



Zoning Map Amendment (ZMA) Application Procedure

The Zoning Map Amendment establishes a uniform mechanism to amend the Official Zoning Map to reclassify an area to a different base or overlay zone. The Chesapeake Bay Critical Area Overlay Zoning Map Amendment ([Section 27-3603](#)) (when initiated by the property owner) should follow this procedure. The Planned Development Zoning Map Amendment ([Section 27-3602](#)) should follow its own procedure, found [here](#).

A ZMA must follow the process for both the Pre-Application Conference and the Pre-Application Neighborhood Meeting before submitting a completed application for review from the Development Review Division of M-NCPPC. Please follow process guidelines:

- a. Pre-Application Conference ([Section 27-3401](#))
- b. Pre-Application Neighborhood Meeting ([Section 27-3402](#))

Each applicant should complete the following actions and include at a minimum the following documents via CD or direct digital file share link with files in PDF format:

- a. A signed [application form](#), which shall include (in addition to information requested on the form):
 - A statement listing the name, and the business and residential addresses, of all individuals having at least a five percent (5%) financial interest in the property or the contract purchaser(s)
 - If any owner or contract purchaser(s) is a corporation, a statement listing the officers of the corporation, their business and residential addresses, and the date on which they assumed their respective offices. This statement shall also list the current Board of Directors, their business and residential addresses, and the dates of each Director's term. An owner that is a corporation listed on a national stock exchange shall be exempt from the requirement to provide residential addresses of its officers and directors
 - If the owner or contract purchaser(s) is a corporation (except one listed on a national stock exchange), a statement containing the names and residential addresses of those individuals owning at least five percent (5%) of the shares of any class of corporate security (including stocks and serial maturity bonds)
- b. An accurate plan or property boundary, prepared, signed, and sealed by a registered engineer or land surveyor, which shall show:
 - The present configuration of the property, including bearings and distances (in feet) and the total area of the property (in either acres or square feet)
 - The property's lot and block number, subdivision name, and plat book and page number, if any; or a description of its acreage, with reference to liber and folio numbers
 - The names and owners of record, or subdivision lot and block numbers, of adjoining properties
 - The name, location, distance to the center line, and right-of-way width of all abutting streets. If the property is not located at the intersection of 2 streets, the distance to, and the name of, the nearest intersecting street shall be indicated
 - A north arrow and scale (no smaller than 1 inch equals 400 feet)
 - The total area of the property (in either square feet or acres)
 - The location of all existing buildings on the property
 - The subject property outlined in red.
- c. A copy of the zoning map page on which the property is located, plotted to scale and outlined in red
- d. A vicinity map
- e. A copy of the applicant's informational mailing letter, list of addresses, and signed affidavit of mailing
- f. Any required State Ethics Commission affidavits
- g. A statement of justification detailing the legal basis by which the requested amendment can be approved, and any factual reasons showing why approval of the request will not be detrimental to the public health, safety, and welfare

- h. Any other pertinent information deemed necessary by the District Council, Zoning Hearing Examiner, or Planning Board

Refer to [Sections 27-3601](#) and [27-3603](#) for more information.

***Note: No payment for application fees should be submitted until requested by staff.**

ONLY DIGITAL PDF COPIES OF PLANS AND APPLICATIONS WILL BE ACCEPTED. ALL DOCUMENTS SAVED ON A CD OR DIRECT DIGITAL LINK USING THE [NAMING CONVENTION](#).

Applications should be submitted to the Development Review Division via email to DRDApplications@ppd.mncppc.org. If you have any questions concerning submittal requirements, processing procedures or the status of your project application, please call 301-952-3530.

**Figure 27-3601(b): Zoning Map Amendment (ZMA)
 Procedure (Illustrative)**

↓	27-3401	Pre-Application Conference	Required (except for District Council, Planning Board, or Planning Director)
↓	27-3402	Pre-Application Neighborhood Meeting	Required (except for District Council, Planning Board, or Planning Director)
↓	27-3403	Application Submittal	To Planning Director
↓	27-3404	Determination of Completeness	Planning Director makes determination
↓	27-3406	Staff Review and Action	Planning Director prepares Technical Staff Report
↓	27-3407	Scheduling Public Hearing and Public Notice	Review Board/ZHE (Clerk of the District Council) schedule their hearings, provide notice
↓	27-3408	Review and Recommendation by Advisory Board or Official	Planning Board recommendation (hearing optional); ZHE hearing and recommendation
↓	27-3409	Review and Decision by Decision-Making Body or Official	District Council holds oral argument hearing, makes decision (conditions allowed)
→	27-3413	Notification	Clerk of the Council notifies

**Figure 27-3603(c): CBCAO Zoning Map Amendment
 Procedure (Illustrative)**

↓	27-3403	Application Submittal	Instead, District Council initiates by resolution
↓	27-3404	Determination of Completeness	Planning Director makes determination
↓	27-3406	Staff Review and Action	Planning Director prepares Technical Staff Report
↓	27-3407	Scheduling Public Hearing and Public Notice	Review Board schedules hearings, provide notice
↓	27-3408	Review and Recommendation by Advisory Board or Official	Planning Board holds public hearing, makes recommendation
↓	27-3409	Review and Decision by Decision-Making Body or Official	District Council holds public hearing, makes decision (conditions allowed)
→	27-3416	Notification	Planning Director notifies, Clerk of the District Council publishes notice