

IN RE: **PETITION FOR ADMIN. VARIANCE** * BEFORE THE
SW/S Alvin Avenue, W of *
Rockhaven Road * ZONING COMMISSIONER
(**605 Alvin Avenue**) *
1st Election District * OF BALTIMORE COUNTY
1st Council District *
Case No. 06-515-A
Anthony J. Hoos, et ux *
Petitioners *

* * * * *

FINDINGS OF FACT AND CONCLUSIONS OF LAW

This matter comes before the Zoning Commissioner for consideration of a Petition for Administrative Variance filed by the owners of the subject property, Anthony J. Hoos, and his wife, Erina D. Hoos. The Petitioners seek relief from Section 1B02.3.C.1 of the Baltimore County Zoning Regulations (B.C.Z.R.) to permit a front yard setback of 26 feet and a rear yard setback of 15 feet in lieu of the required 30 feet each for a proposed two-story addition, and a front yard setback of 18 feet in lieu of the required 22½ feet for a proposed open projection (porch). The subject property and requested relief are more particularly described on the site plan submitted and marked into evidence as Petitioner's Exhibit 1.

The Petition was filed through the administrative variance process, pursuant to Section 32-3-303 of the Baltimore County Code. That Section allows an individual to seek variance relief for an owner-occupied residential property without the need for a public hearing. Under the Code, any property owner residing within 1,000 feet of the property in question who objects to the relief requested has 15 days from the date of the sign posting to demand a public hearing for a determination as to the merits of the request. Additionally, the Zoning Commissioner/Deputy Zoning Commissioner can schedule the matter for a public hearing if deemed appropriate.

In this case, the Petitioner has filed the supporting affidavits as required by Section 32-3-303 (a)(2)(i) of the Baltimore County Code. The subject property having been posted and there being no requests for a public hearing, a decision shall be rendered based upon the documentation contained within the case file.

CR-06-000000-000000
Date 5-22-09
By [Signature]

Based upon the information contained therein, I am persuaded to grant the variance. Relief is necessitated given the small size of the property and the layout and location of existing improvements thereon. The Petitioners propose substantial improvements to the existing two-bedroom dwelling to provide more living space for their growing family. As shown on the site plan, the Petitioners propose the construction of a two-story addition on the west side of the existing home and a front porch that will extend along the entire frontage of the house. Due to the fact that the house sits at an angle towards the rear of the property, in close proximity to the western property line, the northwestern corner of the proposed addition and front porch will be located within the required front setback. Moreover, the rear southern corner of the addition will be located within the required rear setback. Thus, the requested variance relief is necessary. There were no adverse comments submitted by any County reviewing agency and the immediately adjacent neighbors support the proposal as evidenced by their signed statements which are contained within the case file. Thus, it appears that relief can be granted and that there will be no detrimental impact to adjacent properties.

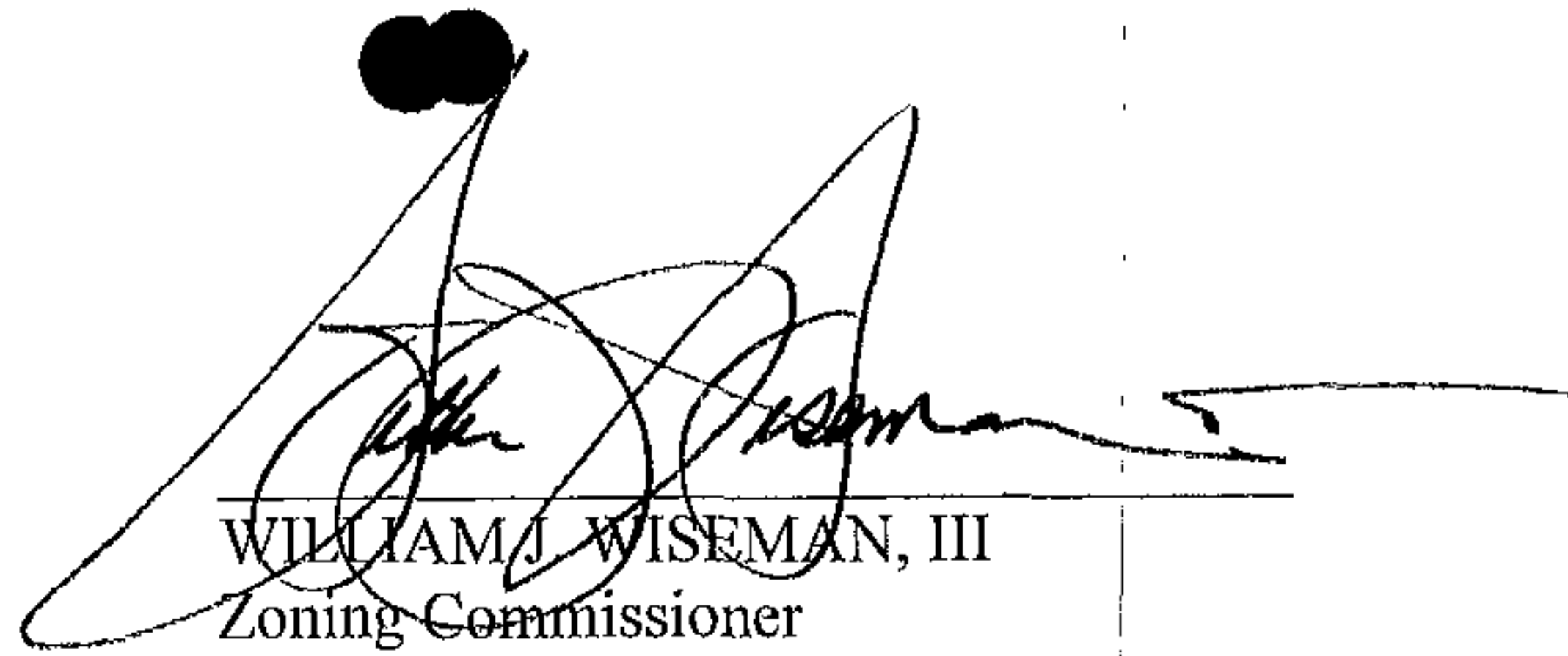
Pursuant to the advertisement, posting of the property(s) and public hearing on these Petitions held, and for the reasons set forth above, the relief requested shall be granted.

THEREFORE, IT IS ORDERED by the Zoning Commissioner for Baltimore County this 22nd day of May 2006 that the Petition for Administrative Variance seeking relief from Section 1B02.3.C.1 of the Baltimore County Zoning Regulations (B.C.Z.R.) to permit a front yard setback of 26 feet and a rear yard setback of 15 feet in lieu of the required 30 feet each for a proposed two-story addition, and a front yard setback of 18 feet in lieu of the required 22½ feet for a proposed open projection (porch), in accordance with Petitioner's Exhibit 1, be and is hereby GRANTED, subject to the following restrictions:

- 1) The Petitioners may apply for their building permit and be granted same upon receipt of this Order; however, the Petitioners are hereby made aware that proceeding at this time is at their own risk until the 30-day appeal period from the date of this Order has expired. If an appeal is filed and this Order is reversed, the relief granted herein shall be rescinded.

ORDER RECEIVED FOR FILING
Date 5-22-06
By [Signature]

WJW:bjs



WILLIAM J. WISEMAN, III
Zoning Commissioner
for Baltimore County

ORDER RECEIVED FOR FILING
Date 5-22-06
BY [Signature]



BALTIMORE COUNTY
M A R Y L A N D

JAMES T. SMITH, JR.
County Executive

May 22, 2006

WILLIAM J. WISEMAN III
Zoning Commissioner

Mr. & Mrs. Anthony J. Hoos
605 Alvin Avenue
Catonsville, Maryland 21228

RE: **PETITION FOR ADMINISTRATIVE VARIANCE**
SW/S Alvin Avenue, W of Rockhaven Road
(605 Alvin Avenue)
1st Election District – 1st Council District
Anthony J. Hoos, et ux - Petitioners
Case No. 06-515-A

Dear Mr. & Mrs. Hoos:

Enclosed please find a copy of the decision rendered in the above-captioned matter. The Petition for Administrative Variance has been granted, in accordance with the attached Order.

In the event any party finds the decision rendered is unfavorable, any party may file an appeal to the County Board of Appeals within thirty (30) days of the date of this Order. For further information on filing an appeal, please contact the Department of Permits and Development Management office at 887-3391.

Very truly yours,

A handwritten signature in black ink, appearing to read "William J. Wiseman III", written over a circular stamp.
WILLIAM J. WISEMAN, III
Zoning Commissioner
for Baltimore County

WJW:dlw

cc: People's Counsel; Case File



Petition for Administrative Variance

to the Zoning Commissioner of Baltimore County

for the property located at 605 Alvin Avenue - Catonsville MD
which is presently zoned Residential DR3.5

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 Variance from Section(s)

see attached

of the zoning regulations of Baltimore County, to the zoning law of Baltimore County, for the reasons indicated on the back of this petition form.

Property is to be posted and advertised as prescribed by the zoning regulations.

I, or we, agree to pay expenses of above Variance, 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.

I/We do solemnly declare and affirm, under the penalties of perjury, that I/we are the legal owner(s) of the property which is the subject of this Petition.

Contract Purchaser/Lessee:

Name - Type or Print

Signature

Address Telephone No.

City State Zip Code

Attorney For Petitioner:

Name - Type or Print

Signature

Company

Address Telephone No.

City State Zip Code

Legal Owner(s):

Name - Type or Print

Signature

Name - Type or Print

Signature

Address

City

State

Zip Code

Representative to be Contacted:

Name

Address

City

State

Zip Code

A Public Hearing having been formally demanded and/or found to be required, it is ordered by the Zoning Commissioner of Baltimore County, this day of that the subject matter of this petition be set for a public hearing, advertised, as required by the zoning regulations of Baltimore County and that the property be reposted.

Zoning Commissioner of Baltimore County

CASE NO.

06-515-A

Reviewed By

BM

Date

4/17/06

Estimated Posting Date

4/30/06

RECEIVED FOR FILING
Date 10/25/01
By

Affidavit in Support of Administrative Variance

The undersigned hereby affirms under the penalties of perjury to the Zoning Commissioner of Baltimore County, as follows: That the information herein given is within the personal knowledge of the Affiant(s) and that Affiant(s) is/are competent to testify thereto in the event that a public hearing is scheduled in the future with regard thereto.

That the Affiant(s) does/do presently reside at

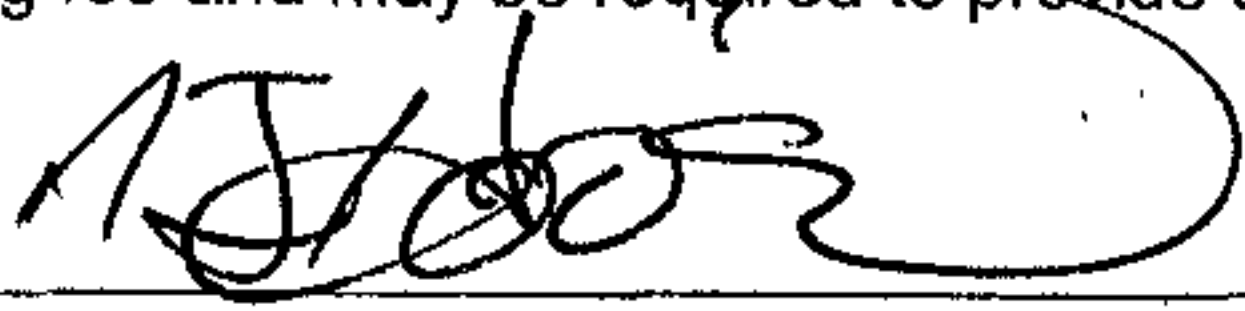
605 Alvin Avenue
Address
Cotonsville MD 21228
City State Zip Code

That based upon personal knowledge, the following are the facts upon which I/we base the request for an Administrative Variance at the above address (indicate hardship or practical difficulty):

- Our family has outgrown our existing 2-bdrm 'farmhouse' and it's more economical to add-on than move.
- The home needs major upgrades + repairs along the NW side.

That the Affiant(s) acknowledge(s) that if a formal demand is filed, Affiant(s) will be required to pay a reposting and advertising fee and may be required to provide additional information.

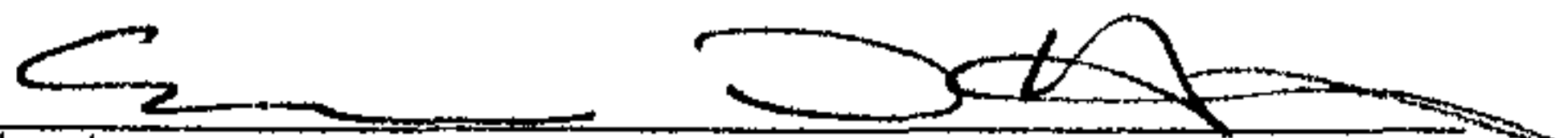
Signature



Name - Type or Print

Anthony J. Hoos

Signature



Name - Type or Print

Erin D. Hoos

STATE OF MARYLAND, COUNTY OF BALTIMORE, to wit:

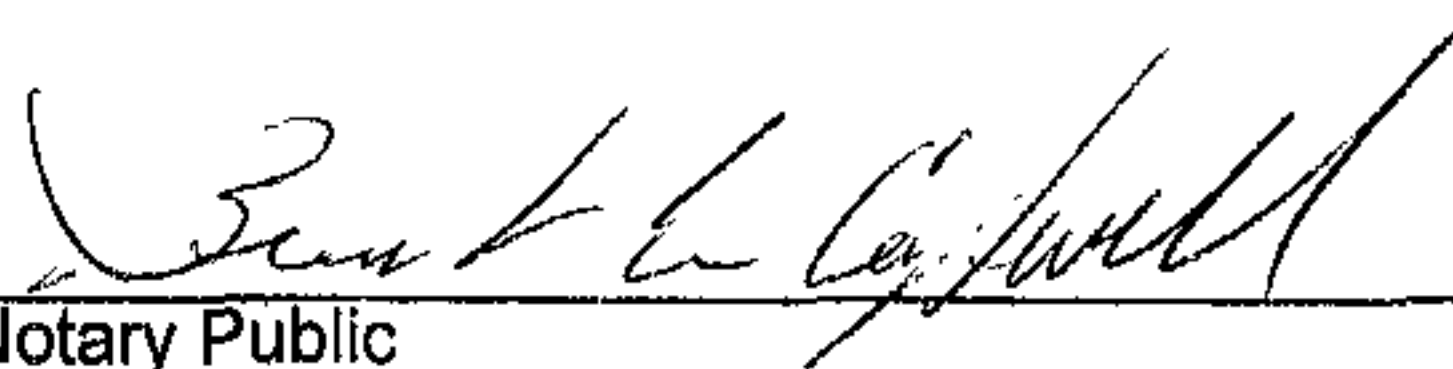
I HEREBY CERTIFY, this 15 day of April, 2006, before me, a Notary Public of the State of Maryland, in and for the County aforesaid, personally appeared

Anthony J. & Erin D. Hoos
the Affiant(s) herein, personally known or satisfactorily identified to me as such Affiant(s).

AS WITNESS my hand and Notarial Seal

Notary Public

My Commission Expires



Brent E. Cogswell

Notary Public State of Maryland
My Commission Expires May 1 2009

Affidavit in Support of Administrative Variance

The undersigned hereby affirms under the penalties of perjury to the Zoning Commissioner of Baltimore County, as follows: That the information herein given is within the personal knowledge of the Affiant(s) and that Affiant(s) is/are competent to testify thereto in the event that a public hearing is scheduled in the future with regard thereto.

That the Affiant(s) does/do presently reside at

605 Alvin Avenue
Address
Catonsville MD 21228
City State Zip Code

That based upon personal knowledge, the following are the facts upon which I/we base the request for an Administrative Variance at the above address (indicate hardship or practical difficulty):

- Our family has outgrown our existing 2-bdrm 'farmhouse' and it's more economical to add-on than move.
- The home needs major upgrades + repairs on the NW side.

That the Affiant(s) acknowledge(s) that if a formal demand is filed, Affiant(s) will be required to pay a reposting and advertising fee and may be required to provide additional information.

[Signature]
Signature
Anthony J. Hoos
Name - Type or Print

[Signature]
Signature
Erin D. Hoos
Name - Type or Print

STATE OF MARYLAND, COUNTY OF BALTIMORE, to wit:

I HEREBY CERTIFY, this 15 day of April, 2006, before me, a Notary Public of the State of Maryland, in and for the County aforesaid, personally appeared

Anthony J. & Erin D. Hoos
the Affiant(s) herein, personally known or satisfactorily identified to me as such Affiant(s).

AS WITNESS my hand and Notarial Seal

[Signature]
Notary Public

My Commission Expires

Brent E. Cogswell

Notary Public State of Maryland
My Commission Expires May 1, 2009



Petition for Administrative Variance

to the Zoning Commissioner of Baltimore County

for the property located at 605 Alvin Ave. Catonsville MD
which is presently zoned Residential DR3.5

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 Variance from Section(s)

see attached

of the zoning regulations of Baltimore County, to the zoning law of Baltimore County, for the reasons indicated on the back of this petition form.

Property is to be posted and advertised as prescribed by the zoning regulations.

I, or we, agree to pay expenses of above Variance, 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.

I/We do solemnly declare and affirm, under the penalties of perjury, that I/we are the legal owner(s) of the property which is the subject of this Petition.

Contract Purchaser/Lessee:

Name - Type or Print

Signature

Address Telephone No.

City State Zip Code

Attorney For Petitioner:

Name - Type or Print

Signature

Company

Address Telephone No.

City State Zip Code

Public Hearing having been formally demanded and/or found to be required, it is ordered by the Zoning Commissioner of Baltimore County, this day of _____ that the subject matter of this petition be set for a public hearing, advertised, as required by the zoning regulations of Baltimore County and that the property be reposted.

Howegee H. Smith

Legal Owner(s):

Name - Type or Print

Signature

Name - Type or Print

Signature

Address

City

State

Zip Code

Representative to be Contacted:

Name

Address

City

State

Zip Code

Zoning Commissioner of Baltimore County

Reviewed By 13N Date 4/17/06

Estimated Posting Date 4/30/06

ORDER RECEIVED FOR FILING

CASE NO. 06-515-A

REV 10/25/01

Date

By

1B02.3.C.1 to permit a front yard setback of 26 ft. and a rear yard setback of 15 ft. for proposed addition, and a front yard setback for an open projection (porch) of 18 ft. in lieu of the required 30 ft., 30 ft., and 22.5 ft., respectively.

ZONING DESCRIPTION

Zoning Description For 605 Alvin Avenue

Beginning for the same at a point on the third or South 11 degree. 23' 30" East 335.01 footline of the first parcel of land that was granted and conveyed by Margaret Schymansky to Margaret Schymansky and Charles J. Schymansky, her husband, by deed dated November 11, 1981 and recorded among the Land Records of Baltimore County, Maryland in Liber 6469 at folio 186, distant 6.47 feet from the beginning thereof, thence leaving said point and running with a part of said third line.

- 1) South 11 degrees 23'30" East 127 feet to a point: thence leaving said third line and crossing said first parcel for a new line of division, the following three courses and distances.
- 2) South 87 degrees 28' 53" West 108 feet to a point:
- 3) North 02 degrees 31' 07" West 122.23 feet to a point: and
- 4) North 85 degrees 22' 30" East 88.47 feet to the place of beginning, containing 12,179 square feet or 0.28 of an acre of land. THE IMPROVEMENTS THEREON being known as number 605 Alvin Avenue and located in the 01 Election District, 01 Councilmanic District.

BALTIMORE COUNTY, MARYLAND
OFFICE OF BUDGET & FINANCE
MISCELLANEOUS RECEIPT

No. **3781**

DATE 4/17/66 ACCOUNT 51-206-6130

AMOUNT \$ 63.00

RECEIVED FROM: _____

FOR: _____

DISTRIBUTION
WHITE - CASHIER PINK - AGENCY YELLOW - CUSTOMER

11-11-5/3

PAID
PAID TO THE
CASHIER
BY THE
CASHIER
DATE
4/17/66
AMOUNT
\$63.00
TOTAL
\$63.00

CASHIER'S VALIDATION

CERTIFICATE OF POSTING

RE: Case No.: 06-515-A

Petitioner/Developer: _____

Anthony + Erina Hoos

Date of Hearing/Closing: 5-15-06

Baltimore County Department of
Permits and Development Management
County Office Building, Room 111
111 W. Chesapeake Avenue
Towson, MD 21204

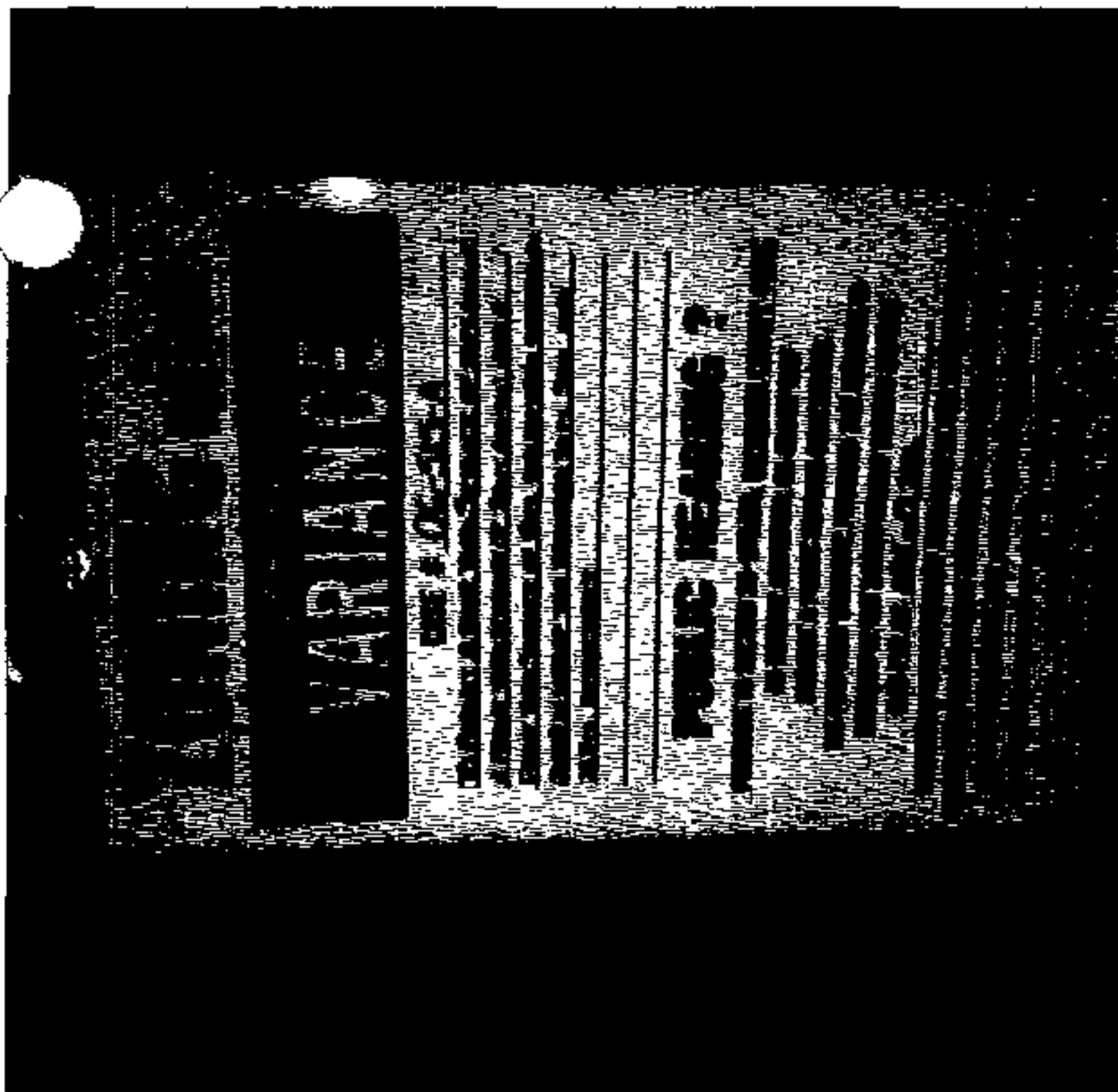
Attention: Bruno Rudaitis

Ladies and Gentlemen:

This letter is to certify under the penalties of perjury that the necessary sign(s)
required by law were posted conspicuously on the property at

605 Alvin Avenue, Catonsville, MD 21228

The sign(s) were posted on April 28, 2006
(Month/Day/Year)



Sincerely,

Stacy Gardner
(Signature of Sign Poster/Date)

Stacy Gardner
(Printed Name)

SHANNON-BAUM SIGNS INC.
105 COMPETITIVE GOALS DR.
ELDERSBURG, MD. 21784

410-781-4000

ADMINISTRATIVE VARIANCE INFORMATION SHEET AND DATES

Case Number 06- 515 -A Address 605 Alvin Ave.

Contact Person: Bruno Ruzaitis Phone Number: 410-887-3391
Planner, Please Print Your Name

Filing Date: 4/17/06 Posting Date: 4/30/06 Closing Date: 5/15/06

Any contact made with this office regarding the status of the administrative variance should be through the contact person (planner) using the case number.

1. **POSTING/COST:** The petitioner must use one of the sign posters on the approved list (on the reverse side of this form) and the petitioner is responsible for all printing/posting costs. Any reposting must be done only by one of the sign posters on the approved list and the petitioner is again responsible for all associated costs. The zoning notice sign must be visible on the property on or before the posting date noted above. It should remain there through the closing date.
2. **DEADLINE:** The closing date is the deadline for an occupant or owner within 1,000 feet to file a formal request for a public hearing. Please understand that even if there is no formal request for a public hearing, the process is not complete on the closing date.
3. **ORDER:** After the closing date, the file will be reviewed by the zoning or deputy zoning commissioner. He may: (a) grant the requested relief; (b) deny the requested relief; or (c) order that the matter be set in for a public hearing. You will receive written notification (typically within 7 to 10 days of the closing date) as to whether the petition has been granted, denied, or will go to public hearing. The order will be mailed to you by First Class mail.
4. **POSSIBLE PUBLIC HEARING AND REPOSTING:** In cases that must go to a public hearing (whether due to a neighbor's formal request or by order of the zoning or deputy zoning commissioner), notification will be forwarded to you. The sign on the property must be changed giving notice of the hearing date, time and location. As when the sign was originally posted, certification of this change and a photograph of the altered sign must be forwarded to this office.

(Detach Along Dotted Line)

Petitioner: This Part of the Form is for the Sign Poster Only

USE THE ADMINISTRATIVE VARIANCE SIGN FORMAT

Case Number 06- 515 -A Address 605 Alvin Ave.

Petitioner's Name Anthony & Erving Hoos Telephone 410-750-0751

Posting Date: 4/30/06 Closing Date: 5/15/06

Wording for Sign: To Permit a rear yard setback of 15 ft. (addition), a front yard setback of 26 ft. (addition) and a front yard setback of 18 ft. for an open projection (porch) in lieu of the required 30 ft., 30 ft., and 22.5 ft., respectively.

WCR - Revised 6/25/04

DEPARTMENT OF PERMITS AND DEVELOPMENT MANAGEMENT
ZONING REVIEW

ADVERTISING REQUIREMENTS AND PROCEDURES FOR ZONING HEARINGS

The Baltimore County Zoning Regulations (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: 06-515-A
Petitioner: Anthony J. Hoos
Address or Location: 605 Alvin Avenue

PLEASE FORWARD ADVERTISING BILL TO:

Name: Anthony J. Hoos
Address: 605 Alvin Avenue
Catonsville, MD 21228
Telephone Number: (410) 772 4915

**Department of Permits and
Development Management**



Baltimore County

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

May 15, 2006

Anthony J. Hoos
Erina D. Hoos
605 Alvin Avenue
Catonsville, MD 21228

Dear Mr. and Mrs. Hoos:

RE: Case Number: 06-515-A, 605 Alvin Avenue

The above referenced petition was accepted for processing by the Bureau of Zoning Review, Department of Permits and Development Management (PDM) on April 17, 2006.

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,

A handwritten signature in black ink, reading "W. Carl Richards, Jr." in a cursive style.

W. Carl Richards, Jr.
Supervisor, Zoning Review

WCR:amf

Enclosures

c: People's Counsel

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



Fire Department

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



Baltimore County

James T. Smith, Jr., County Executive
John J. Hohman, Chief

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

April 21, 2006

ATTENTION: Zoning Review Planners

Distribution Meeting of: April 24, 2006

Item Numbers: 491-515

Pursuant to your request, the referenced plan(s) have been reviewed by this Bureau and the comments below are applicable and required to be corrected or incorporated into the final plans for the property.

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

Lieutenant Roland P Bosley Jr.
Fire Marshal's Office
410-887-4881 (C) 443-829-2946
MS-1102F

cc: File

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



Printed on Recycled Paper

APR 24 2006

BALTIMORE COUNTY, MARYLAND
INTEROFFICE CORRESPONDENCE

TO: Timothy M. Kotroco, Director
Department of Permits & Development
Management

DATE: April 25, 2006

FROM: Dennis A. Kennedy, ^{DM}Supervisor
Bureau of Development Plans Review

SUBJECT: Zoning Advisory Committee Meeting
For May 1, 2006
Item Nos. 491, 492, 493, 494, 495, 498,
499, 500, 502, 504, 505, 507, 508, 509,
511, 513, 514, ~~515~~, 516, 517

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

DAK:~~CEN~~:clw

cc: File

ZAC-NO COMMENTS-04252006.doc

BALTIMORE COUNTY, MARYLAND

INTER-OFFICE CORRESPONDENCE

TO: Timothy M. Kotroco, Director
Department of Permits and
Development Management

DATE: January 3, 2006

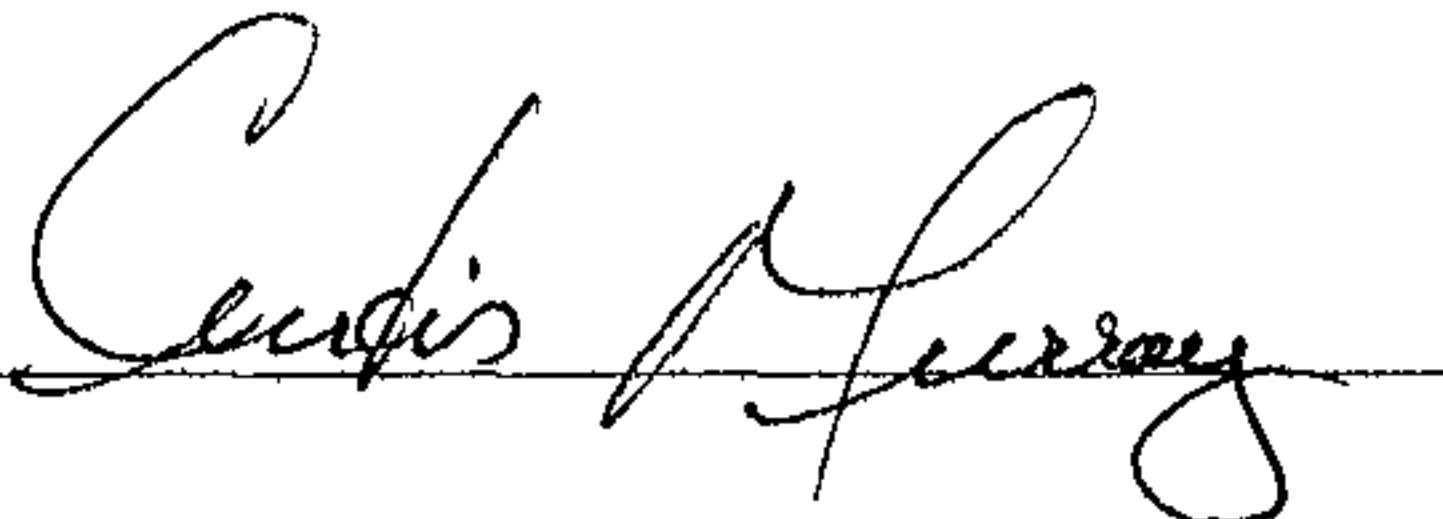
FROM: Arnold F. 'Pat' Keller, III
Director, Office of Planning

SUBJECT: Zoning Advisory Petition(s): Case(s) 6-515- Administrative Variance

The Office of Planning has reviewed the above referenced case(s) and has no comments to offer.

For further questions or additional information concerning the matters stated herein, please contact Dennis Wertz in the Office of Planning at 410-887-3480.

Prepared By:



Division Chief:



CM/LL

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



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

Maryland Department of Transportation

Date: 4.21.06

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

RE: Baltimore County
Item No. 515 BPR

Dear Ms. Matthews:

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,

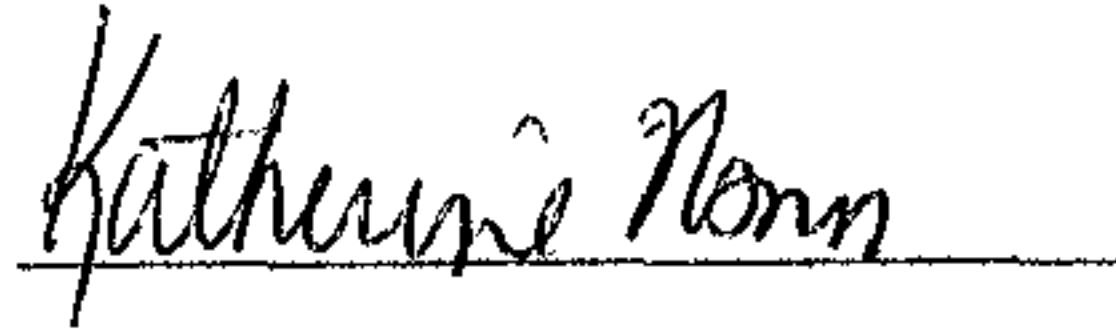
Steven D. Foster, Chief
Engineering Access Permits Division

April 14, 2006

To Whom It May Concern:

In order to help satisfy the Hoos' request for a variance, we have seen the drawings and do not object to their current/proposed plans for building a 2-story addition within the 30-foot setback, on 605 Alvin Avenue.

Signed,



Michael and Katherine Nonn
607 Alvin Avenue
Catonsville, MD 21228



Witnessed by
Robert Miller
608 Alvin Avenue
Catonsville, MD 21228

PLAT TO ACCOMPANY PETITION FOR ZONING ☒ VARIANCE ☐ SPECIAL HEARING

PROPERTY ADDRESS 605 Alvin Avenue

SEE PAGES 5 & 6 OF THE CHECKLIST FOR ADDITIONAL REQUIRED INFORMATION

SUBDIVISION NAME N/A

PLAT BOOK # N/A FOLIO # N/A LOT # N/A SECTION # N/A

Libert 12888

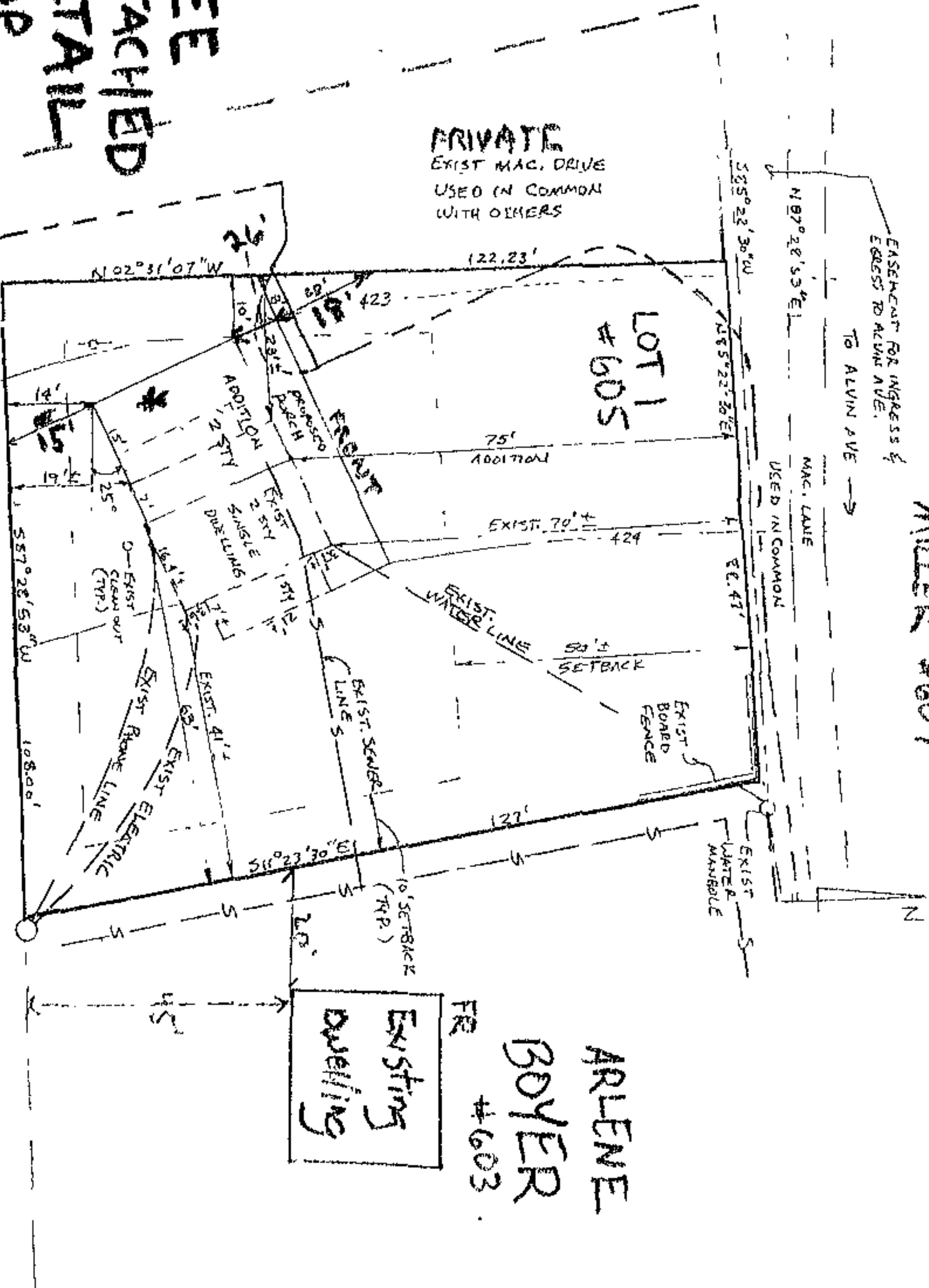
Folio 284

OWNER Anthony and Erina Hoos

Robert Katherine Miller #604

GORDAN
PAYNE
Property
(no home)

* SEE
ATTACHED
DETAILED
MAP



NORTH

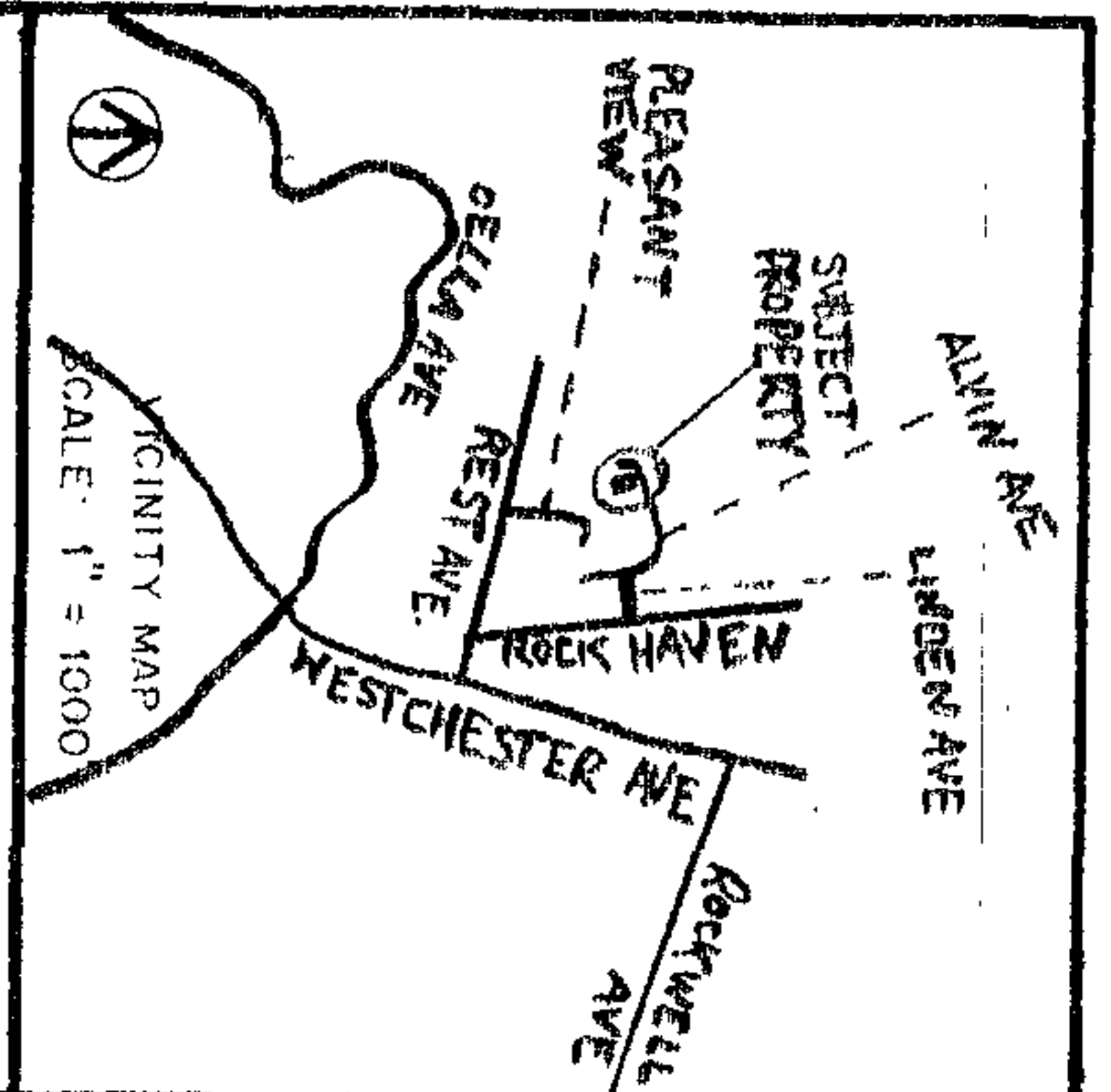
PREPARED BY

AJH 1/16/06

SCALE OF DRAWING: 1" = 40'

MIKE & KATHERINE NOON

#607



LOCATION INFORMATION

ELECTION DISTRICT 01

COUNCILMANIC DISTRICT 01

1" = 200' SCALE MAP # 10081

ZONING DR 3.5

LOT SIZE 0.28

ACREAGE 12,179

SQUARE FEET

SEWER ☒ PUBLIC ☐ PRIVATE

WATER ☒ ☐

CHESAPEAKE BAY CRITICAL AREA ☐ YES ☒ NO

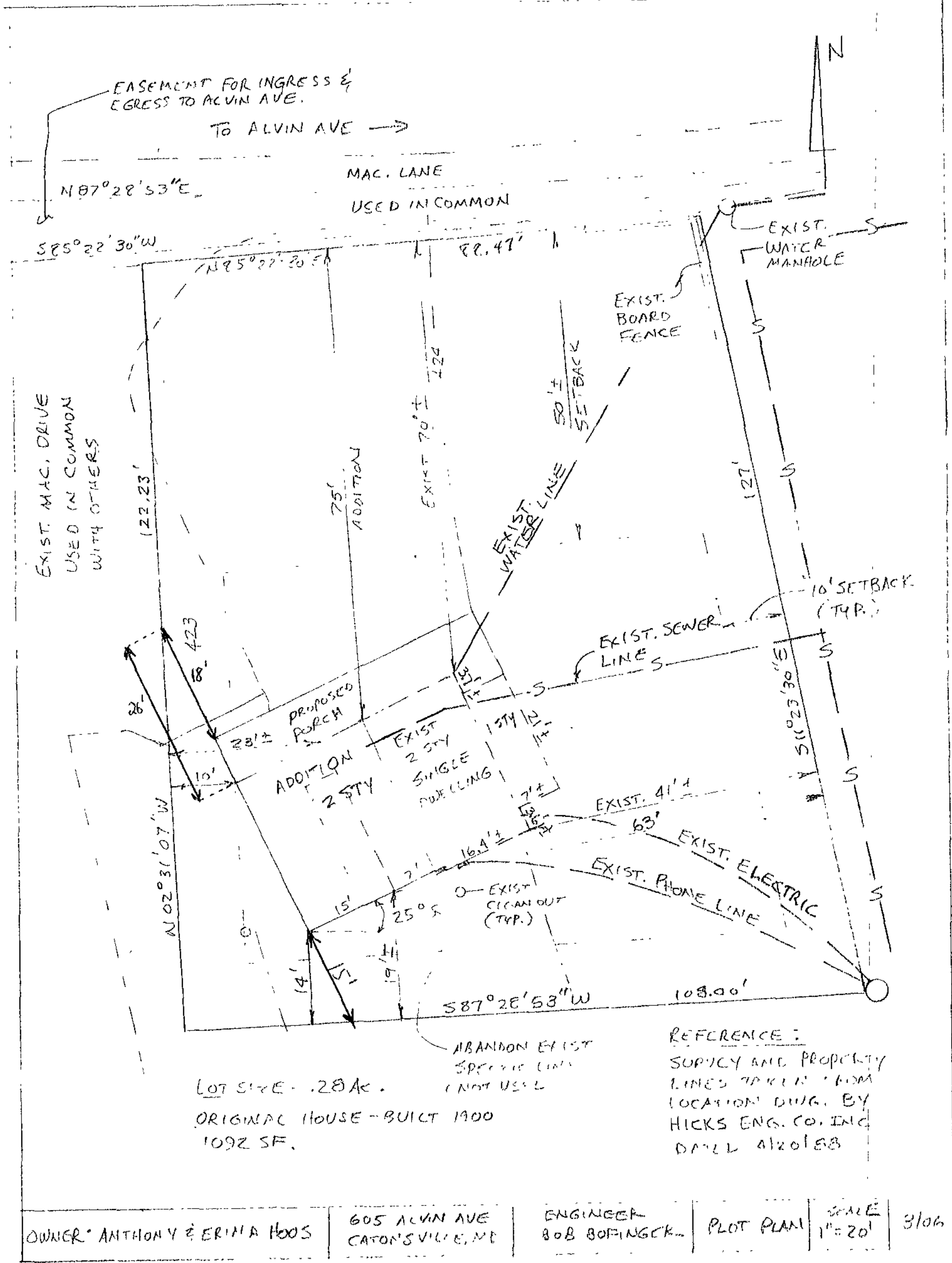
100 YEAR FLOOD PLAIN ☐ ☒

HISTORIC PROPERTY / BUILDING ☐ ☒

PRIOR ZONING HEARING NONE

ZONING OFFICE USE ONLY
REVIEWED BY ITEM # CASE #

515 06-515-A



ZONING HEARING FILE INTERNAL CHECKLIST

Zoning Case No. 06-5.5 A

Date Completed/Initials

4/17/06

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)

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)

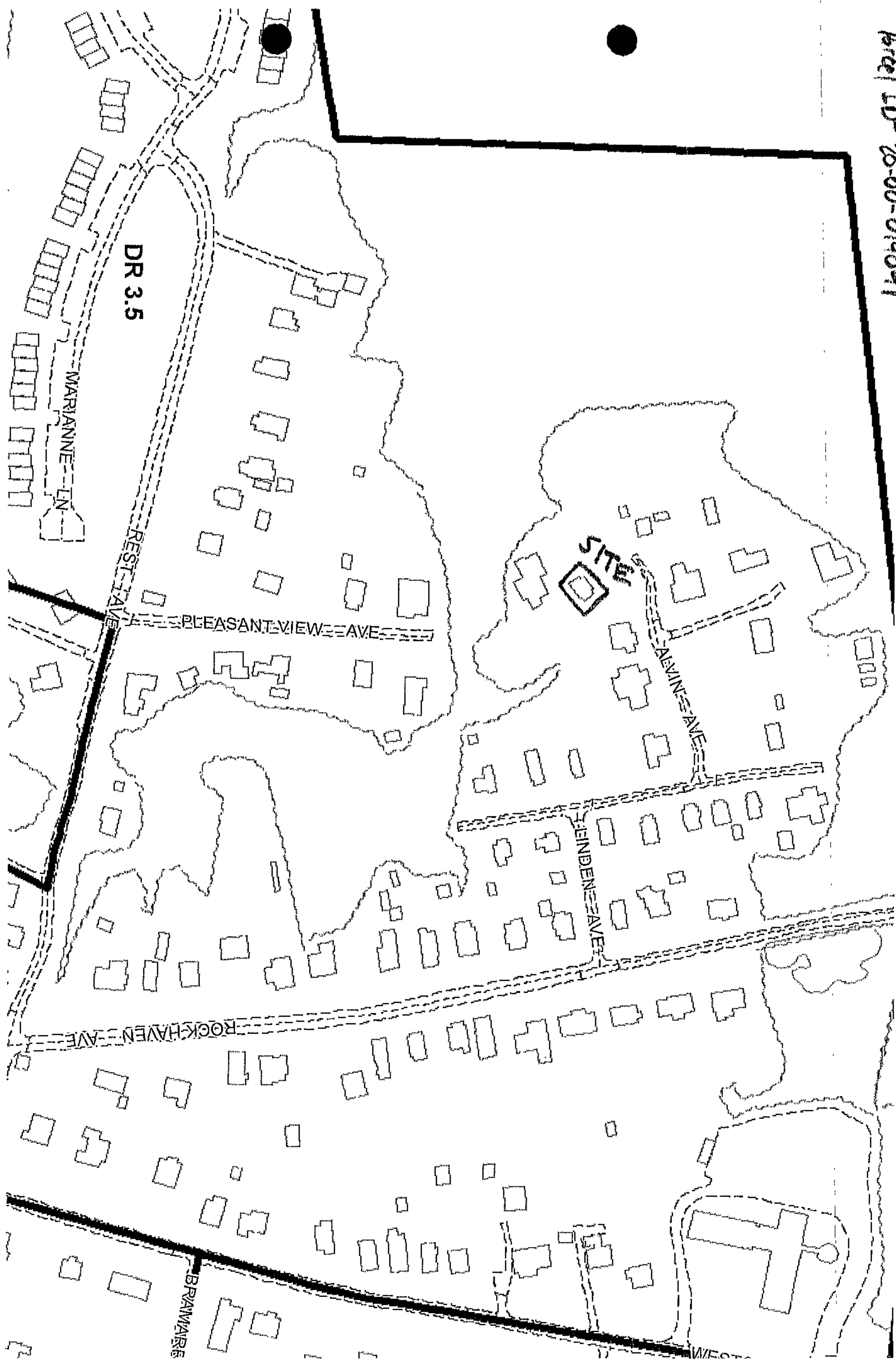
INDEX CARDS (prepare index cards, according to sample; file cards in cabinet)

4/28/06
ADVERTISING/POSTING CERTIFICATES (check off on front of hearing file; put certificates in file)

5/15
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)

10081
Capeville
Property class - 04 Residential
Parcel ID# 20-00-014041

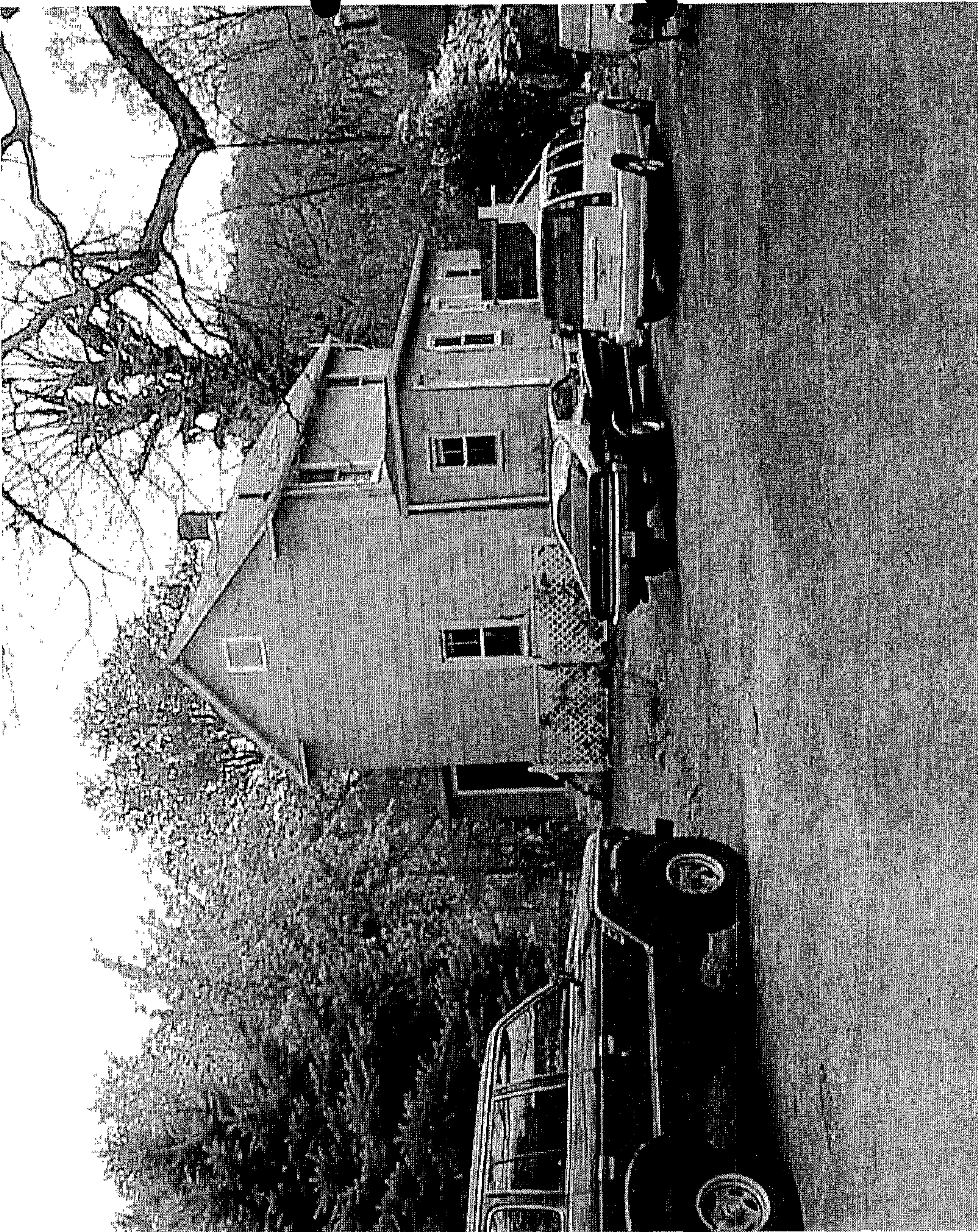


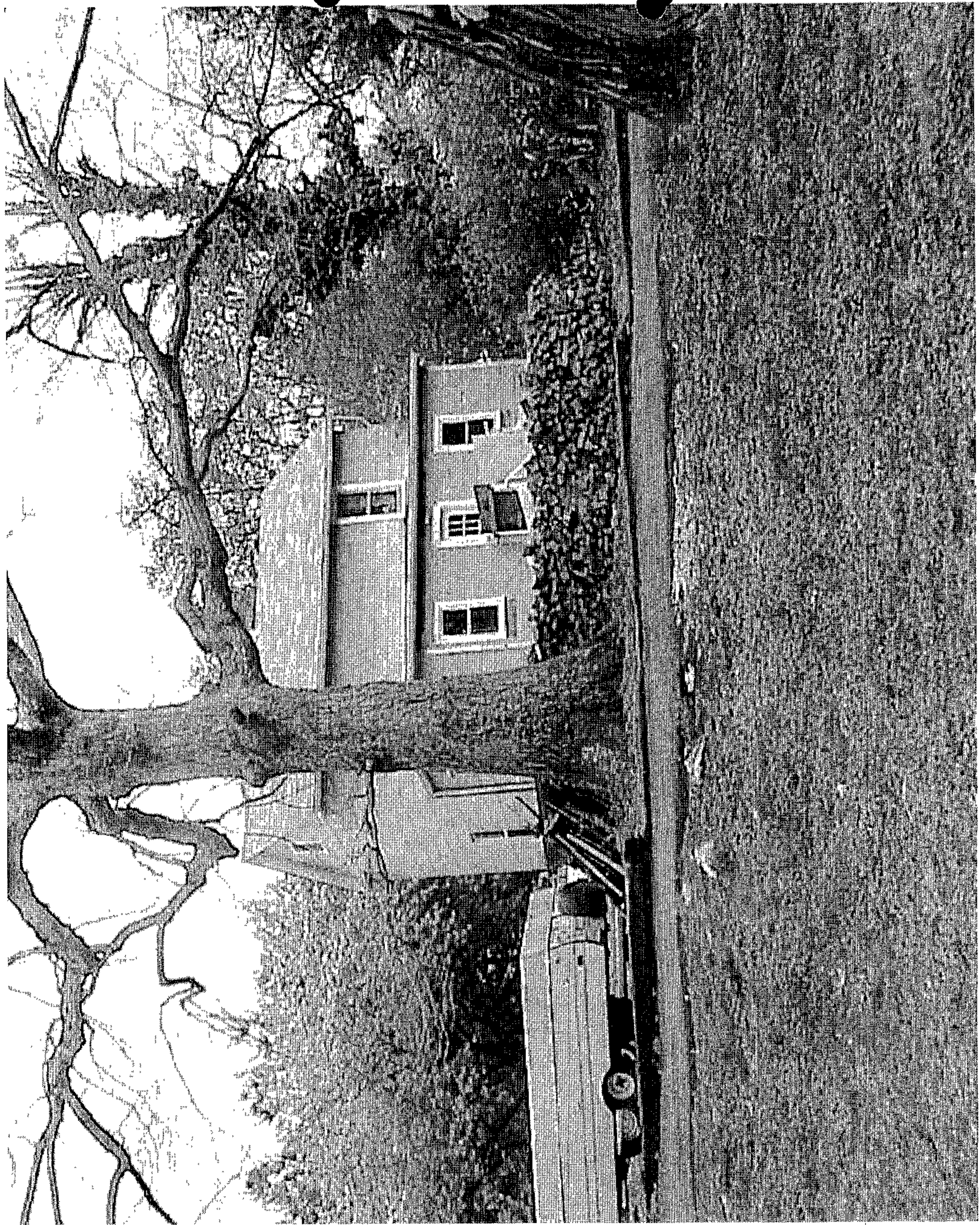
#515



515 #

515#





#5/5



#515