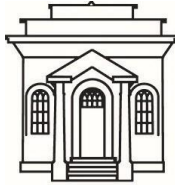




## Poolesville New Construction and/or Addition Permit Requirements

- Zoning Code Compliance Permit Application
  - \$75.00 for new construction
  - \$30.00 for addition
- ***New Construction – Impact Fees Apply – Contact Townhall for More Information***
- House location plat with new structure / addition drawn on the plat and shall comply with principle structure setbacks for front, rear and side yard.
  - See attached Development Standards for setbacks and maximum lot coverage
- Square footage of proposed addition
- Plans of the addition
- If any plumbing is being added, a Town plumbing permit is required
- Once Poolesville Zoning Code Compliance Permit is approved, submit plans to Montgomery County Permit Department of Permitting Services



**TOWN OF POOLESVILLE**  
19721 Beall Street  
P.O. Box 158  
Poolesville, MD 20837  
301-428-8927  
[www.poolesvillemd.gov](http://www.poolesvillemd.gov)

## ZONING CODE COMPLIANCE PERMIT APPLICATION

A Zoning Code Compliance Permit is a certification of property use and shall be required for any of the following activities:

- Construction, reconstruction, erection, extension, enlargement, conversion or structural alteration of any building, including accessory structures;
- Change in use of an existing building or accessory structure to a use of a different classification;
- Occupancy and use of vacant land and existing structures;
- Change in the use of land to a use of a different classification;
- Any change in legally nonconforming use;
- Fences (commercial and residential); and
- Any temporary uses as defined under the Zoning Ordinance of the Town of Poolesville.

A Zoning Code Compliance Permit is issued subject to continued compliance with all requirements and conditions of the Zoning Ordinance and other regulations enacted by the Town of Poolesville, all as in effect at the time of issuance of the Zoning Permit, and may be revoked for noncompliance.

All Zoning Code Compliance applications will be approved in accordance with the procedures outlined under Zoning Ordinance 198.

1. Date: \_\_\_\_\_, 20\_\_\_\_\_

2. Applicant's Name:\* \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

3. Property Owner's Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

4. Legal Description of the Subject Property (list all parcels that apply)

Property Address: \_\_\_\_\_

Property Area in Square Feet or Acres: \_\_\_\_\_

Current Zoning: \_\_\_\_\_

\*Applicants include: Property Owner(s), Engineer(s), Surveyor(s), or consultant(s)

5. Type of Construction: (please check)     **New Construction**     **Addition**  
 **Deck**     **N/A**  
 **Fence**     **Pool**  
 **Shed**     **Other:** \_\_\_\_\_

6. Description of Work: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

7. Description of Project and Proposed Use(s) of the Property (attach plans):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

8. Description of the Existing (or Former) Use(s) of the Property:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

9. Proposed Use: (please check)
- |  |  |
|--|--|
| <input type="checkbox"/> <b>Single Family</b>        | <input type="checkbox"/> <b>Church</b>     |
| <input type="checkbox"/> <b>Office</b>               | <input type="checkbox"/> <b>Commercial</b> |
| <input type="checkbox"/> <b>Other, specify</b> _____ |  |

**Questions 10-14 are only applicable to any type of construction activity. If you are not undertaking building activity skip to question 15.**

10. Foundation Setbacks (from property lines)  
 Front: \_\_\_\_\_ Rear: \_\_\_\_\_ Side: Left \_\_\_\_\_ Right \_\_\_\_\_

11. Dimensions of Construction:  
 Height: \_\_\_\_\_ Depth: \_\_\_\_\_ Width: \_\_\_\_\_ Stories: \_\_\_\_\_

12. Basement: \_\_\_\_\_ Lot Area: \_\_\_\_\_ Square Footage of Floor Space: \_\_\_\_\_  
 Lot Coverage % \_\_\_\_\_

13. Anticipated Start Date: \_\_\_\_\_ Duration of Work: \_\_\_\_\_ calendar days

14. Sewer Required (gallons per day) Have: \_\_\_\_\_ Requested: \_\_\_\_\_  
 Water Required (gallons per day) Have: \_\_\_\_\_ Requested: \_\_\_\_\_

**Questions 15-19 apply to Commercial Uses/Businesses Only**

15. Trade Name: \_\_\_\_\_  
 Lessee: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_

16. # of Employees: \_\_\_\_\_ # of Company Vehicles: \_\_\_\_\_

17. If the use is Storage, specify what is to be stored: \_\_\_\_\_  
\_\_\_\_\_

18. If the use of mixed, specify the percentage of usage:

Type \_\_\_\_\_ / \_\_\_\_\_ %      Type \_\_\_\_\_ / \_\_\_\_\_ %

19. Available Parking (# of Spaces)

Entire Facility: \_\_\_\_\_ Allocated to Applicant: \_\_\_\_\_

20. Fee Included \$ \_\_\_\_\_
- \$75.00 – New Construction
  - \$30.00 – Additions, Decks, Pools, etc.
  - \$10.00 – Fence or renovation
  - \$25.00 – Change in Use

**I hereby certify that the information shown herein is correct, and that the construction will comply with the approved plans, and I hereby acknowledge and accept this to be a condition for the issuance of this permit.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner's Signature (if different than Applicant)

\_\_\_\_\_  
Date

**All relevant information on this form MUST be completed before the application is considered. Permit is valid for six (6) months.**

**Town Use Only**

**Fee:** \_\_\_\_\_

Please submit an original completed application to:

Town of Poolesville  
19721 Beall Street  
P.O. Box 158  
Poolesville, MD 20837

Approved

Renewal

Denied

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Development Standards</b>	<b>PR 1/3</b>	<b>PR 1/2</b>	<b>PR 3/4</b>	<b>PTR 2+</b>	<b>PR-MUL 2</b>	<b>PRD 1</b>	<b>P-COMM 3</b>
Minimum Lot Size: Area	14,520 sq.ft.	21,780 sq. ft.	32,670 sq.ft.	87,120 sq.ft. <b>4</b>	3,600 sq.ft	43,560 sq.ft.	
Minimum Yard: Frontage on public road Width at building line Width at building line - Cul-de-sac	25 ft. 80 ft.	25 ft. 100 ft. 80 ft. <b>11</b>	25 ft. 100 ft.	25 ft. 125 ft.	40 ft. 20 ft. <b>5</b>	25 ft. 125 ft.	
Maximum Lot Coverage by main and accessory buildings <b>7</b>	20 %	15 %	10 %	10 %	70 %	10 %	35 %
Maximum number of accessory buildings, including detached garages	2	2	3		See note <b>2</b>		
Maximum floor area, accessory building <b>7</b>	150 sq.ft.	240 sq.ft.	400 sq.ft		See note <b>2</b>		
Maximum floor area, garage (one per lot, only)	600 sq.ft.	600 sq.ft.	600 sq.ft.		See note <b>2</b>		
Maximum building height <b>11</b> main building <b>7</b>	<u>3</u> stories <u>35</u> ft.	<u>3</u> stories <u>35</u> ft.	<u>3</u> stories <u>35</u> ft.	50 ft. <b>7</b>	See note <b>2</b>	50 ft. <b>7</b>	3 stories 30 ft.
Maximum building height, accessory buildings or structures (Ord. 163, 2/21/06)	14 ft.	14 ft.	14 ft.		See note <b>2</b>		
Maximum building height detached garage <b>10</b>	17 ft.	17 ft.	17 ft.	50 ft.	See note <b>2</b>	50 ft.	
Minimum front building line, main building, from property line at public road (Ord. 163, 2/21/06) <b>14,15</b>	40 ft.	<u>40</u> ft.	<u>40</u> ft.	100 ft.	10 ft.	10 ft. <b>7</b>	
Minimum sideline setback for main building, interior lot (Ord. 163, 2/21/06) <b>15</b>	10 ft.	10 ft.	10 ft.	17 ft.	10 ft. <b>8</b>	17 ft.	See note <b>3</b>
Minimum sideline setback for main building, corner lot (Ord. 163, 2/21/06)	40 ft.	60 ft.	60 ft.	60 ft.	40 ft.	50 ft.	See note <b>3</b>
Minimum rear line setback for main building (Ord. 163, 2/21/06)	25 ft.	30 ft.	30 ft.	35 ft.	20 ft.	35 ft.	See note <b>3</b>
Accessory buildings and structures (must be located in rear yard) Minimum side yard setback Minimum rear yard setback	5 ft. 3 ft.	5 ft. 3 ft.	5 ft. 3 ft.	5 ft. 3 ft.	See note <b>2</b>		
Animal accommodations Maximum floor area Maximum volume Minimum setback from all residential property lines	20 sq.ft. 60 cu.ft. 40 ft.	20 sq.ft. 60 cu.ft. 50 ft.	20 sq.ft. 60 cu.ft. 50 ft.	50 ft.			
Site plan required	Yes	Yes	Yes	Yes	Yes	Yes	Yes