



**APPLICATION
PLANNING & COMMUNITY DEVELOPMENT
TOWN OF BEL AIR**

I. TYPE OF APPLICATION

- Site Plan
- Landscape Plan
- Lot Line Adjustment
- Other, please specify _____

Case No	_____
Date Filed	_____
Fee	_____
Date Paid	_____

II. APPLICANT _____

Address _____

Email _____ Phone Number _____

Applicant's interest in the property _____

PROPERTY OWNER _____

Address _____ Phone Number _____

ATTORNEY OR REPRESENTATIVE (if any) _____

Address _____

Email _____ Phone Number _____

III. LAND DESCRIPTION

Address and Location of Property _____

Acreage/Lot Size _____ Subdivision _____ Lot # _____

Tax Map # _____ Block # _____ Parcel # _____ Election District _____ Zoning District _____

List square footage of ALL Structures on Property and Current Use: _____

Is this application a result of a Zoning Violation Notice? Yes _____ No _____

Have any appeals been filed for this property in the past? _____

ALL REQUIRED AND REQUESTED FORMS, PLANS/PLATS AND ANNOTATED CHECKLISTS MUST BE SUBMITTED WITH THIS APPLICATION.

IV. REQUEST

The APPLICANT/OWNER/CONTRACT PURCHASER requests the following:

For the following reasons: _____

If additional space is needed, attach to Application. In answering the above questions, please refer to the Development Regulations (Ordinance No. 663-03) requirements or other applicable Regulations that pertain to the type of Application requested.

V. INFORMATION TO BE SUBMITTED WITH APPLICATION

1. Check payable to the ‘Town of Bel Air’ for all applicable review fees.
2. A Site Plan and Landscape Plan drawn to scale indicating all data as required by the applicable checklist.
3. Color rendering showing all four elevations of the proposed building (if requested).
4. Names and addresses of all persons or entities having legal or equitable interest in the property.
5. Appropriate supporting material as requested (i.e. topographic map, parking plan, traffic study, etc.).

VI. PLEASE NOTE:

1. It is the applicant’s responsibility to complete the application properly and thoroughly. Acceptance of the application by the Planning Department does not constitute approval. The approval body will make an independent determination as to the thoroughness and accuracy of the application at the time of review.
2. It is also the responsibility of the applicant to supplement the original application with graphic or written documentation.

