



To obtain a Zoning Certificate:

Please contact Dianna Battaglia
Planning & Zoning Coordinator

Phone 410-642-6066

Fax 410-642-2677

Email: dbattaglia@perryvillemd.org

A Zoning Certificate certifies the Town of Perryville has approved a proposed use of property as being consistent with the provision of the Zoning Ordinance. A zoning certificate may also be referred to as a certificate of approval or zoning permit. No building or other structure shall be erected, moved, added to, or structurally altered, or use of land be changed without a zoning certificate. Changes include interior and exterior renovation, addition, demolition, shed, garage, deck or porch, fence, patio or sidewalk, driveway, swimming pool, or signage. An approved Zoning Certificate is good for one (1) year from date of issue.

Complete the form – available at Town Hall or Town website www.perryvillemd.org:

- Name and address of applicant--if different from property owner a Letter of Authorization from property owner will be required authorizing applicant to apply for permit.
- Phone number where applicant can be reached.
- Provide property owner name with phone number; if property is a recent purchase, please provide a copy of your settlement statement or deed for our reference.
- Location – address where work is to be done.
- Proposed use – description such as 8x10 deck or 12x20 shed or 6' privacy fence, etc.
- Signature of owner or applicant in both spaces.

Include the following:

- Plot Plan showing the dimensions and shape of the lot to be built upon; location and dimensions of the proposed building or alterations of existing structures, and the distances from property lines; location, length and width of driveway.
- If applicable, three (3) sets of specifications of plans with sufficient clarity and detailed dimensions to show the nature and character of the work to be performed in conformance with the Building Code. One copy is for Town file and two copies to be returned with Zoning Certificate approval for submittal to Cecil County Department of Permits and Inspections.
- Provide letter of authorization to apply for permit if the applicant is not the property owner.
- If applicable, provide written description of proposed use or business plan.
- Provide pictures or diagrams to illustrate proposed use.
- If property is located in the Chesapeake Bay Critical Area (within 1,000 feet from tidal waters) additional information will be required.

Once submitted the review process may take up to three weeks for processing. You will be notified when the Zoning Certificate is ready for pickup and the associated fee. Town Hall is open Mon & Tues 8:00 to 5:30, Wed & Thurs 8:00 to 4:30, and Friday 8:00 a.m. to 2:30 p.m. Town of Perryville Zoning Certificate is required by Cecil County for all building permits (except applications for fences, signs or driveways).

If a Cecil County Building Permit is required -- Information and permit forms are available at www.ccgov.org, select tab marked Elected Offices and County Departments, then Permits and Inspections. They can be reached at 410-996-5235 if you have any questions, and the office is located at 200 Chesapeake Blvd, Suite 2200, Elkton, MD 21921.