

# Instructions for Notification Packet



Queen Anne's County Department of Planning and Zoning  
110 Vincit Street, Suite 104, Centreville, MD 21617  
Telephone: 410-758-1255 Fax: 410-758-2509  
E-Mail: [devrev@gac.org](mailto:devrev@gac.org)

## Who to notify and When:

All adjacent property owners  
Volunteer Fire Department\*  
Fire and EMS Commission  
Homeowners / Condominium Associations  
Incorporated Towns

**Notification must be done prior to submittal in order to include the documents in the packet however, do not notify more than 1 week before submittal.**

## What to include in the Notification Packet:

Certificate of Mailing  
Small format plan of proposed development  
A tax map or GIS map with all the notified properties identified as well as the subject property  
Notification to Adjacent Property Owners letter (pg 2)  
Contact and Direction Information for P&Z (pg 3 and 4)

## Proof of Notification:

1. A "Certificate of Mailing" from the United States Postal Service for each property to be notified.
2. All Certificates must be included and attached to the Notification letter for each property notified.

## \*Volunteer Fire Department:

If the submittal is a Minor or Major Subdivision or Site Plan development proposal, it is required to contact the local VFD per the code [§18:1-160.D](#) or [§18:1-148.D](#) and provide evidence of this contact to the Department of Planning & Zoning. Do not send a separate Notification letter in this case. A sample letter is provided with this packet.

## Identifying adjacent property owners:

1. All properties with common property lines and all properties across any road that would otherwise be a common property line, except US Route 50/301.
2. All properties across a body of water (creek, stream, waterway) less than 1,000 feet wide.
3. Volunteer Fire Departments\* are notified based on the Fire District map and only for proposals that are Administrative with no new lots or development.
4. Incorporated Towns include Queenstown, Sudlersville, Barclay, Centreville, Church Hill, Millington, Queen Anne, and Templeville and only when the proposal is within a [1 mile radius](#).
5. Homeowners / Condominium Associations also include open space, community areas, etc.

## Additional information:

A project that has received Preliminary Subdivision approval, which has been revised prior to requesting Final Subdivision approval, must re-notify adjacent properties prior to a request for final approval from the Planning Commission.

A Notification packet for multiple applications related to each other requires only one original submittal provided that the documents adequately describe the multiple applications. At least one of the packets must include the original receipt from the Post Office, others with a copy. Example: A Site Pan submittal that also requires an Administrative Subdivision. The Notification submittal may include the original Certificates in either application as long as the other application is referenced or contains a copy.

# Notification to Adjacent Property Owners



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Dear Adjacent Property Owner,

In accordance with County regulations, your property has been identified as being adjacent to a proposed project or development. As part of the requirements of Queen Anne's County, this notification is part of the application package required by the Planning Department for any subdivision or site plan approval. This notification must be in writing and prior to the submittal of the application to the County.

The application package will be submitted to the Planning Department on \_\_\_\_\_.

### Identification of Property:

Tax Map: \_\_\_\_\_ Block: \_\_\_\_\_ Parcel: \_\_\_\_\_ Lot: \_\_\_\_\_

### Property Address:

(if no street address is available because the property is vacant, provide a description of the location)

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### Intent and purpose of the proposed development to be submitted:

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### Applicant Information:

Applicant(s) Name: \_\_\_\_\_

Project Name: \_\_\_\_\_

Applicant(s) Address: \_\_\_\_\_

Applicant Phone/Email: \_\_\_\_\_

Applicant's Agent: \_\_\_\_\_

Agent's Address: \_\_\_\_\_

Agent's Phone/Email: \_\_\_\_\_

### Property Owner:

(f not the same as the applicant listed above)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

This is a notification and does not require a response. All applications are public information once submitted and may be reviewed at the Department of Planning & Zoning during regular business hours from 8:00am – 4:30 pm. Please see attached information on how to contact the Department of Planning & Zoning.

# Contact and General Information



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## Web links:

[Fire District Map](#)

[Applications](#)

[Google Map to P&Z Office](#)

## General Information and Terms that may be included with the Notification packet:

**Applicant** may include a person or company that is the property owner, contract purchaser, or lessee of the property.

**Administrative subdivision** is used generally to relocate or reconfigure an existing property line. This application is also called a lot line adjustment. This subdivision can also be used to remove lot lines to combine properties into single lots of record. Typically Administrative subdivisions are approved by the Planning Director and do not require approval by the Planning Commission.

**Minor Subdivision** is the creation of no more than 7 lots from a tract of land since 1987 when the current zoning ordinance was created. A minor subdivision is approved by the Planning Director administratively and does not require approval by the Planning Commission. In limited circumstances the Planning Director has the option to forward the application to the Planning Commission for approval based on the proposed impacts.

**Major Subdivision** is the creation of more than 8 lots on a tract of land since 1987 when the current zoning ordinance was created. A major subdivision is approved by the Planning Commission during an open public meeting. The property will be posted with the time and place of the meeting 10 days prior to the meeting.

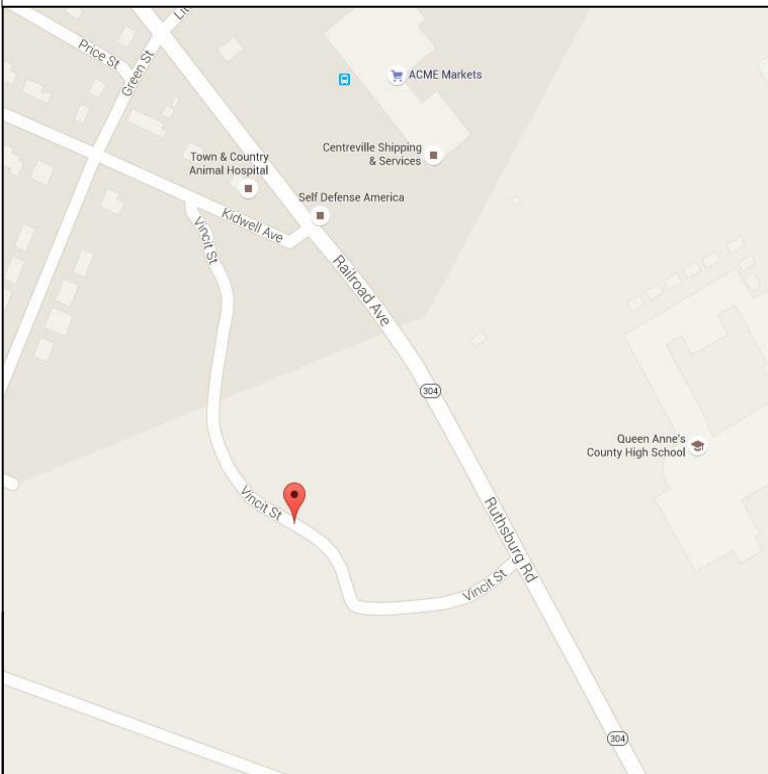
**Minor Site Plan** is required for all new nonresidential freestanding buildings and additions to existing buildings under 10,000 sq. feet. A minor site plan is also required for multi-family housing, such as townhomes, apartments, or condominiums, with 5 or less dwelling units. A minor site plan can be approved by the Planning Director or forwarded to the Planning Commission for approval based on the proposed impacts.

**Major Site Plan** is required for all new nonresidential freestanding buildings and additions to existing buildings over 10,000 sq. feet. A major site plan is also required for multi-family housing, such as townhomes, apartments, or condominiums, with more than 5 dwelling units. A major site plan is approved by the Planning Commission during an open public meeting. The property will be posted with the time and place of the meeting 10 days prior to the meeting.

# Directions to Planning & Zoning



Queen Anne's County Department of Planning and Zoning  
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## From West:

Take US 301/50 E to US 301 N to MD 213 N into Centreville. Stay left onto S Commerce Street and turn R onto Kidwell Avenue then turn R onto Vincit Street.

## From North/East:

Take US 301 S to MD 304/Ruthsburg Road N and then turn L onto Vincit Street.

## From South:

Take US 50 W to MD 213 N into Centreville. Follow West directions once in Centreville.

