



**Town of Chevy Chase**  
 4301 Willow Lane  
 Chevy Chase, MD 20815

301-654-7144 (phone)  
 301-718-9631 (fax)  
[townoffice@townofchevychase.org](mailto:townoffice@townofchevychase.org)

Town Variance No.: _____
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**Application for a Variance from the Town of Chevy Chase Building Ordinance**

Please ensure that you submit a complete application, as incomplete applications will not be reviewed. If you have any questions about the variance process, please call the Town Office at 301-654-7144.

Street Address: \_\_\_\_\_ Date: \_\_\_\_\_

**Request For:**

- Administrative Variance (See page 3 for applicability)
- Public Hearing (15 days public notification required, usually held on the 2<sup>nd</sup> Wednesday of each month).

**Applicant Information:**

Name _____			Phone _____
Address _____			Cellular Phone _____
City _____	State _____	Zip _____	E-Mail _____

**Describe Variance Request:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Submittal Requirements**

- Completed Town of Chevy Chase Variance Application.
- Variance Application Fee (\$200 for administrative variances, \$400 for all other variances).
- For all building variance requests, including projections, a boundary survey with a margin of error of one (1) inch or less is required.
- Surveys, plats or other accurate drawings showing boundaries, dimensions, area, topography and frontage of the property involved, as well as the location and dimensions of all structures existing and proposed to be erected, and the distances of such structures from the nearest property lines.
- Plans, architectural drawings, photographs, elevations, specifications or other detailed information depicting fully the exterior appearance of existing and proposed construction involved in the petition.
- All additional exhibits to be introduced at the public hearing.

**Affidavit**

Unless I am applying for an administrative variance, I hereby understand that I or an authorized representative will appear at the scheduled variance hearing as noted above. I hereby declare and affirm, under penalty of perjury, that all matters and facts set forth in the permit application are true and correct to the best of my knowledge, information and belief.

_____ Applicant's Signature	_____ Print Name	_____ Date
_____ Applicant's Signature (if more than one homeowner)	_____ Print Name	_____ Date

**This variance is requested because the property (please check all that apply):**

- is exceptionally narrow.
- is exceptionally shallow.
- is unusually shaped.
- has unusual topographical features.
- has other extraordinary situations or conditions.

**Please describe the condition(s) checked above:**

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**This variance is requested because conforming to the Town's Building Ordinance would (please check all that apply):**

- be impossible.
- be impractical.
- cause peculiar or unusual practical difficulties.
- cause undue hardship.

**Please describe the condition(s) checked above:**

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**(You may attach additional pages as needed)**

Please explain how the approval of this variance will not be detrimental to the use and enjoyment of neighboring properties: \_\_\_\_\_

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Please explain how the request is the minimum reasonably necessary to overcome the exceptional condition that is causing the hardship claimed: \_\_\_\_\_

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Please explain the reasons why the request does not cause substantial impairment to the intent, purpose and integrity of the general plan of the Town: \_\_\_\_\_

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**In granting a variance, the Town Council may require such conditions, in lieu of full compliance, as will, in its judgment, secure substantially the objectives of the requirements so modified and protect the public interest. Any party aggrieved by the decision of the Town Council may appeal within thirty (30) days to the Circuit Court for Montgomery County and thereafter to the appellate courts of this state within the time and manner prescribed within the Maryland Rules of Procedure relating to administrative appeals.**

## **Administrative Variances**

The Town Manager and Mayor can grant administrative variances for certain improvements if no written objection is filed during a 15 day public notification period. If an objection to the variance approval is filed, the request will be scheduled for a public hearing of the Town Council. The following improvements may be approved administratively:

- New or relocated front yard retaining walls thirty (30) inches or greater in height, provided they are set back at least two (2) feet from the nearest public sidewalk in the public right-of-way or, if there is no sidewalk, at least six (6) feet from the curb;-
- New front yard fences measuring four (4) feet or less in height, having a fenestration of at least thirty (30) percent, not constructed of chain link, and on a corner lot abutting any street or on an interior lot abutting East-West Highway, Connecticut Avenue, or Bradley Lane;-
- Fences and walls in a front yard or in a public right-of-way that replace an existing fence or wall provided the replacement fence or wall does not materially alter the location or increase the height or length of the fence or wall;
- New or relocated retaining walls less than thirty (30) inches in height in a public right-of-way, provided they are set back at least two (2) feet from the nearest public sidewalk in the public right-of-way or, if there is no sidewalk, at least six (6) feet from the curb;
- New, relocated, or replacement guardrails, provided the guardrail is set back at least two (2) inches from the retaining wall and located along only portions of the retaining wall measuring thirty (30) inches or more in height;
- New or relocated steps, stoops, outside stairways, and their roofing; decks, terraces, porches, and their roofing; chimneys, air conditioners, and heat pumps; and/or oriel entrances, vestibules, and balconies, in a front and/or rear yard;
- New or relocated bay windows in a front and/or rear yard, provided they are no more than one (1) story in height and ten (10) feet or less in width;
- Additional width of six (6) feet or less for a driveway, other than a shared driveway, in a front yard and/or in a public-right-of-way;
- Extension of an existing wall plane (length); or
- Replacement of a structure or portion thereof, provided the location is not changed and no dimension is enlarged.

Please contact the Town Office if you have any questions about the administrative variance process.