



4 N. Second Street
Denton, MD 21629

ZONING TEXT AMENDMENT

DEPARTMENT OF PLANNING AND CODES

Date Received:

Tracking Number:

Attachments / Recordings:

(410) 479-3625 phone

(410) 479-3534 fax

www.dentonmaryland.com (web)

SUBJECT

ZONING DISTRICTS AFFECTED

TOWN CODE REFERENCES

REASON FOR OR PURPOSE OF AMENDMENT

SUMMARY OF AMENDMENT

RECOMMENDED CHANGES

SIGNATURE OF AUTHORIZED REPRESENTATIVE OR OWNER

DATE



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INSTRUCTIONS

This application is provided for use by interested parties or government agencies in requesting an amendment to the Town Code regulations applicable to Chapter 128, Zoning. Provide any documentation, such as photographs, examples, engineering, scientific, or marketing studies that may support this request.

AUTHORITY

Denton Town Code Chapter 128, Article XX, Section 128-165 through 128-176.

STEPS IN THE APPLICATION PROCESS

1. The applicant obtains an application either at the Town of Denton or on the Town website.
2. The applicant submit a completed and original application and application fee (REFER TO FEE SCHEDULE). Incomplete applications will be returned to the applicant..
3. Provide supporting documentation. Supporting documentation means any studies, engineering, marketing, scientific or other types, as well as, photographs and drawings that may provide support in justification of a text amendment.
4. Town of Denton Planning & Code department evaluates the application for completeness. Missing documentation or fees may result in a delay or returning of the application.
5. If deemed complete and upon acceptance by Planning & Codes, the request will be scheduled for review and recommendation by the Planning Commission at the next available meeting. If the request is recommended by the Planning Commission, Planning & Codes will provide an Ordinance of the recommended amendment for Introduction to the Town Council at the next available meeting.
6. Upon Introduction of the Ordinance, the Town Council will hold a Public Hearing, accepting any comments from Federal, State, and Local government agencies, any interested parties, and the General Public.
7. Upon any final approvals of changes, the Town Council will approve or deny an amendment based on evidence and testimony provided for the request.

TIMEFRAME FOR AMENDMENT – (2 Months Minimum).

Completed applications may require a minimum of two (2) months for the amendment to be implemented. For example (SAMPLE ONLY):

- A completed application is submitted on the 1st of the Month. Planning Commission reviews the fourth Tuesday and provides a recommendation to the Town Council. Planning & Codes provides an Ordinance amending the affected regulation.
- At the regular meeting, Town Council introduces the Ordinance amending the affected regulation.
- At the meeting following the Introduction, Town Council typically holds a Public Hearing then votes on the Ordinance at the same meeting.