



**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.: \_\_\_\_\_

## **SPECIAL EXCEPTION 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. SPECIAL EXCEPTION DESCRIPTION NARRATIVE

**Describe the nature of the special exception requested in detail.**

## 6. SPECIAL EXCEPTION SUBMISSION CHECKLIST

**The following items MUST be included with the special exception application.**

1. STATEMENT OF JUSTIFICATION addressing the criteria listed in Section 20-21.1 of the Unified Land Development Code (see “Criteria for Granting Special Exceptions” below)
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’. Required 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’
4. HOA APPROVAL= IF THE PROPERTY IS WITHIN A HOMEOWNERS ASSOCIATION, THEY MUST APPROVE THE PROJECT PRIOR TO APPLYING. PLEASE SUBMIT PROOF FROM THE HOA WITH YOUR APPLICATION.

5. Two (2) mylar originals with the following Signature Blocks:

**City of Laurel Board of Appeals**

**Approved:** \_\_\_\_\_

**Date**

\_\_\_\_\_  
**Chairman**

\_\_\_\_\_  
**Secretary**



DATE RECEIVED BY DPW: \_\_\_\_\_

DATE RETURNED TO ECD: \_\_\_\_\_

DPW REVIEWER: \_\_\_\_\_

DATE: \_\_\_\_\_

DPW DIRECTOR (OR DESIGNEE): \_\_\_\_\_

DATE: \_\_\_\_\_

APPROVED: \_\_\_\_\_ APPROVED W/COMMENTS: \_\_\_\_\_ REVIEWED: \_\_\_\_\_ REJECTED: \_\_\_\_\_

**7. CRITERIA FOR GRANTING SPECIAL EXCEPTIONS:**

The City of Laurel Board of Appeals is authorized to grant a *special exception* based up on the criteria set forth in Sec. 20-21.1 of the Unified Land Development Code (ULDC). Sec. 20-22 of the ULDC contains additional criteria specific to certain individual uses.

## Sec. 20-21.1

(a) A special exception may be granted when the Board of Appeals, as the case may be, finds from a preponderance of the evidence of record that the proposed use:

- (1) The proposed use is in harmony with the purpose and intent of the comprehensive master plan, as embodied in this chapter and in any master plan or portion thereof adopted or proposed as part of such comprehensive master plan.
- (2) The proposed use will not adversely affect the health, safety, or welfare of residents or workers in the area;
- (3) Will not be detrimental to the use, peaceful enjoyment, economic value, or development of surrounding properties or the general neighborhood; and will cause no objectionable noise, vibrations, fumes, odors, dust, glare or physical activity;
- (4) Will not, in conjunction with existing development in the area and development permitted under existing zoning, overburden existing public services and facilities, including schools, police and fire protection, water, sanitary sewer, public roads, storm drainage and other public improvements; and
- (5) Meets the definition and specific standards set forth elsewhere in this article for such particular use.

(b) The applicant for a special exception shall have the burden of proof which shall include the burden of going forward with the evidence and the burden of persuasion on all questions of fact which are to be determined by the Board of Appeals.

Special Exception requests not meeting all five criteria plus any additional criteria specified in Sec. 20-22 cannot be legally granted by the Board of Appeals. Each of the 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: \_\_\_\_\_

**Complete the chart below:**

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

\*More than (1) sign will be extra for larger projects, therefore, fee may increase

**-All materials and fees are due at time of submittal. Staff will review and invoice you once confirmed.**

**-Special Exceptions granted by the Board of Appeals must be established within two (2) years from the date of passage.**

Revised 10/2/24- lbq