



Village of Martin's Additions
7013 B Brookville Road
Chevy Chase, MD 20815

Procedures for Processing an Application for a Variance
in the Village of Martin's Additions

Applications for variances submitted under Section 7-405 of the Code of Ordinances of the Village of Martin's Additions shall be processed according to the following procedures.

Written Application. A property owner who has been denied a building permit for nonconformance with the Village building regulations may apply to the Village Council for a variance from the strict application of the terms of Chapter 7, Article 4 of the Village Code. Such requests shall be submitted to the Village Manager on the application form provided by the Village Manager, as may be amended from time to time. A variance application must be accompanied by a boundary survey with a margin of error of .1 foot or less.

Public Hearing. Upon submission of an application for a variance, and the payment of the applicable filing fee, a public hearing on the application will be scheduled by the Village Manager. Unless a special hearing is scheduled, the hearing on the application for the variance will take place at a regularly-scheduled monthly meeting of the Village Council, time permitting. At the hearing, any party may appear in person or by agent or attorney. The hearing shall be conducted pursuant to regular Council procedures or regulations promulgated by the Council.

Notice of Hearing. At least twenty (20) days prior to the scheduled hearing, the Village Manager shall post notice of the hearing at the applicant's property that is the subject of the variance request and shall mail written notification of the hearing to all adjoining and confronting property owners by first class mail.

Filing Fee. No application for a variance shall be processed until the applicant has paid a non-refundable application fee to the Village. The Council shall, by resolution, determine the application fee which shall be included on the schedule of building permit fees required by Section 6-307 of the Village Code. Pursuant to Resolution No. 7-09-1 introduced and adopted July 16, 2009 and effective: 8-8-09 the filing fee for variance has been set at \$1,500.