



PROCEDURES Development Review

Application for Development Review shall be made to the Department of Planning in accordance with Article XI of the Town of Bel Air Development Regulations.

The submission must include the following:

- 1) A complete and signed application
- 2) The appropriate fee as outlined in the latest applicable Fee Schedule
- 3) Annotated checklists addressing all applicable performance standards and plan requirements
- 4) List of all adjoining property owner contact information including those properties across Town/County roads (if applicable)
- 5) Site Plan graphically describing the proposed improvements, property, development layout, dimensioned elements, landscape and lighting design
- 6) Supporting information deemed applicable to the proposed application by the Zoning Administrator or applicant including but not limited to Architectural Elevations, Traffic/Parking Analysis and Environmental Studies.
- 7) Identify any requested waivers or requests from the Town code in the application and on the Site Plan.
- 8) All plan submissions must also be submitted in appropriate digital format.

The application must be submitted four (4) weeks prior to hearing as described above, the applicant shall submit revisions and additional information not included in the original submission to the Planning Office no less than ten (10) days prior to the scheduled hearing. Failure to submit any requested information by this deadline may result in the removal of the case from the agenda for that month. The request will be rescheduled once the requisite information has been received.

PROCESS

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