

**Town of Barnesville**  
**Petition for Special Exception**  
**Board of Appeals (Zoning)**

The undersigned files this petition for a Special Exception to the Zoning Ordinance of the Town of Barnesville with the understanding that all provisions of the Zoning Ordinance will be followed including any conditions that may be set upon approval of a Special Exception, in addition to any other State or County applicable regulations. The undersigned states as follows:

Property Owner(s) Name: \_\_\_\_\_

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

Contact Information: Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

If property owner is not the requesting party, please provide requestor's name and phone number along with email and mail contact information as above:

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Provide a short description of the special exception being requested and the specific applicable zoning ordinance provision(s):

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The materials listed below must accompany this application and be submitted in both hard copy (3 copies) and electronically. Completed applications with the accompanying fee should be mailed to: Town of Barnesville, P.O. Box 95, Barnesville, Maryland 20838. Electronic version should be sent to [clerk.bmd@gmail.com](mailto:clerk.bmd@gmail.com) as PDF document(s). Questions may be directed to the Town of Barnesville at [clerk.bmd@gmail.com](mailto:clerk.bmd@gmail.com) or 240-489-3036.

1) Survey plats or other accurate drawings showing boundaries, dimensions, area, topography and frontage of the property involved, as well as the location and dimensions of all structures existing and proposed to be erected, and the distances of such structures from the nearest property lines.

(2) Plans, architectural drawings, photographs, elevations, specifications or other detailed information depicting fully the exterior appearance of existing and proposed construction, including all signs existing and proposed, involved in the petition.

(3) A statement explaining in detail how the special exception is proposed to be operated, if applicable, including hours of operation, number of anticipated employees, occupants and clientele, equipment involved and any special conditions or limitation which the applicant proposes for adoption by the Board.

(4) Complete information concerning the size, type and location of any existing and proposed trees, landscaping and screening and of any exterior illumination proposed.

(5) Complete information concerning proposed off-street parking, service areas, loading and unloading areas, internal vehicular circulation and driveways. No double parking is permitted.

(6) A complete list of the name and address of all adjoining and confronting property owners as reflected by the County tax records.

(7) If the petitioner is not the owner of the property involved, the lease, rental agreement or contract to purchase by which the petitioner's legal right to prosecute the petition is established.

(8) All additional exhibits which the petitioner intends to introduce.

(9) A summary of what the petitioner expects to prove to justify the special exception, including the names of the petitioner's witnesses, summaries of the testimonies of any expert witnesses and estimated time required for the presentation of the petitioner's case.

The undersigned certifies that the above and all attached or included information is true and correct.

Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Requesting Party: \_\_\_\_\_ Date: \_\_\_\_\_

**Filing Fee:** \$300                      Date Received: \_\_\_\_\_

**Deposit for Reimbursable Legal, Engineering and other fees and expenses** incurred by the Town in the consideration of this request: \$ \_\_\_\_\_ Date Received: \_\_\_\_\_

If expenses incurred exceed the deposit paid, applicant will be required to pay the additional amount prior to final permit issuance. If expenses are less than the deposit, any excess will be returned to applicant.

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

**Disapproved:** \_\_\_\_\_

**By: Chair, Board of Appeals**

**By: Chair, Board of Appels**

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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