



TOWN OF POOLESVILLE
19721 Beall Street
P.O. Box 158
Poolesville, MD 20837
301-428-8927
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"/> Single Family | <input type="checkbox"/> Church |
| <input type="checkbox"/> Office | <input type="checkbox"/> Commercial |
| <input type="checkbox"/> Other, specify _____ | |

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: _____