



**Town of Easton**  
 Engineering, Planning and Zoning  
 14 South Harrison Street, Easton, MD 21601

## Board of Zoning Appeals Application

### Application Type

Variance     
  Appeal     
  Special Exception

### Property Information

Address							
Tax Map		Grid		Parcel		Lot	
Deed Reference:	Liber		Folio				
Plat Reference:	Liber		Folio				
Existing Use							
Zoning District							
Historic District	Y <input type="checkbox"/>	N <input type="checkbox"/>	PRD	Y <input type="checkbox"/>	N <input type="checkbox"/>		

### Owner

Name			
Mailing Address			
Telephone No.		Email	

### Applicant or Agent

Name			
Mailing Address			
Telephone No.		Email	

### Surveyor / Engineer

Name		License No.		Expiration Date	
Mailing Address					
Telephone No.		Email			

### Request Details

Subject to Previous BOZA Application Y  N

Zoning Ordinance Section

Change From  to

Please describe the purpose of the request being made to the Board of Appeals including all information pertinent to said request. Attach a formal letter detailing request.

- If the applicant is other than the owner, include a letter of certification from the owner.
- Attach five (5) copies of the recorded Deed conveying present ownership of the property.
- Attach five (5) copies of scaled plat sketch or site plan with all dimensions of lot, setbacks, improvements and the distances between any improvements.

- Provide all information related to any restrictions to the property recorded among the Land Records of Talbot County.
- Provide all information related to any restrictions imposed by Homeowner Associations, etc.
- Include any additional information, related to the request being made of the Board of Appeals.
- Fee Payment

***Any modifications during review shall warrant an updated application.***

***I do hereby solemnly declare and affirm that the information provided by this application and the documents attached hereto accurately represent the conditions of the request and that submission of an incomplete application will be returned for correction prior to processing.***

Signature of Applicant or Agent

Date

Printed Name of Applicant or Agent


***For Office Use Only***

Project Number		Fee Received	
Application Number		Application Notification	
Filing Date		Property Posting Date	
BOZA Hearing Date		Notice(s) Published	
If ESDR, Date			

*Revised 2-2019*



**EASTON BOARD OF ZONING APPEALS**  
**APPLICATIONS FOR**  
**VARIANCES, SPECIAL EXCEPTIONS AND APPEALS**

*Revised 02-2019*

- 1.) Applications are available at the Town Office located at 14 S. Harrison Street, Easton, Maryland or online at [www.town-eastonmd.com](http://www.town-eastonmd.com).
- 2.) The applicant shall submit one (1) copy of the 2-sided application and five (5) copies of the current deed of the subject property.
- 3.) The application should include five (5) copies of all information, including plans, sketches, required by the regulations for proper consideration of the application by the Board of Zoning Appeals.
- 4.) The fees for the application are:

***Variance:***

Commercial	\$250
Residential	\$200

***Special Exception:***        \$700

***Appeal:***                        \$550 (Refunded if Appeal is successful)

- 5.) Combined applications for Variances and Special Exceptions for the same parcel are acceptable.
- 6.) Copies of the Town of Easton Zoning Ordinance are available on the Town's website. The Ordinance includes detailed information and requirements for Variances and Special Exceptions. It is recommended that all applicants refer to this Ordinance prior to filing an application.
- 7.) Applicants may represent themselves or have legal representation.
- 8.) The Planning Office will provide reasonable assistance to all applicants however, it is the applicant's responsibility to present all information required for proper consideration of the application by the Board of Zoning Appeals.
- 9.) After the application has been filed, each applicant will receive notice from the Board of Zoning Appeals of the scheduled public hearing requirements, which must be proved in order to grant the requested Variance or Special Exception.

