

Town of Loch Lynn Heights
211 Bonnie Boulevard
Loch Lynn Heights, MD 21550
Phone: 301-334-8339 Email: lochlynn@shentel.net

APPLICATION FOR ZONING PERMIT

Application No. _____ **Date** _____

Name _____

Pursuant to the provisions of the Zoning Ordinance of the Town of Loch Lynn Heights, Maryland, I hereby make application for a Zoning Permit.

Location of proposed use (address) _____

Type of use proposed _____

Map _____ **Block** _____ **Parcel** _____ **Lot(s)** _____

Present or Previous Use of Land or Structure _____

_____ (a) Sewer Connection Fee (new construction) in the amount of \$ _____ and (b) a Zoning Permit Fee. **All sewer taps are not transferable and the Town of Loch Lynn Heights will need a 10-day notification before a sewer tap can be made. A surveyor site plan is required. The Maryland State Plumbing Code requires that all sewer and water laterals be installed by a licensed plumber and properly inspected prior to being covered.**

_____ (b) New Construction. I remit the Zoning Permit Fee of \$ _____ for any construction that **does require** sewer and/or water service. **A surveyor site plan is required.**

_____ (c) I remit the Zoning Permit Fee of \$ _____ for the construction of an addition to a house, attached or unattached garage that **does not require** sewer and/or water service. **In lieu of a surveyor site plan, a drawing with the construction item with required set backs is required, and property corners must be marked.**

_____ (d) I remit the Zoning Permit Fee of \$ _____ for construction or placement of a fence, sign, deck, porch, utility shed, carport, patio, pool or sidewalk. **In lieu of a surveyor site plan, a drawing with the construction item with required setbacks is required, and property corners must be marked.**

_____ (e) I remit the Special Exception or Variance Fee of \$ _____ and the required Zoning Permit Fee. Attach a written statement explaining reason for request. **If not a variance - in lieu of a surveyor site plan, a drawing with the construction item with required setbacks is required, and property corners must be marked. If more than 10 minutes late to the hearing, the chairman will close the hearing; applicant will have to re-apply for a permit and pay the required fee again.**

_____ (f) I remit the Zoning Fee of \$ _____ for a Home Business Permit.

NOTICE TO APPLICANT: In order to build within the Town of Loch Lynn Heights, a zoning permit and a site plan with field markings for property and building location must be obtained. Failure to comply with the permit process before work begins can result in a fine and the property owner being forced to remove the building. All fees **must be paid at the time of application**. All permits are subject to approval by the Town's Zoning Administrator; and for water service if available from the Garrett County Department of Public Utilities; and for sewer service, subject to the approval of the Mayor and Town Council. The **OWNER must comply** with all provisions of the Zoning Ordinance and Sewer Use Ordinance, when applicable, and provide **off street parking** as required.

Stormwater: In the event that development occurs which requires the upgrade of the Town's Stormwater System or the installation the developer / applicant understands and agrees that he /she is required to bear the full cost thereof, including the upgrade or addition to the Stormwater System, and any repairs to any roads or town property which may be required as a result of such additions or upgrades. Such upgrade to the stormwater system must be approved by the Town engineer and made by a contractor approved by the Town.

Culverts: Owner must supply culverts for driveways. Culverts must be a minimum of 12-inch diameter, double wall plastic pipe.

Sewers: Applicants must comply with all provisions of the Sewer Use Ordinance. Some of the requirements are:

1. Footer drains, down spouts and sump pumps cannot be connected to any sewer line. One clean-out where the sewer line exits the house and one clean-out at the intersection of the house line and the town line are required. Schedule 40 pipe must be used for the house sewer line and clean-outs. Fernco connections cannot be used to connect to town lines.
2. Buildings with sewer taps below the grade of the town sewer line may require the installation of a grinder pump at the expense of the builder / home owner.
3. Any costs associated with extending the Town's collector sewer line are the responsibility of the applicant. Such extension must be approved by the Town engineer and must be made by a contractor approved by the Town. The Town may require a deposit of the estimated cost of the sewer extension.
4. **A Forty-Eight (48) hour notice is required when the sewer connection to the Town's Sewer System is ready for installation.** The Notice must be given to the Town Clerk or Mayor in order for maintenance to be on site for final inspection.

Off-Street Parking: All new housing construction must provide for off-street parking as outlined in Article 6 of the Zoning Ordinance.

I have read the information contained in the application and agree to comply with all requirements herein and with the provisions of any and all applicable Town Ordinances.

Name(s) as stated on Deed (Print) _____

Signature of Applicant _____

Address of Applicant _____

Telephone # _____ Cell # _____

ONCE APPROVED, THE DETAILS SHOWN ON THE SITE PLAN INCLUDED WITH THIS PERMIT CANNOT BE ALTERED.

FOR TOWN STAFF ONLY

Receipt of Fee by: _____ Cash ____ Check # _____ Date _____

Pre-Construction Inspection:

Approved: _____ Date: _____

FOR ZONING ADMINISTRATOR ONLY

Zoning Permit Approved: _____ Date: _____

Zoning Permit Disapproved: _____

Reason(s): _____

Signature: _____

FOR MAYOR &/OR COUNCIL ONLY

Approved: _____ Date: _____

FOR STAFF ONLY

Post-Construction Inspection:

Approved: _____ Date: _____
