

Sincerely,



A. David Simon
Planner II

In Concurrence,



Joseph A. Adkins, AICP
Zoning Administrator/Deputy
Director for Planning



Municipality Name: City of Frederick
ATTN: Planning / Zoning

Property Name: Little Brook Apartments
Address: 1200 Little Brook Drive
City/State: Frederick, MD 21702
Parcel: 1102130505
Use: Multifamily Apts – 94 units

Dear Sir/Madam:

At our client's request, please provide the following information (note that this is a preconstruction property and may not have applicable sections):

- **Zoning Compliance/Verification Letter:** Please supply a letter (or feel free to use the enclosed template and copy onto letterhead) stating in which zoning district the subject property is currently located, whether or not the subject is considered to be a permitted use, and any compliance information you may be able to provide. Please use municipality letterhead, or if this is not possible for some reason, please enclose a municipality fax coversheet showing that the zoning letter is enclosed.
- **Any Variances, Special Permits or Conditions:** Please note the existence of these items as they relate to the use and structures of subject property and supply documentation, if available.
- **Code Violations:** Please note whether or not there are currently any open/outstanding **zoning** and **building** code violations that apply to the subject property
- **Certificates of Occupancy:** Please supply copies of any existing certificates of occupancy for the subject property. If none are available, please state the reason for this and whether there is any expected enforcement action due to the lack of certificate.
- **Approved Site Plan and/or Conditions of Approval, if applicable:** Please supply one or both of these documents, particularly if the subject property is located in a Planned Development.

Please advise us at your earliest convenience if any additional fees or forms are required, if any of these items are not available or if I should be directing any portion of my request to another party. We are on a strict timeline, and your prompt attention to this request is greatly appreciated. Upon completion, please forward the information via email if possible, and by US Mail if not. We truly appreciate your help with this request and look forward to your reply. Please feel free to contact me with any questions or concerns you may have regarding this request.

Thank you very much for your assistance!

Lauren Pavatte, Zoning I Analyst

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LPavatte@armadaanalytics.com
(864) 438-2113 Office

(PLEASE COPY THIS FORM ON YOUR COMPANY LETTERHEAD)

Property Name: Little Brook Apartments
Address: 1200 Little Brook Drive
City/State: Frederick, MD 21702
Parcel: 1102130505
Use: Multifamily Apts – 94 units

To Whom It May Concern:

In response to your request for information regarding the above-referenced property, we have researched our files and present the following:

1. **The current zoning classification for the subject property is:** _____.

2. **According to the zoning ordinances and regulations of this district, the use of the subject property is a:**

- Current Use** _____
- Permitted Use by Right
 - Permitted Use by Special/Specific Use Permit Number _____ (enter permit number and see question 4)
 - Permitted Use by Conditional Use Permit _____ (enter permit number and see question 4)
 - Legal Nonconforming Use (use was existing prior to the adoption of the zoning ordinance/code)
 - Non-Permitted Use
 - The Municipality is unable to opine at this time

Comments: _____

3. **Conformance: Per current zoning ordinances and regulations applicable to the subject property, the current structure(s) is (If unknown, please check the last box):**

- Legal Conforming (complies with, or is otherwise exempt from, applicable zoning regulations, including parking)
- Legal Nonconforming (does not meet the current zoning requirements due to amendments, re-zoning, or other changes. See comments)
- Grandfathered (developed prior to the adoption of the zoning code/ordinance)
- Nonconforming (see comments)
- The Municipality is unable to opine at this time

Comments: _____

4. **Have any variances, special permits/exceptions, ordinances or conditions been granted/approved for either the use or structures of the subject property:**

- No, there are not any variances, special permits/exceptions, ordinances or conditions that apply to the Subject property.
- Yes, the following apply to the subject property:

(Documentation/copies attached)	_____ Variance
	_____ Special Permit/Exception
	_____ Ordinance
	_____ Conditions

Comments: _____

5. **Rebuild: In the event of casualty, in whole or in part, the zoning code states that a legal non-conforming structure:**

- May be rebuilt in its current form (i.e. no loss of square footage, same footprint, with drive through(s), if applicable).
- May not be rebuilt in its current form, except upon satisfaction of certain conditions, limitations or requirements. Please see section _____ of the current zoning code/ordinance for details. Additionally, the damage threshold is calculated based on the entirety of the property or per individual building.

6. Building and Zoning Code Violation Information:

- There do **NOT** appear to be any outstanding/open zoning or building code violations that apply to the subject property.
- The following outstanding/open _____ zoning / _____ building code violations apply to the subject property:

Comment: _____

7. Certificates of Occupancy (required for the use, operation and occupancy of the subject property), status:

- Valid Certificate(s) of Occupancy has been issued for the subject property and is/are attached.
- We are unable to locate a copy in our records. The absence of a Certificate of Occupancy will not give rise to any enforcement action affecting the property.
- Certificates of Occupancy have been issued for the subject property in _____ (enter year); however, for projects constructed prior to the year _____ are no longer on file with this office. The absence of a Certificate of Occupancy will not give rise to any enforcement action affecting the property.
- A Certificate of Occupancy is not required for the subject property.

Comments: _____

8. Site Plan Information:

- The subject property was not subject to a site plan approval process
- The subject property was subject to site plan approval; a copy of the approved site plan is attached
- The subject property was subject to site plan approval, but a copy of the approved site plan is no longer in existence (*was lost or destroyed*). All other existing documents applicable to site plan approval for the site are attached.
- An approved site plan for the subject property is on file, but our office does not have the necessary resources to reproduce and distribute copies of the plan. All other existing documents applicable to site plan approval are attached.
- Other, (as noted here):

Comment: _____

Further comments regarding the subject property:

This information was researched on _____, 2019, by the undersigned, per request and as a public service. The undersigned certifies that the above information contained herein is believed to be accurate and is based upon or relates to the information supplied by the requestor. The Authority assumes no liability for errors and omissions. All information was obtained from public records, which may be inspected during regular business hours.

ZONING AUTHORITY:

By: _____

Municipality: _____

Title: _____

Department: _____