



Mayor & Council of Berlin

10 William Street, Berlin, Maryland 21811

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www.berlinmd.gov



PLANNING COMMISSION APPLICATION

DATE: _____

CASE NUMBER: _____

Application Type (check one)

- | | |
|---|--|
| <input type="checkbox"/> Concept Site Plan Review | <input type="checkbox"/> Preliminary Subdivision |
| <input type="checkbox"/> Preliminary Site Plan Review | <input type="checkbox"/> Final Subdivision |
| <input type="checkbox"/> Final Site Plan Review | <input type="checkbox"/> Other _____ |

Has this project already been to the Planning Commission? If yes, when? _____

PROJECT NAME/DESCRIPTION: _____

LOCATION OF PROPERTY: _____

SIZE OF PROPERTY: _____ ZONING: _____ TOTAL LOTS: _____

PROPERTY OWNER/AGENT _____ PHONE # _____

ADDRESS _____ EMAIL _____

IMPORTANT:

- Submission of an application to the Planning Commission does not guarantee placement on a specific meeting agenda. All applications first undergo an administrative and technical review by Town staff to confirm completeness, compliance with Town Code requirements, payment of applicable fees, and the ability to meet public notice requirements.
- Only after an application is determined to be complete will it be scheduled for Planning Commission consideration, at which time the applicant will be notified of the meeting date.
- Nine (9) copies of the proposed subdivision or site plan must be provided with this application.
- Applicable review fees must be paid when application is submitted.

ADDITIONAL INFORMATION/EXPLANATION:

The applicant, or an authorized representative, has been advised to appear at the meeting of the Planning Commission scheduled for _____ (date).

Applicant
Signature _____ Date _____

APPROVED:

Planning Commission Chair (Date)

Planning Director (Date)