



**To: Applicants for Special Use Permit (SUP)**  
**From: Planning Department**  
**Subject: Required Items for Application**

When applying for a Special Use Permit (SUP) in the Town of Middletown, the following procedure should be followed:

1. **Consult or meet with staff** to review the request and determine whether a Special Use Permit (SUP) or other procedures are also required. **If the consultation or meeting does not occur, the application will not be complete and the application will not be accepted.**
2. When determined that a Special Use Permit (SUP) is necessary, the following completed items must be submitted to the Planning Office.
  - A. **\$600 application fee (Make checks payable to the Town of Middletown.)**
  - B. **The completed four (4) page application.**
  - C. **Required documents on checklist.**

**TOWN OF MIDDLETOWN  
SPECIAL USE PERMIT APPLICATION**

Application Number: \_\_\_\_\_  
Date Received: \_\_\_\_\_  
Fee Amount: \$ \_\_\_\_\_  
Check#: \_\_\_\_\_  
Date Paid: \_\_\_\_\_

**Applicant Information:**

\_\_\_\_\_  
*Applicant(s) Name*

\_\_\_\_\_  
*Address* *City* *State* *Zip*

\_\_\_\_\_  
*Property location for conditional use permit if different than applicant's address*

\_\_\_\_\_  
*Primary Contact Number* *Email*

\_\_\_\_\_  
*Property Owner(s) (if same as applicant, leave blank)*

\_\_\_\_\_  
*Address* *City* *State* *Zip*

\_\_\_\_\_  
*Primary Contact Number* *Email*

Respectfully request that a determination be made by the Middletown Planning Commission and Town Council on the following request for a Special Use Permit for the property described below.

**A. Property Information:**

- (1) Magisterial District: \_\_\_\_\_
- (2) Tax Map Number: \_\_\_\_\_
- (3) Subdivision Name: \_\_\_\_\_
- (4) Total Area of Property (acres): \_\_\_\_\_
- (5) Current Zoning: \_\_\_\_\_

**B. Proposed Use of Property**

- (1) State the proposed use(s) for the Special Use Permit: \_\_\_\_\_

- (2) Current land use and condition of site: \_\_\_\_\_
- (3) Zoning of surrounding land/property: \_\_\_\_\_
- (4) Will development be staged?       Yes    No
- (5) Construction Time: \_\_\_\_\_
- (6) Season, days, and hours of operation: \_\_\_\_\_
- (7) Will there be a sign?  Yes    No  
(If yes, please submit a sketch of the sign(s) showing size and shape.)
- (8) Have there been any prior applications for a special use permit/variance for this property?  
(If yes, enter the permit number and/or name, date of action, action taken by the Planning Commission, Board of Zoning Appeals and/or Town Council and a description of the request.) \_\_\_\_\_  
\_\_\_\_\_
- (9) Number of full-time employees: \_\_\_\_\_
- (10) What type of sewage disposal system will be used?  Private  Central  Public
- (11) Number of persons to be served by the sewage disposal system: \_\_\_\_\_
- (12) Number of parking spaces to be provided: Regular \_\_\_\_\_ Handicap \_\_\_\_\_
- (13) What is the proposed landscaping and buffering for this property? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**C. Conceptual/Sketch Plan Prepared By**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**D. Environmental Information**

(1) Will this proposed use adversely impact the community or the environment? (If yes, what are the adverse impact(s) and what is proposed to solve these adverse impacts?) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(2) Will there be any debris generated from the activity? (If yes, where and in what manner will the debris be stored and how and where will it be disposed of?) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(3) Will any potentially hazardous substances be used and/or stored on the property? (If yes, list the substances, their use and disposal of containers and substance residues.) \_\_\_\_\_

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(4) List any potentially hazardous emissions including, but not limited to: fumes, gases, smoke noise, liquid effluent, wastewater, dust, and state what measures will be used to control these emissions. \_\_\_\_\_

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(5) Will there be any electrical or electronic activity which will interfere with local communications or telephone, television or radio reception? (If yes, describe the type of activity and potential interference.) \_\_\_\_\_

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(6) What will be the impact on traffic? \_\_\_\_\_

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(7) Will exterior lighting be used? (If yes, state the number of lights and the wattage of each. A lighting plan or lighting contour map may be required to show the nearest candle power as measured at ground level. \_\_\_\_\_

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I/we the undersigned, do hereby respectfully agree to comply with any conditions required by the Town Council of the Town of Middletown and authorize the Town personnel to go upon the property for the purpose of making site inspections.

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Applicant(s) Signature

Date

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Property Owner(s) Signature

Date

**PLEASE NOTE: If the required documents are not provided and/or the application is incomplete, your application will not be accepted.**

**NOTES**

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**The following documents and/or information are required  
to be submitted with the application:**

- An application fee.**  
Make checks payable to the Town of Middletown. A non-refundable fee will be required at the time of submittal.
- A Statement of Justification**  
This printed or typed statement is to summarize your proposed use and highlight any aspects of the request which are not addressed in the application form.
- Agency Review Comments.** (As determined by Planning Staff)
- A Concept/Sketch Plan.**  
This plan should show the property boundaries, existing or proposed structure(s), adjacent roads, and any other pertinent information which would help outline your proposed use or as requested by planning staff. A recent survey with the proposed uses/structures located on it will serve as a site plan for the purposes of this permit. The Planning Director, Planning Commission and/or the Town Council reserve the right to ask for an engineered site plan, if they deem it necessary for evaluation of the proposed conditional use permit.
- Sewage Disposal and Well Site.**  
Location of the existing or proposed septic system & drainfield and the well site are to be indicated on the survey or central/public connection location.
- A copy of the deed to the property verifying the current ownership.**  
A copy may be obtained at the Frederick County Courthouse.
- A statement verifying that real estate taxes have been paid.**  
This may be obtained from the Middletown Treasurer's Office.
- Environmental and Community Impact Statements**  
The Planning Director, the Planning Commission, and/or the Town Council reserve the right to ask for an environmental and/or community impact statements, prepared by a certified engineer or other person qualified to perform such work, if they deem it necessary for evaluation of the proposed request.
- Location Map**  
A map clearly legible, showing the location of the proposed project in relation to surrounding publicly maintained roads and showing the use of surrounding properties. County staff can assist in obtaining this information.
- Directions to your property from the Middletown Town Hall.**

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