

**BOARD OF APPEALS
FLOODPLAIN MANAGEMENT
VARIANCE APPLICATION**

Application No. _____
Date Filed _____
Property Posted _____
Legal Ad _____
Md. St. Coord. Office _____
BOA Hearing _____
Decision _____
Date of Decision _____
Opinion Rendered _____

In accordance with
Article VI, Chapter 10-86 and Article VII, Section 24-188 of the City Code

SUBJECT PROPERTY _____
ADDRESS _____ ZONING CLASSIFICATION _____
LOT _____ BLOCK _____ SUBDIVISION _____

APPLICANT _____ TELEPHONE _____
ADDRESS _____

OWNER _____ TELEPHONE _____
ADDRESS _____

NATURE OF APPLICATION
Describe briefly application request referencing appropriate section of City Code.

SUBMISSION REQUIREMENTS

1. **A written statement** explaining the request to the Board of Appeals.
2. **Supporting documentation**, see list on reverse side.
3. **Fees**, see attached schedule.

I have read and complied with the submission requirements and affirm that all statements contained herein are true and correct.

Signature _____ Date _____
Owner's Signature _____ Date _____

SUBMISSION CHECKLIST

In accordance with Article VI, Chapter 10-86 and Article VII, Section 24-188 of the City Code

Applicant has the burden of proof of showing compliance with Article VI of Chapter 10 of the City Code. All submissions should be given to the Planning and Code Administration thirty (30) days prior to the next scheduled Board of Appeals meeting. The Board of Appeals generally meets on the second Thursday of the month.

1. **Written statement** summarizing the applicant's request.
2. **Site plan** in accordance with Section 10-27 and 28 of the City Code.
3. **Alternatives study of development** (Section 10-52(a) and 10-53(b)).
4. **Reports** showing compliance to Section 10-53 and 10-73.
5. **Copies of letters of notifications** required in Section 10-51(1).
6. **List of names and addresses of adjoining and confronting property owners or occupants** within two hundred (200) feet of the subject property. If such property is a condominium, cooperative, or owned by a homeowners' association the petitioner must provide their current address and that of their resident agent. (Information can be researched in Planning and Code Administration.)
7. **Copy of letter** forwarding a complete package of this submittal **to the state coordinating office of the Water Resources Administration**. Letter should state that comments to the Board of Appeals must be received no later than the date prior to the proposed hearing date.
8. **Additional requirements** from Chapter 10 Floodplain Management of the City of Gaithersburg Code, if applicable.
9. **Required fee**.