



APPEALS

Filing: An appeal may be filed with the Board of Appeals by:

- Any person aggrieved by an order, requirement, decision, or determination made in regard to the administration or the enforcement of the Zoning Ordinance (Ordinance), as may be amended from time to time; or
- Any officer, department, board or bureau of the County.

Note: An appeal shall be taken within **30 days** of the date of the action being appealed by filing with the Office of the County Attorney the following information: 1) a Board of Appeals Application Form; 2) a written narrative identifying with specificity all grounds for the appeal; and 3) any supporting evidence.

The Office of the County Attorney will process your application and forward it, along with all supplemental material constituting the record of the action appealed, to the Board of Appeals. At the discretion of the Planning Director, Board of Appeals, or the County Attorney, an appeal may be heard by an Administrative Hearing Examiner before going to the Board of Appeals.

Stay of the Proceedings on Appeal: An appeal will stay all proceedings in the furtherance of the action appealed unless, after notice of the appeal has been filed with him or her, the Planning Director certifies to the Board of Appeals that a stay would, in his or her opinion, cause imminent peril to life or property. Only the Board of Appeals or the Circuit Court may stay the proceedings.

Postponement: A request for postponement must be submitted in writing and approved by the Chair of the Board of Appeals. (§23.3 of the Ordinance)

Continuance: The Board of Appeals may, at the Board's sole discretion, continue a hearing to another time once the hearing has started. The Board will announce the date and hour of continuance of the hearing while in session, unless new notice is provided.

If you have any questions or require additional information, please contact Diane Gleissner, Coordinator at 301-475-4200 ext. *1700 or diane.gleissner@stmarysmd.com

NOTICE OF APPEAL

ST. MARY'S COUNTY BOARD OF APPEALS

TO BE FILED WITH DEPARTMENT OF LAND USE AND GROWTH MANAGEMENT AND OFFICE OF THE COUNTY ATTORNEY WITHIN 30 DAYS OF RECEIVING A DECISION.

Decision Information

Decision Rendered By: Director ____ Permits & Inspections ____ Planning Commission ____

Property Address: _____ **Map** ____ **Parcel** _____

Administrative Action: _____

LUGM Case #: _____

Date of Decision: _____

Appellant Information (Appealing Party)

Name: _____

Email: _____

Address: _____

Phone # (Home): _____

Phone # (Work): _____

Attorney's Name (if applicable): _____

Email: _____

Attorney's Address: _____

Attorney's Phone #: _____

Attorney's Fax #: _____

Applicant Information (Party Originally Applying for County Approval if not the Appellant)

Name: _____

Email: _____

Address of Property (if applicable): _____

Mailing Address: _____

Phone # (Home): _____

Phone # (Work): _____

Attorney's Name (if applicable): _____

Email: _____

Attorney's Address: _____

Attorney's Phone #: _____

Attorney's Fax #: _____

Reason for Appeal

Specify grounds of Appeal as required by *Land Use Article*, §4-306(b). **DO NOT STATE "SEE ATTACHED"**.
(You may attach more paper if necessary.)

A copy of the County Agency's Decision **must be submitted at the same time as this form.*

***Names and mailing addresses of owners of real property located within 200 feet of the property that is the subject of the appeal (as shown on Official Zoning Maps and contained in the records of the Maryland Department of Assessment and Taxation), including lands abutting any public or private rights-of-way or common areas located within 200 feet of the property that is the subject of the hearing **must** be submitted at the same time as this form.*

THE BOARD OF APPEALS STRONGLY ADVISES AN APPELLANT TO SEEK THE ADVICE OF AN ATTORNEY BEFORE FILING THIS NOTICE OF APPEAL.