



City of Cumberland

Department of Community Development ▪ 57 N. Liberty Street ▪ Cumberland, MD 21502 ▪ www.cumberlandmd.gov
301-759-2000, ext. 5600 ▪ Fax 301-759-6432 ▪ complaints@cumberlandmd.gov

ZA # _____

MUNICIPAL ZONING BOARD OF APPEALS, known as the Cumberland Board of Appeals, decide: appeals challenged due to the Zoning Administrator’s enforcement, interpretation or administration of the City Code; challenges to issue of interpretation relative to the Zoning Ordinance or Zoning Map; applications for conditional uses, and authorize nonconforming uses. (Further powers found in City Code). Regular meetings are scheduled at 4:00 p.m. on the first and third Wednesday of each month when there are agenda items to be addressed.

ZONING BOARD APPEAL

- Variance Petition** - *public hearing required*
- Conditional Use or Special Exception** - *public hearing required*
- Appeal from an Administrative Decision** - *public hearing required*
- Approval Extension Request** (*no fee*)

A Cumberland Board of Appeals
brochure is available

Requirements vary depending on the type of appeal

All appeals must be applied for in writing, accompanied by a written explanation of the rationale or justification for the extension.

Project Location: _____ Property ID #: _____ - _____
found on deed or view: www.dat.state.md.us, Real Property Search

Applicant Name: _____ Phone: _____

Applicant Address: _____

Short Description: _____

To learn the detailed requirements of your specific application and Zoning Board of Appeal process, please review Cumberland City Code available on the City’s website www.ci.cumberland.md.us, search ‘Municipal Codes’.

- Attach a site plan drawn to scale and bearing the dimensional requirements for which the variance is being sought. All boundaries of the property must be shown and all buildings located correctly to scale within them. This may include minimum yard setbacks, maximum building coverage, height requirements and size requirements for signs
- Provide written justification addressing the variance legal requirements from the City Code. Chapter 25. Article VII, Sec. 25-173
- The basic submission requirements for Conditional Use or Special Exception application are specified in the City Code. Chapter 25. Article VII, Sec. 25-175.
- Certain uses, listed in City Code. Chapter 25. Article VII, Sec. 25-176, will have additional special requirements that the applicant must satisfy in writing for approval by the Board.
- An Appeal from an Administrative Decision should include a copy of the Denial (or reasons stated for the denial) and a statement of the applicant’s rationale or reasons why the decision should be overturned.
- All appeals require a public hearing.
- A non-refundable \$300.00 Zoning Appeal review fee is payable at time of application.
- No fee for an approval extension request.