



**MAYOR AND CITY COUNCIL OF LAUREL  
DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT**

8103 Sandy Spring Road • Laurel, Maryland 20707 • (301) 725-5300  
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Date Filed: \_\_\_\_\_  
EnerGov No.: \_\_\_\_\_  
Application No.: \_\_\_\_\_  
Planner: \_\_\_\_\_  
Zoning Sign: \_\_\_\_\_  
PC Hearing: \_\_\_\_\_  
PC Recommendation: \_\_\_\_\_  
BOA Hearing: \_\_\_\_\_  
BOA Decision: \_\_\_\_\_  
Resolution No.: \_\_\_\_\_

## ***VARIANCE APPLICATION***

**APPLICATION MUST BE FILLED OUT IN ITS ENTIRETY. APPLICATION WILL NOT BE PROCESSED UNLESS ALL ITEMS IN THE CHECKLISTS ARE ADDRESSED.\***

☐ RESIDENTIAL      ☐ COMMERCIAL

**\*Check one**

### **1. SUBJECT PROPERTY**

Project Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
Zoning: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_  
Subdivision Name: \_\_\_\_\_  
Tax Identification No.: \_\_\_\_\_

### **2. APPLICANT**

Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_ Suite No.: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

### **3. PROPERTY OWNER (IF DIFFERENT FROM APPLICANT)**

Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_ Suite No.: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

### **4. ENGINEER/SURVEYOR**

Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_ Suite No.: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

| 5. VARIANCE DESCRIPTION NARRATIVE  |  |
|--|--|
| Describe the nature of the variance(s) requested including location on site, specific measurements in feet, and reason(s) for requesting the variance(s) |  |
|  |  |

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There is no text or other markings on the paper.

## 6. VARIANCE SUBMISSION CHECKLIST

**The following items MUST be included with the variance application.**

- |   |                          |
|---|--------------------------|
| 1. STATEMENT OF JUSTIFICATION addressing the criteria listed in Sec. 20-5.2(d) of the Unified Land Development Code (see “Criteria for Granting Variances” below) | <input type="checkbox"/> |
|---|--------------------------|

2. EXISTING CONDITIONS SITE PLAN OR SURVEY PLAT including all existing structures with setbacks, landscaping, and exterior elevations. Plans must be scaled; preferred scale is 1" = 30' Require plan size: 24"X36". Plans must be folded to 8½ x 11". ☐

3. PROPOSED SITE PLAN OR SURVEY PLAT including both existing and proposed structures with setbacks, exterior elevations of proposed structures, and a description of any proposed use. Plans must be scaled; preferred scale is 1" = 30'

|    |   |
|----|---|
| 7. | <b>CRITERIA FOR GRANTING VARIANCE(S):</b> |
|----|---|

The City of Laurel Board of Appeals is authorized to grant a *variance* based up on the criteria set forth in Sec. 20-5.0(d) of the Unified Land Development Code.

**Sec. 20-5.2 (d)**

- (d) Grant variances from the strict application of this chapter only upon proof by a preponderance of the evidence that:
- (1) By reason of exceptional narrowness, shallowness, or shape of specific parcels of property at the time of the original enactment of this chapter or amendments thereto or by reason of exceptional topographical conditions or other extra-ordinary situations or conditions of specific parcels of property, the strict application of these regulations would result in peculiar or unusual practical difficulties to, or exceptional or undue hardship upon, the owner of such property.

- (2) Such variance is the minimum reasonable necessary to overcome the aforesaid exceptional conditions.
- (3) Such variance can be granted without substantial impairment to the intent, purpose and integrity of the general plan or any duly adopted and approved area master plan affecting the subject property.
- (4) Such variance will not be detrimental to the use and enjoyment of adjoining or neighboring properties. These provisions, however, shall not permit the board to grant any variance to any setback or yard requirements for property zoned for commercial or industrial purposes when such property abuts or immediately adjoins any property zoned for residential purposes unless such residential property is proposed for commercial or industrial use on an adopted master plan. These provisions shall not be construed to permit the board, under the guise of a variance, to authorize a use of land not otherwise permitted.

Variance requests not meeting all four criteria cannot be legally granted by the Board of Appeals. Each of the four criteria must be addressed individually in the Statement of Justification.

**I DO SOLEMNLY DECLARE AND AFFIRM UNDER PENALTIES OF PERJURY THAT THE CONTENTS OF THIS APPLICATION ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.**

**APPLICANT:**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Print Name \_\_\_\_\_

**PROPERTY OWNER** (if different than applicant)

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Print Name: \_\_\_\_\_

| <b><u>Fees</u></b> (see separate schedule) | <b><u>Amount</u></b> | <b><u>Account #</u></b> |
|--|----------------------|-------------------------|
| Filing Fee                                 |                      | 10-43105                |
| Legal Advertisement                        | \$100.00             | 10-20203                |
| Zoning Sign                                | \$30.00              | 10-43105                |
| <b><u>Total:</u></b>                       |                      |                         |

\*check fee schedule

**Variances granted by the Board of Appeals will expire one (1) year from the date of passage unless a building permit has been issued.**