

Town of Garrett Park



Town Office

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Garrett Park, MD 20896-0084

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Variance Instructions

Complete the Town Permit Application. Select Variance, Pay the \$50 Fee.

Provide the following:

Reason for disapproval of Building Permit (Please cite Section of Code of Ordinances):

Are you submitting a revision of your original Building Permit Application?

Describe: (Be specific! Attach additional sheet if needed):

Send the following documents via email, mail, or uploaded to the Town website from the "Contact Town Office" link.

- 1) Copy of disapproved Garrett Park building permit application.
- 2) Two (2) copies of the site plan showing the size and the relationship of the existing and proposed structures to the property lines including: dimensions of all yards; all existing and proposed structures. This plan should be drawn on a copy of a house location survey, plat, or other similar document prepared by a Maryland licensed land surveyor (minimum scale: 1 inch = 20 feet). This plan must clearly show:

- Square footage of any proposed addition, including any proposed covered porches and decks elevated above the ground.
 - Square footage of any existing building footprint, including any proposed covered porches and decks elevated above the ground.
 - Distance of proposed new construction from lot lines.
 - Distance of any existing structures from lot lines.
- 3) Photographs or measured drawings of all affected elevations of existing structures.
 - 4) Gross floor areas of basement, all floors and attic of all existing and proposed buildings and additions.
 - 5) Copy of the Montgomery County Historic Area Work Permit (if property is in the Garrett Park Historic District).
 - 6) Variance Sign deposit of \$75: Rec'd _____ Ck # _____

In some cases, the Town may require additional information before your application is accepted as complete, including, but not limited to:

- Copy of Montgomery County Historic Area Work Permit (if property is in the Garrett Park Historic District).
- Construction drawings of proposed new work (Minimum scale: 1/8 in. = 1 ft.).
- All floor plans of existing structures (Minimum scale: 1/8 in. = 1 ft.).
- All elevations of existing structures (Minimum scale: 1/8 in. = 1 ft.).

Notes _____

Please be advised that Variance Applications **require a public hearing** before the Garrett Park Town Council, and that the Historic Preservation Committee may need to report at the Town Council at or prior to that hearing. All application materials must be **received at least 30 days prior** to the Council Meeting to ensure consideration at that meeting.

Additionally, The Variance Application Sign must be posted **21 days** prior to the Council Meeting.

Applicants must send letters to abutting property owners 14 days prior to the hearing.