

BMZA Appeal Number: BMZ \_\_\_\_\_

Hearing Date Scheduled: \_\_\_\_\_

### BMZA Appeal Completeness Checklist

- Notice of Appeal (created by Zoning Administrator)
- Permit application disapproved by the Zoning Administrator's Office (if provided).
- Application for Review to the Board (submitted by Appellant).
  
- Written statement that demonstrates with adequate supporting evidence how the proposed plans or resulting structure(s) or use(s) conform to the standards set forth in the Zoning Code of the City of Baltimore.
  - List of ALL variances AND/OR conditional uses requested, including amount of variance needed (e.g., rear yard setback: 20 ft required, 8 ft proposed, 12 ft variance requested).
  - Justification for each variance and/or conditional use requested, using the approval standards found in the Zoning Code.
  
- Site Plan
  - Drawn to scale.
  - Address, block and lot of the property
  - Location, boundaries, dimensions of the lot, with property lines
  - Use, dimensions, height and location of all existing buildings and improvements on the lot
  - Exterior alterations, additions, accessory structures, shown with addendum to indicate proposed construction material
  - For additions: front, rear, side and cross section elevation drawings
  - **Location, size, number of off-street parking spaces**, including access drives, curb cuts, loading and unloading areas
  - Other features as necessary including:
    - Location and dimensions of fences, signs, outdoor activities such as truck boat and recreation trailer storage
    - Outdoor tables with chairs
    - Commercial trash storage containers and other similar structures
    - Screening and landscaping.
  
- Floor Plan
  - Drawn to scale
  - Address, block and lot of property
  - Dimensions of each floor and room
  - Grade, if floor is below grade
  - Primary and secondary egress
  - Bathroom and kitchen facilities
  - Seating areas including individual seats for assembly uses like churches, halls, theaters, etc. and individual tables and chairs for uses like restaurants taverns clubs etc.
  - Storage areas
  - **Location, size, number of parking lots and parking spaces** within such lots
  
- Is this request approvable? If not, contact applicant to make sure that they want to proceed.