

## Board of County Commissioners

Kenneth A. Kiler, President  
Joseph A. Vigliotti, Vice President  
Thomas S. Gordon III  
Michael R. Guerin  
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## Carroll County Department of Planning and Land Management

Christopher Heyn, P.E.  
Director  
Email: [cheyn@carrollcountymd.gov](mailto:cheyn@carrollcountymd.gov)  
Phone: 410-386-2949

### PLEASE READ CAREFULLY

**TO:** APPLICANTS TO THE ZONING ADMINISTRATOR

**RE:** FILING OF ADMINISTRATIVE ADJUSTMENT APPLICATIONS

An application for an Administrative Adjustment must be filed with the staff in Room 111 of the County Office Building. The filing fee for an application is \$150.00. **In order to grant relief requested by the Applicant for an Administrative Adjustment, according to the Code of Public Laws and Ordinances of Carroll County, Chapter 158.130, it is the Applicant's responsibility to demonstrate that strict compliance with the County Zoning Ordinance and/or the County's Development and Subdivision of Land Ordinance would result in practical difficulty or unreasonable hardship which has not been caused by the act of the Applicant or the Applicant's predecessors in title. Furthermore, for an accessory use, the Applicant must demonstrate that the relief requested will not violate the purpose and intent of the regulation, or cause or be likely to cause substantial injury to the public health, safety, and general welfare.**

- Applicants are responsible for providing the required information and plans, which must be legible, correct, and complete.
- A drawing with measurements must be attached if the basis of your request is for height, setbacks, parking, loading, distance, other dimensional requirements or area, according to Chapter 158.130. (Example – a drawing showing a detached garage and the exact distances from the property lines).
- Photographs may be required depicting the specific area involved in this application.
- The staff may provide assistance but will not assume the applicant's responsibility.
- Applicants who do not own the property must attach a copy of the document confirming their legal interest in the property, e.g. contract of sale or other evidence of their right to file an application.
- Enforcement of the provisions of the Zoning Ordinance will be pursued unless stayed by filing a complete application.
- An application for an Administrative Adjustment that requires a building permit does **NOT** need a submission of a zoning certificate application and zoning certificate affidavit. All other approved Administrative Adjustments will require a zoning certificate application and a zoning certificate affidavit to be submitted with a check for \$25.00 after the decision letter has been sent.
- An application for an Administrative Adjustment for a Family Daycare or a Home Occupation will also require a separate signed affidavit.
- If a public hearing is requested within 14 days of the posting of the applicant's property, the Zoning Administrator shall conduct a public hearing on the application for the administrative adjustment within 45 days of the request.

- **Incomplete applications shall be rejected and returned to the applicant via first class U.S. mail.**

Application for an Administrative Adjustment is hereby made to the Zoning Administration Office, Room 111 of the Carroll County Office Building, as provided by the Code of Public Local Laws and Ordinances of Carroll County, Chapter 158.130.

**(PLEASE PRINT OR TYPE)**

\*Applicant: \_\_\_\_\_ \*Email: \_\_\_\_\_ \*Phone No.: \_\_\_\_\_

\*Address: \_\_\_\_\_

\*Address of Property: \_\_\_\_\_

\*If not Owner, state legal interest in property: \_\_\_\_\_

**Property Owner:**

\*Owner of Property (If other than Applicant): \_\_\_\_\_

\*Address of Owner: \_\_\_\_\_

**Attorney:**

Attorney: \_\_\_\_\_ Phone No. \_\_\_\_\_

Address of Attorney: \_\_\_\_\_

**Property Information:**

\*Property Account No.: \_\_\_\_\_ \*Election District: \_\_\_\_\_

\*Tax Map: \_\_\_\_\_ \*Block/Grid: \_\_\_\_\_ \*Parcel: \_\_\_\_\_

\*Subdivision Name: \_\_\_\_\_ \*Lot: \_\_\_\_\_ \*Lot Acreage: \_\_\_\_\_

**\*EXPLAIN YOUR REQUEST (Include setbacks/distance if requesting a bulk requirement adjustment):**

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**FOR OFFICE USE ONLY**

Zoning District \_\_\_\_\_

Administrative Adjustment \_\_\_\_\_

Bulk Requirement \_\_\_\_\_

Accessory Use \_\_\_\_\_

**APPLICATION FOR ADMINISTRATIVE ADJUSTMENT  
FILING FEE**

As provided by the Code of Public Local Laws and the County Commissioners of Carroll County, the filing fee is **\$150.00** for administration, posting of notice signs and mailing costs. Signs will be picked up within days after the 14<sup>th</sup> day of its posting by zoning personnel.

Please make check payable to: Carroll County Commissioners

The Applicant consents to the posting of a request for an Administrative Adjustment notice sign and authorizes County officials to inspect the site at reasonable times and in a reasonable manner. The notice shall remain posted until collected by the Office of Zoning Administration following the 14th day of its posting.

**UNDER THE PENALTIES OF PERJURY, I DECLARE THAT I HAVE PREPARED AND EXAMINED THIS APPLICATION AND TO THE BEST OF MY KNOWLEDGE AND BELIEF, IT IS TRUE, CORRECT, AND COMPLETE.**

\* \_\_\_\_\_  
DATE

\* \_\_\_\_\_  
APPLICANT/APPELLANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
ATTORNEY

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PARTNERSHIP, FIRM OR CORPORATION

\_\_\_\_\_  
DATE

\_\_\_\_\_  
OFFICE AND TITLE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
OWNER OF PROPERTY  
(If different from Applicant hereby authorizing the application)

**APPLICATION FOR ADMINISTRATIVE ADJUSTMENT  
CERTIFIED LIST OF CONTIGUOUS PROPERTY OWNERS AND ADDRESSES**

**The applicant is responsible** for the provision and certification of a list of all contiguous (adjoining) property owners and their mailing address, including tax map, block/grid, and parcel numbers, and any owners of property situated on the opposite side of any street or road from the property involved in this application, for the notification of the request for an Administrative Adjustment to be forwarded to the owners by first class mail. (Code of Public Local Laws and Ordinances, Chapter 158.130) Attach additional sheets, if necessary.

**This information can be obtained from the State Department of Assessments & Taxation located at 17 East Main Street, 2<sup>nd</sup> Floor, Westminster, Maryland, Monday through Friday 8:00 A.M. to 5:00 P.M or at [www.dat.state.md.us](http://www.dat.state.md.us). SDAT can be reached at 410-857-0600**

**PLEASE PRINT OR TYPE**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
Tax Map: \_\_\_\_ Grid: \_\_\_\_ Parcel: \_\_\_\_

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Tax Map: \_\_\_\_ Grid: \_\_\_\_ Parcel: \_\_\_\_

**ADMINISTRATIVE ADJUSTMENT REQUEST**  
**PLOT PLAN REQUIREMENTS**

**The applicant is responsible for providing the following information. Please draw the following items below as they apply to your property with approximate scale or submit separate plan with this form.**

- 1.** Shape and dimensions of the property
- 2.** Location, dimensions, and identification of:
  - Abutting roads
  - Existing buildings, structures, or proposed additions
  - Proposed buildings and structures
  - Driveway entrances present and proposed parking spaces/surfacing
- 3.** Distances from proposed and/or existing buildings to all property lines (front, sides and rear)
- 4.** Locations of well and septic
- 5.** If no buildings are involved, show present and proposed use of land
- 6.** Existing and proposed storm water drainage easements and facilities
- 7.** Any springs, streams, and ponds
- 8.** Any additional site information that will assist in the presentation of the request

**\*Please submit plot plan that is no larger than 8 ½ by 11.**

**Zoning Administration Office**  
**225 North Center Street**  
**Room 111**  
**Westminster, Md. 21157**  
**410-386-2980**

**ZONING ADMINISTRATION  
HEARING SCHEDULE**

**2025**

**PUBLIC HEARINGS ARE HELD THE  
1<sup>ST</sup> WEDNESDAY OF EACH  
MONTH**

1/1/2025

2/5/2025

3/5/2025

4/2/2025

5/7/2025

6/4/2025

7/2/2025

8/6/2025

9/3/2025

10/1/2025

11/5/2025

12/3/2025

01/07/2026

**NOTICES WILL BE MAILED AT LEAST  
14 DAYS IN ADVANCE OF THE ADMINISTRATIVE ADJUSTMENT HEARING.**

**PLEASE LEAVE SIGNS POSTED AS THEY WILL BE COLLECTED BY STAFF  
FOLLOWING THE 14<sup>TH</sup> DAY OF THE POSTING.**