - Type or Print		Name - Type or Print
	Signature	···	Signature Signature
	Address	Telephone No	name - Type or Print
	City	te Zip Cod	
	Attorney For Petitioner:		Address Telephone No
	Name - Type or Print	· · · · · · · · · · · · · · · · · · ·	City City State 400079-883
	Signature	· · · · · · · · · · · · · · · · · · ·	Representative to be Contacted: 900079-883
NC INC	Company		Name
E C	Address	Telephone No.	. Address Telephone No.
\$	Sta	ite Zip Code	e City State Zip Code
VED			OFFICE USE ONLY
			ESTIMATED LENGTH OF HEARING 12HR
	Case No. 04 290	SPHA-	UNAVAILABLE FOR HEARING
SER.	Charles and the same of the sa		Reviewed By JL Date 12 16 03
Correct,	TREN 9/15/98		· · · · · · · · · · · · · · · · · · ·



# Petition for Variance

## to the Zoning Commissioner of Baltimore County

**ESTIMATED LENGTH OF HEARING** 

UNAVAILABLE FOR HEARING
Date

for the	property located at X 165 ( Apir 2744 RQ
	which is presently zoned $\sqrt{2-12^{2}}$
hereof, hereby petition for a Variance from Section(s)	ermits and Development Management. The undersigned, legal owner(s is described in the description and plat attached hereto and made a part of BCZR TO PERMIT AND RECORDED AND
71	BE 22 FT. IN LIEU OF 15 FT. 1416,
of the Zoning Regulations of Baltimore County, to the zon practical difficulty)  All Alexanders of Baltimore County, to the zone practical difficulty)	ning law of Baltimore County, for the following reasons: (indicate hardship
Property is to be posted and advertised as prescribed by	the zoning regulations.
perjury, is the subject of t <u>Contract Purchaser/Lessee:</u>	
Name - Type or Print	Legal Owner(s):  X LOWE WALF SINGER HEELS  Name Type or Print
Signature	Signature Signature
Address Telephone No.	Name - Type or Print
State Zip Code  Attorney For Petitioner:	Signature Slave Abole Address Telephone No
Name - Type or Print	Representative to be Contacted:
ignature .	Representative to be Contacted:
ompany	Name
Telephone No.	Address Telephone No.
State Zip Code	City State Zip Code OFFICE USE ONLY
	OFFICE USE UNLT

Reviewed By \_

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18/130 Klaw Distrist Councilyms. Distust

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BALTIMORE COUNTY OFFICE OF BUDGET & FIR MISCELLANEOUS RE	IANCE 1	No.	29912				
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RECEIVED FROM:	Roll				Baltimire C	unty, Kiryland	
FOR:	the Man	101			•		
Lama	2512				• , • , • ,	1	, 5, 6 7

The Zoning Commissioner of Baltimore County, by authority of the Zoning Act and Regulations of Baltimore County will hold a public hearing in Towson. Maryland on the property identified herein as follows:

Case: #04-290-SPHA
1657 Cape May Road
S/side of Cape May Road, 80
feet west of Schotts Lane
15th Election District
6th Councilmanic District
Legal Owner(s): Lonewolf
Silverheels

Silverneels
Special Hearing: to permit an accessory building larger than either dwelling on the lot, Variance: to permit an accessory building 22 feet high in lieu of the allowed 15 feet high.
Hearing: Friday, March 19, 2004 at 11:00 a.m. in Room 407, County Courts Building, 401 Bosley Avenue.

LAWHENCE E. SCHMIDT
Zoning Commissioner for
Baltimore County
NOTES: (1) Hearings are
Handicapped Accessible; for
special accommodations
Please Contact the Zoning
Commissioner's Office at
(410) 887-4388.
(2) For information concerning the File and/or
Hearing, Contact the Zoning
Review Office at (410) 887-3391.
3/009 Mar. 4 C652196

### CERTIFICATE OF PUBLICATION

3/4,2004
THIS IS TO CERTIFY, that the annexed advertisement was published
in the following weekly newspaper published in Baltimore County, Md., once in each ofsuccessive weeks, the first publication appearing on
☐ The Jeffersonian ☐ Arbutus Times ☐ Catonsville Times ☐ Towson Times ☐ Owings Mills Times ☐ NE Booster/Reporter ☐ North County News
S. Wilkings

LECAL ADVERTISING

TO: PATUXENT PUBLISHING COMPANY

Tuesday, February 3, 2004 Issue - Jeffersonian

Please forward billing to:

Lonewolf Sliverheels 1657 Cape May Road Baltimore, MD 21222

410-679-8833

#### **NOTICE OF ZONING HEARING**

The Zoning Commissioner of Baltimore County, by authority of the Zoning Act and Regulations of Baltimore County, will hold a public hearing in Towson, Maryland on the property identified herein as follows:

CASE NUMBER: 04-290-SPHA

1657 Cape May Road
S/side of Cape May Road, 80 feet west of Schotts Lane
15<sup>th</sup> Election District – 6<sup>th</sup> Councilmanic District
Legal Owner: Lonewolf Sliverheels

Special Hearing to permit a accessory building larger than either dwelling on the lot. Variance to permit an accessory building 22 feet high in lieu of the allowed 15 feet high.

Hearing: Thursday, February 19, 2004, at 9:00 a.m. in Room 407, County Courts Building,

401 Bosley Avenue

LAWRENCE E. SCHMIDT

ZONING COMMISSIONER FOR BALTIMORE COUNTY

NOTES: (1) HEARINGS ARE HANDICAPPED ACCESSIBLE; FOR SPECIAL ACCOMODATIONS, PLEASE CONTACT THE ZONING COMMISSIONER'S OFFICE AT 410-887-4386.

(2) FOR INFORMATION CONCERNING THE FILE AND/OR HEARING, CONTACT THE ZONING REVIEW OFFICE AT 410-887-3391.

TO: PATUXENT PUBLISHING COMPANY

Thursday, March 4, 2004 Issue - Jeffersonian

Please forward billing to:

Lonewolf Silverheels 1657 Cape May Road Baltimore, MD 21222

410-679-8833

#### **NOTICE OF ZONING HEARING**

The Zoning Commissioner of Baltimore County, by authority of the Zoning Act and Regulations of Baltimore County, will hold a public hearing in Towson, Maryland on the property identified herein as follows:

CASE NUMBER: 04-290-SPHA

1657 Cape May Road
S/side of Cape May Road, 80 feet west of Schotts Lane
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Special Hearing to permit a accessory building larger than either dwelling on the lot. Variance to permit an accessory building 22 feet high in lieu of the allowed 15 feet high.

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LAWRENCE E. SCHMIDT

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(2) FOR INFORMATION CONCERNING THE FILE AND/OR HEARING, CONTACT THE ZONING REVIEW OFFICE AT 410-887-3391.

## Department of Permits and Development Management

Director's Office County Office Building 111 W. Chesapeake Avenue Towson, Maryland 21204 Tel: 410-887-3353 • Fax: 410-887-5708





James T. Smith, Jr, County Executive Timothy M. Kotroco, Director

January 15, 2004

### **NOTICE OF ZONING HEARING**

The Zoning Commissioner of Baltimore County, by authority of the Zoning Act and Regulations of Baltimore County, will hold a public hearing in Towson, Maryland on the property identified herein as follows:

CASE NUMBER: 04-290-SPHA

1657 Cape May Road
S/side of Cape May Road, 80 feet west of Schotts Lane
15<sup>th</sup> Election District – 6<sup>th</sup> Councilmanic District
Legal Owner: Lonewolf Sliverheels

Special Hearing to permit a accessory building larger than either dwelling on the lot. Variance to permit an accessory building 22 feet high in lieu of the allowed 15 feet high.

Hearing: Thursday, February 19, 2004, at 9:00 a.m. in Room 407, County Courts Building, 401 Bosley Avenue

Timothy Kotroco

TK:klm

Director

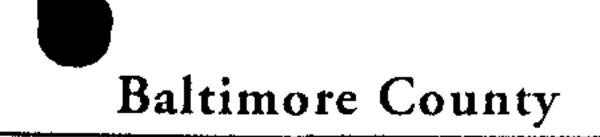
C: Lonewolf Sliverheels, 1657 Cape May Road, Baltimore 21222

- NOTES: (1) THE PETITIONER MUST HAVE THE ZONING NOTICE SIGN POSTED BY AN APPROVED POSTER ON THE PROPERTY BY WEDNESDAY, FEBRUARY 4, 2004.
  - (2) HEARINGS ARE HANDICAPPED ACCESSIBLE; FOR SPECIAL ACCOMMODATIONS PLEASE CALL THE ZONING COMMISSIONER'S OFFICE AT 410-887-4386.
  - (3) FOR INFORMATION CONCERNING THE FILE AND/OR HEARING, CONTACT THE ZONING REVIEW OFFICE AT 410-887-3391.

## Department of Permits and Development Management

Director's Office
County Office Building
111 W. Chesapeake Avenue
Towson, Maryland 21204
Tel: 410-887-3353 • Fax: 410-887-5708





James T. Smith, Jr., County Executive Timothy M. Kotroco, Director

January 29, 2004

### **CORRECTED NOTICE OF ZONING HEARING**

The Zoning Commissioner of Baltimore County, by authority of the Zoning Act and Regulations of Baltimore County, will hold a public hearing in Towson, Maryland on the property identified herein as follows:

CASE NUMBER: 04-290-SPHA

1657 Cape May Road
S/side of Cape May Road, 80 feet west of Schotts Lane
15<sup>th</sup> Election District – 6<sup>th</sup> Councilmanic District
Legal Owner: Lonewolf Silverheels

Special Hearing to permit a accessory building larger than either dwelling on the lot. Variance to permit an accessory building 22 feet high in lieu of the allowed 15 feet high.

Hearing: Friday, March 19, 2004, at 11:00 a.m. in Room 407, County Courts Building,

401 Bosley Avenue

Timothy Kotroco

Director

TK:klm

C: Lonewolf Silverheels, 1657 Cape May Road, Baltimore 21222

NOTES: (1) THE PETITIONER MUST HAVE THE ZONING NOTICE SIGN POSTED BY AN APPROVED POSTER ON THE PROPERTY BY THURSDAY, MARCH 4, 2004.

- (2) HEARINGS ARE HANDICAPPED ACCESSIBLE; FOR SPECIAL ACCOMMODATIONS PLEASE CALL THE ZONING COMMISSIONER'S OFFICE AT 410-887-4386.
- (3) FOR INFORMATION CONCERNING THE FILE AND/OR HEARING, CONTACT THE ZONING REVIEW OFFICE AT 410-887-3391.

## DEPARTMENT OF PERMITS AND DEVELOPMENT MANAGEMENT ZONING REVIEW

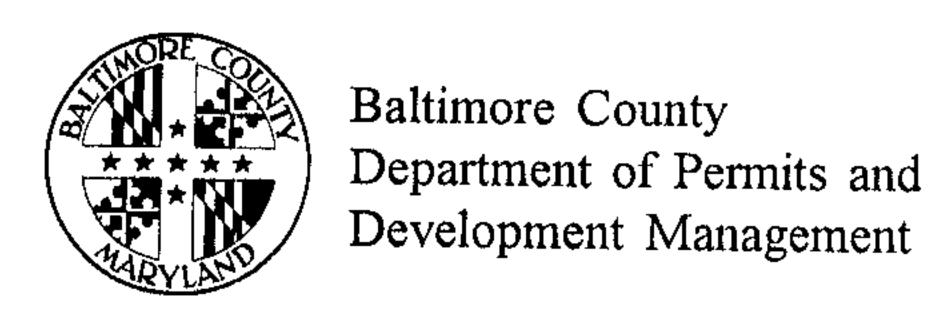
### ADVERTISING REQUIREMENTS AND PROCEDURES FOR ZONING HEARINGS

The <u>Baltimore County Zoning Regulations</u> (BCZR) require that notice be given to the general public/neighboring property owners relative to property which is the subject of an upcoming zoning hearing. For those petitions which require a public hearing, this notice is accomplished by posting a sign on the property (responsibility of the petitioner) and placement of a notice in a newspaper of general circulation in the County, both at least fifteen (15) days before the hearing.

Zoning Review will ensure that the legal requirements for advertising are satisfied. However, the petitioner is responsible for the costs associated with these requirements. The newspaper will bill the person listed below for the advertising. This advertising is due upon receipt and should be remitted directly to the newspaper.

OPINIONS MAY NOT BE ISSUED UNTIL ALL ADVERTISING COSTS ARE PAID.

For Newspaper Advertising:
Item Number or Case Number: $(4 - 290)$ $SPHP$
Petitioner: SILVERHEELS
Address or Location: 1657 CAPE MAY RD
PLEASE FORWARD ADVERTISING BILL TO:
Name: LONE WALT SINE 2 HEE/5
Address: 1657 CADE MAY BO
13 A ( * monce MD 2/222
Telephone Number:



Development Processing County Office Building 111 West Chesapeake Avenue Towson, Maryland 21204 pdmlandacq@co.ba.md.us

February 13, 2004

Lonewolf Silverheels 1657 Cape May Road Baltimore, Maryland 21222

Dear Mr. Sivlerheels:

RE: Case Number: 04-290-A, 1657 Cape May Road

The above referenced petition was accepted for processing by the Bureau of Zoning Review, Department of Permits and Development Management (PDM) on December 16, 2003.

The Zoning Advisory Committee (ZAC), which consists of representatives from several approval agencies, has reviewed the plans that were submitted with your petition. All comments submitted thus far from the members of the ZAC are attached. These comments are not intended to indicate the appropriateness of the zoning action requested, but to ensure that all parties (zoning commissioner, attorney, petitioner, etc.) are made aware of plans or problems with regard to the proposed improvements that may have a bearing on this case. All comments will be placed in the permanent case file.

If you need further information or have any questions, please do not hesitate to contact the commenting agency.

Very truly yours,

U. Call Rihall

W. Carl Richards, Jr. Supervisor, Zoning Review

WCR: clb

Enclosures

People's Counsel



700 East Joppa Road Towson, Maryland 21286-5500 410-887-4500

County Office Building, Room 111 Mail Stop #1105 111 West Chesapeake Avenue Towson, Maryland 21204

January 5, 2004

ATTENTION: Rebecca Hart

Distribution Meeting of: December 29, 2003

**290** 

Item No.: 280-285, 287-299

6. The Fire Marshal's Office has no comments at this time.

LIEUTENANT JIM MEZICK Fire Marshal's Office PHONE 887-4881 MS-1102F

cc: File

#### BALTIMORE COUNTY, MARYLAND

#### INTEROFFICE CORRESPONDENCE

**DATE:** February 2, 2004

TO:

Timothy M. Kotroco, Director

Department of Permits & Development Management

Robert W. Bowling, Supervisor Bureau of Development Plans Review

**SUBJECT:** 

Zoning Advisory Committee Meeting

For January 5, 2004

Item Nos. 280, 281, 282, 284, 285, 286, 288, 289, 290, 291, 292, and 299

The Bureau of Development Plans Review has reviewed the subject-zoning items, and we have no comments.

RWB:jrb

cc: File

### BALTIMORE COUNTY, MARYLAND

#### INTER-OFFICE CORRESPONDENCE

TO:

Timothy M. Kotroco, Director

Department of Permits and Development Management

FROM:

Arnold F. 'Pat' Keller, III

Director, Office of Planning

DATE: December 18, 2003

JAN 0 7 2004

ZONING COMMISSIONER

Zoning Advisory Petitions - Case 04-290 **SUBJECT:** 

The Office of Planning does not oppose the petitioner's request provided the following conditions are met:

- 1. The petitioner or subsequent owners shall not convert the subject accessory structure into dwelling unit or apartment. The structure shall not contain any sleeping quarters, living area, kitchen or bathroom facilities; and,
- 2. The accessory structure shall not be used for commercial purposes.
- 3. Submit elevations (all sides) of the proposed structure to this office for review and approval prior to the issuance of any building permits.

Should there be any further questions, or if this office can provide any additional information concerning the matters stated herein, please contact David Pinning at 410-887-3480.

Section Chief:

AFK/LL: MAC



Robert L. Ehrlich, Jr., Governor Michael S. Steele, Lt. Governor

Robert L. Flanagan, Secretary Neil J. Pedersen, Administrator

Mar and Department of Transportation

1.7.04 Date:

Baltimore County

Item No. 290

RE:

Ms. Rebecca Hart Baltimore County Office of Permits and Development Management County Office Building, Room 109 Towson, Maryland 21204

Street Address: 707 North Calvert Street

Dear. Ms. Hart:

This office has reviewed the referenced item and we have no objection to approval as it does not access a State roadway and is not affected by any State Highway Administration projects.

Should you have any questions regarding this matter, please contact Larry Gredlein at 410-545-5606 or by E-mail at (lgredlein@sha.state.md.us).

Very truly yours,

Kenneth A. McDonald Jr., Chief Engineering Access Permits Division

Phone 410 545.0300

www.marylandroads.com

Baltimore, Maryland 21202

RE: PETITION FOR SPECIAL HEARING

AND VARIANCE

1657 Cape May Road; S/side Cape May Rd, \*

80' W Schotts Lane

15<sup>th</sup> Election & 6<sup>th</sup> Councilmanic Districts

Legal Owner(s): Lone Wolf Silver Heels

Petitioner(s)

BEFORE THE

**ZONING COMMISSIONER** 

FOR

**BALTIMORE COUNTY** 

04-290-SPHA

\* \* \* \* \* \* \* \* \* \*

#### ENTRY OF APPEARANCE

Please enter the appearance of People's Counsel in the above-captioned matter. Notice should be sent of any hearing dates or other proceedings in this matter and the passage of any preliminary or final Order. All parties should copy People's Counsel on all correspondence sent/documentation filed in the case.

PETER MAX ZIMMERMAN

People's Counsel for Baltimore County

CAROLE S. DEMILIO

Deputy People's Counsel

Old Courthouse, Room 47

400 Washington Avenue Towson, MD 21204

(410) 887-2188

#### CERTIFICATE OF SERVICE

I HEREBY CERTIFY that on this day of January, 2003, a copy of the foregoing Entry of Appearance was mailed to Lone Wolf Silver Heels, 1657 Cape May Road, Baltimore, MD 21222, Petitioner(s).

RECEIVED

JAN 0 5 2004

Per....

PORR MAX ZIMMERMAN

PETER MAX ZIMMERMAN

People's Counsel for Baltimore County

## Department of Permits and Development Management

Director's Office
County Office Building
111 W. Chesapeake Avenue
Towson, Maryland 21204
Tel: 410-887-3353 • Fax: 410-887-5708



#### **Baltimore County**

James T Smith, Jr, County Executive Timothy M Kotroco, Director

January 29, 2004

Lonewolf Silverheels 1657 Cape May Road Baltimore, MD 21222

Dear Mr. Silverheels:

RE: Case Number: 04-290-SPHA, 1657 Cape May Road

The above matter, previously scheduled for February 19, 2004, has been postponed. Once the hearing has been rescheduled you will be notified by mail.

Please be advised that the responsibility of the appropriate posting of the property is with the Petitioners. The petitioner or his/her agent may not personally post or change a zoning sign. One of the currently approved vendors/posters must be contacted to do so. If the property has been posted with the notice of the original hearing date, as quickly as possible after you have been notified, the new hearing date should be affixed to the sign(s).

My Ko

Timothy Kotroco Director

TK:klm

#### Zoning Commissioner

Suite 405, County Courts Building 401 Bosley Avenue Towson, Maryland 21204 Tel: 410-887-3868 • Fax: 410-887-3468



#### **Baltimore County**

James T. Smith, Jr., County Executive Lawrence E. Schmidt, Zoning Commissioner

Hold for 15 days (viaudout 4/5/04)

March 19, 2004

Mr. Lonewolf Silverheels 1657 Cape May Road Baltimore, Maryland 21221

RE:

PETITION FOR VARIANCE

S/S Cape May Road, 80' W of the c/l Schotts Lane

(1657 Cape May Road)

15<sup>th</sup> Election District – 6<sup>th</sup> Council District

Lonewolf Silverheels - Petitioner

Case No. 04-290-A

Dear Mr. Silverheels:

Reference is made to the above-captioned matter, which was originally scheduled for a public hearing on February 19, 2004; however, was postponed at your request and rescheduled for today, Friday, March 19, 2004 at 11:00 AM. The case file indicates that you were notified in writing of the rescheduled hearing date and time by letter dated January 29, 2004 from Timothy M. Kotroco, now the Director of the Department of Permits and Development Management.

Pursuant to that letter, you were also advised that your property had to be posted by a County-approved sign poster with a sign giving notice of the public hearing by no later than March 4, 2004. In this regard, there is no indication in the case file that the property was indeed posted as required. Moreover, neither you nor anyone else appeared at the public hearing to offer testimony and/or evidence in support of your request, and attempts to reach you at the number you gave on the Petition form were unsuccessful.

Therefore, please be advised that you have fifteen (15) days from the date of this letter in which to notify me that you wish to pursue the matter. If so, a new date will be assigned; however, the property must be posted for a period of 15 days prior to the new hearing date. If you do not wish to pursue this matter and no word is heard from you within 15 days, then it will be assumed that you wish to withdraw your request and the matter will be dismissed.

Should you have any questions in this regard, please do not hesitate to call me at 410-887-3868.

Very truly yours,

LAWRENCE E. SCHMIDT

Zoning Commissioner

for Baltimore County

LES:bjs

cc: Timothy M. Kotroco, Director, DPDM

People's Counsel; Case File



Visit the County's Website at www.baltimorecountyonline.info

to timothy kutnoco Diviectous on To Whom Ut May Concern Silverhæles: Il live at 1657 Cape May Road. I received Ror hebruary 19th 2004. I can not attend this date due to personal business. 04290SRHA. Please Call me this letter from Me. My number Is 410 679-8833. DEPT, OF PERMITS AND DEVELOPMENT MANAGEMENT

### ZONING HEARING FILE INTERNAL CHECKLIST

## Zoning Case No. <u>04-290-5PHA</u>

Date Completed/Initials	
1-15-04	PREPARE HEARING FILE (put case number on all papers; hole punch and place appropriately; put label and case number on folder; complete information on stamp on front of folder)
	DETERMINE HEARING DATE (schedule within 45 days of filing; post and advertise at least 15 days prior to hearing)
	TYPE HEARING NOTICE AND ADVERTISING NOTICE (type according to sample, taking billing information for advertising from advertising form in file; make appropriate copies; mail original and copies of hearing notice; place original advertising notice in Patuxent's box; file copies of both notices in hearing file; update ZAC in computer for hearing date, time and place)
	UPDATE ZONING COMMISSIONER'S HEARING CALENDAR (keep original in "red" folder; mail copy to zoning commissioner's office)
	COMPLETE FILE (write hearing date, time, and room on front of hearing folder; file in numerical order in cabinet next to copier until it is pulled for sending to zoning commissioner's office)
1/29/04	POSTPONEMENTS (type postponement letter; make appropriate copies; mail original and copies; send copy to zoning commissioner; file copy in hearing file; update hearing calendar and ZAC in computer)
	RESCHEDULING (determine hearing date; type letter confirming new date; make appropriate copies; mail original and copies; file copy in hearing file; update hearing calendar and ZAC in computer; refile hearing folder)
<del></del>	INDEX CARDS (prepare index cards, according to sample; file cards in cabinet)
<del></del>	ADVERTISING/POSTING CERTIFICATES (check off on front of hearing file; put certificates in file)
<del></del>	COMMENTS (check off agency comments received on front of hearing file; make copies; type comments letter; mail original to petitioner; file copy in hearing file)
	FILES TO ZONING COMMISSIONER'S OFFICE (pull the files for the following week every Friday and administrative files on Tuesday; verify that checklist on front of hearing file has been completed; secure all papers under clips in file; send files for hearings to zoning commissioner's office by noon on Friday and files for administrative on Tuesday morning)

