St. Mary's County
Department of Land Use and Growth Management

Customer Assistance Guide

41

PUBLIC HEARING NOTICE REQUIREMENTS

Providing all the information necessary for notice of all public hearings required under the Zoning Ordinance is the responsibility of the applicant. You must supply information in the form established by the Land Use and Growth Management Director, and the information is subject to the approval of the Land Use and Growth Management Director pursuant to the standards and requirements of the St. Mary's County Zoning Ordinance (Ordinance).

Actions Requiring Public Hearings.

- Conditional Uses.
- Variances.
- Appeals of Administrative Decisions.
- Amendments to the Zoning Maps.
- Amendments to the Text of the Zoning Ordinance.
- Amendments to Comprehensive Area or Functional Plans.

Notice must be given as follows:

Publication. At least 15 calendar days in advance of the public hearing, notice must be published in a newspaper of general circulation in St. Mary's County once each week for two successive weeks. Department of Land Use and Growth Management personnel will ensure this requirement is met.

Prior to the hearing, you must give notice in the following manner:

Mailing. At least 15 calendar days before the public hearing on your case, you must send notice by registered or certified mail to all owners of contiguous (neighboring) property (as shown on the latest published property tax records of the Maryland Department of Assessment and Taxation), including property across any public or private rights-of-way adjacent to your property. Notice must be given to each individual property owner if an affected property is held in common ownership. Required notice must also be given to a municipality if the application concerns land adjacent to its municipal boundaries. The Department of Land Use and Growth Management will provide you with sample letters. You must provide the Land Use and Growth Management Director, the names and addresses of all property owners required to receive notice of the public hearing.

You must bring the *certified mail* receipts to the Department of Land Use and Growth Management prior to the public hearing or at the hearing for Board of Appeals cases. These receipts must be stamped by the postmaster and indicate the date mailed from the post office. Certified mail receipts sent from an individual business (which do not bear the postmaster's stamp) are not acceptable. These receipts are necessary for you to certify to the Board that you sent the mailings on or before the required date. Failure to do so may result in the board being unable to hear your case.

Property Posting: At least 15 calendar days in advance of the public hearing, you are required to post placards on the property for which you have made application. You may need more than one placard (see placard location below). The sign must be **6** square feet in size (2-ft x 3-ft), be computer generated and weatherproof. Once you have posted the property, you must notify the Department of Land Use and Growth Management by phone at (301) 475-4200 ext. 1529 (Planning Commission & Board of County Commissioners) or at ext. **1521** (Board of Appeals) of the date the property was posted.

Placard Location: One placard must be posted for each 500-ft of frontage along a public street. The placard(s) must be located on the property no more than 25-ft from the front property line and must be clearly visible from the nearest public road or street. Where the property does not have frontage on a public street, placards must be posted within the nearest street right-of-way with an attached notation indicating generally the direction and distance to the property.

Placard Removal: You must remove the sign after the hearing has concluded. If the sign is removed through no fault of your own before the hearing, such removal will not be considered a failure to comply with the standards or grounds to challenge the validity of any decision made on the application.

ZONING

NOTICE OF PUBLIC HEARING

Date & Time: _____

IN THE PUBLIC MEETING ROOM (ROOM 14), ST. MARY'S COUNTY GOVERNMENTAL CENTER, 23115 LEONARD HALL DRIVE, LEONARDTOWN

Case No.: _____

Subject Property: Tax Map _____ Block _____ Parcel _____ Lot _____

Request: _____

_____

_____

SAMPLE

FILES WILL BE AVAILABLE FOR PUBLIC REVIEW AT THE DEPARTMENT OF LAND USE AND GROWTH MANAGEMENT, 23150 LEONARD HALL ROAD LEONARDTOWN, DURING NORMAL HOURS UNTIL 2:00 P.M. ON THE DAY OF THE MEETING.