

Zoning Map Amendment Application Procedure

At the time of filing, the applicant shall submit:

1. Application – One (1) **typed** application form signed by **all** owners of record.
2. Statement of Justification - A **typewritten** Statement of Justification must demonstrate how the request satisfies the required findings of Section 27-157(a) for Conventional Zones, Section 27-195(b) for Comprehensive Design Zones, Section 27-213(a) for the M-X-T Zone, and Section 27-213(b) for the M-X-C Zone. The statement must be **signed** by the applicant or the designated correspondent.
3. Disclosure Statement – Fill out the required information on page 3 of the [attached application form](#).
4. Map or Plat – One (1) copy of an accurate plat prepared, signed and sealed by the **registered engineer or land surveyor**, with the subject property outlined in red.
5. Zoning Sketch Map – One (1) copy of a zoning sketch map with the property outlined in red.
6. Informational Mailing letter, list of addresses, affidavit and Receipt from the M-NCPPC Information Counter
7. Documentation on Previous Approvals for the Site.
8. State Ethics Commission Affidavit(s)

****Note: No check for application fees should be submitted until it has been requested.***

PRE-REVIEW APPLICATION PACKAGES SHALL CONTINUE TO USE THE PHYSICAL DROP BOX FOR FIRST SUBMISSIONS, TO INCLUDE ONE COMPLETE PRINT SET OF ALL REQUIRED DOCUMENTS, WITH ALL DOCUMENTS SAVED ON A CD USING THE [NAMING CONVENTION](#).

AFTER PRE-REVIEW APPLICATION, ONLY DIGITAL PDF COPIES OF PLANS AND APPLICATIONS WILL BE ACCEPTED.

Applications should be submitted to the Development Review Division via email to DRDApplications@ppd.mncppc.org. If you have any questions concerning submittal requirements, processing procedures or the status of your project application, please call 301-952-3530.