



Myersville Town Hall
301 Main Street
P.O. Box 295
Myersville, MD 21773

TOWN OF MYERSVILLE

PLANNING OFFICE

Phone: (301) 293-4281
Fax: (301) 293-3080
Hours 8:00 am – 4:00pm
www.Myersville.org

Administrative & Zoning Checklist

PROJECT NAME: _____

PLAN TYPE: _____

APPLICANT: _____

APPLICANT ADDRESS: _____

APPLICANT PHONE: _____ E-MAIL: _____

PROPERTY OWNER: _____

ADDRESS: _____

Please check the box (es) for the applicable application when submitting to the Town of Myersville for review.
Please submit one (1) electronic copy of all deliverables in PDF format.

ADMINISTRATIVE ZONING REQUESTS:

- ZONING VERIFICATION/SUBDIVISION RIGHTS LETTER – \$50.00
- APFO DETERMINATION LETTER – \$50.00
- ADMINISTRATIVE ERROR – \$250.00
- RE-ZONING REQUEST – \$500.00
- REQUEST FOR ZONING RECONSIDERATION – \$25.00

Note: ALL requests should be made in formal writing to the Zoning Administrator.

ADMINISTRATIVE PLANNING REQUESTS:

- COMPREHENSIVE PLAN AMENDMENT – \$250.00
(No fee during regular update cycle)
- TEXT AMENDMENT – \$500.00

- REQUEST FOR STREET ADDRESS – \$50.00**
- WATER AND SEWER MASTER PLAN MAP AMENDMENT - \$500.00**
(\$250.00 during regular update cycle)

Note: ALL requests should be made in formal writing to the Myersville Planning Office.

ADMINISTRATIVE PLANNING REVIEW:

- PUBLIC WORKS AGREEMENT (PWA) REVIEW – \$500.00**
- HOMEOWNERS ASSOCIATION REVIEW (HOA) DOCUMENT REVIEW – \$500.00**
- DEED OF EASEMENT REVIEW – \$500.00**
- TRAFFIC IMPACT STUDY (TIS) REVIEW – \$500.00**

TOTAL FEES ENCLOSED \$ _____

APPLICANT SIGNATURE: _____ DATE: _____