



# CITY OF HAGERSTOWN, MARYLAND

Planning and Code Administration Department

## WAIVER TO DESIGN STANDARDS AND OTHER REQUIREMENTS OF THE SUBDIVISION AND LAND DEVELOPMENT ORDINANCE

### Submittal Requirements:

- Original Application and 9 copies
- 10 copies of all supporting documentation
- Filing fee (please consult [current fee schedule](#))

Case No. \_\_\_\_\_

Office Use Only

Munis No. - \_\_\_\_\_

Location of Property: \_\_\_\_\_  
(Please include street address, if known)

Zoning District: \_\_\_\_\_ Tract Size: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Trading As (if applicable): \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Counsel for Applicant\*: \_\_\_\_\_

Counsel's Name: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

\*Legal counsel is not required, but if an attorney will represent you, please complete this section.

### Applicant's Interest in Subject Property:

Owner (including joint ownership)

Other (describe your interest in the property on the lines provided below and provide the name, address, and telephone number of the owner. **Attach written authorization from the owner of the property that they consent to this appeal, or have them sign this application form as a co-applicant.**)

**Description of Proposed Use:**

Briefly describe the proposed use of the property, including any existing or permitted uses of the property that would be conducted on the site:

**Waiver Request(s):**

The undersigned applies to the Planning Commission for approval of a waiver (or waivers) to the requirements of Article 5 of the Land Management Code (Subdivision and Land Development Ordinance) as follows (use additional sheets as necessary).

	Section of Subdivision and Land Development Ordinance (Article 5, LMC)	Type of Regulation	Ordinance Requirement	Variance Requested
Example	I. 4.h.(7)	Minimum width of planting islands	8 feet	Reduce one island to 7 feet and one to 6 feet
1.				
2.				
3.				
4.				

**Justification:**

Provide an explanation as to why a waiver to the requirements of the Ordinance should be approved, citing such factors as unique circumstances of the property, existing improvements, etc. (use additional sheets as necessary).

**Waiver Exhibit:**

When a waiver request will be considered by the Planning Commission in conjunction with approval of a site plan or development plan, no additional exhibit is necessary. In cases where the waiver is requested in advance of Planning Commission review of a plan, the applicant shall submit with this application a drawing of the property, showing the property lines, the property's relationship to adjacent streets and buildings, the location of existing buildings on the site and proposed improvements that would occur if the waiver(s) is (are) granted.

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**Additional Materials and Fee Collection:**

If desired, supplemental pages may be attached to this application. Ten copies of this application must be submitted. If the applicant desires to submit supplemental materials, pages, etc., ten copies are required (original photographs and large graphic exhibits excepted). Please do not mount large exhibits to foam core or other backing as the exhibit becomes damaged when removed for placement in the file.

The undersigned agrees to pay all costs in accordance with the current schedule of fees adopted by the Mayor and City Council. Make checks payable to the "City of Hagerstown."

**Signatures**

The undersigned hereby affirms that all of the statements and information contained in, or filed with, this petition are true and correct. The undersigned has read the instructions on this form, filing herewith all of the required accompanying information.

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Attorney's Signature (if applicable)

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Applicant's Signature

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Property Owner's Signature (if other than applicant)

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City of Hagerstown, Maryland  
**Planning and Code Administration Department**

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Form Created: 2/16/2017

Last Revised: 3/9/2017