



St. Mary's County
Department of Land Use and Growth Management
Customer Assistance Guide

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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 Proceedings on Appeal: An appeal will stay all proceedings in 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.