



Zoning Administration and Enforcement
Geoffrey Veale, Zoning Administrator



Department of Planning
Thomas Stosur, Director



GUIDELINES FOR NON-COMPLYING ROWHOUSE ADDITIONS

Revised Per Ordinance 09-230, Approved on Oct. 14, 2009

INTRODUCTION

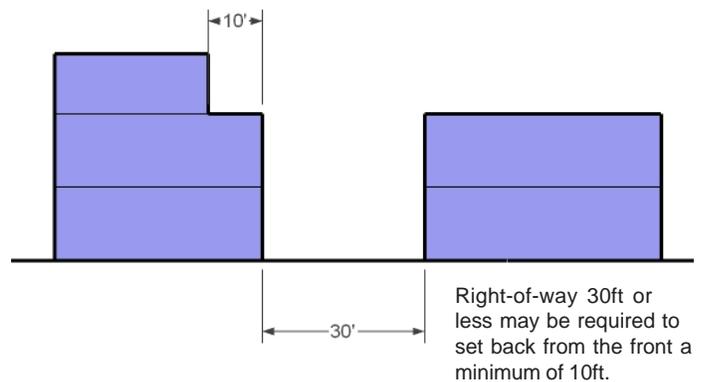
Ordinance 09-230 was approved on October 14, 2009 by the Mayor and City Council to amend the Zoning Code for Baltimore City to allow for certain expansions of noncomplying attached or semi-detached single family dwellings. The provisions regulating these expansions are found under Subsections 13-506 and 13-507 of the Zoning Code.

In accordance with these provisions, the following guidelines must be followed for all applications filed under this procedure. An application will not be considered complete unless it addresses the General Guidelines listed below (Section I) and includes all specified Drawing Requirements listed in Section II. Section III provides examples of drawings and documentation that meet the submission requirements. For questions or more information, contact Mr. Melvin Hicks (melvin.hicks@baltimorecity.gov / 410-396-PLAN).

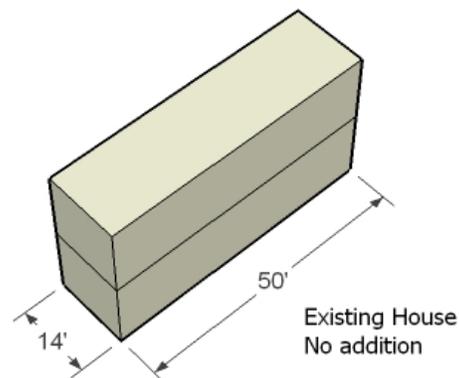
SECTION I

GENERAL GUIDELINES FOR ADDITIONS

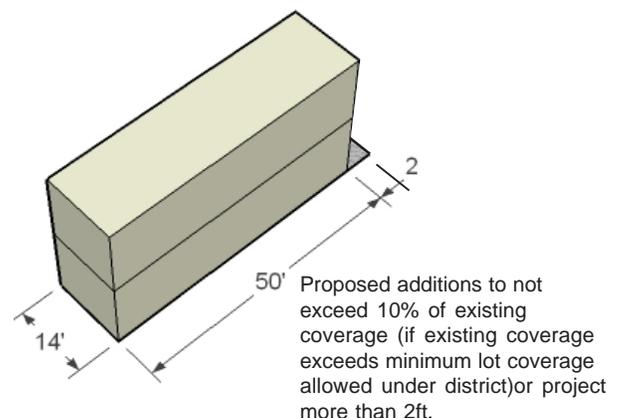
1. Additions should generally be architecturally integrated into the existing house. They should be made of brick, stucco, or stucco-like materials. Vinyl siding is not permitted on the portions of additions visible from the street. Surrounding block and neighborhood context shall be used in the consideration of the proposed addition and its location on the site.



2. Third floor additions or decks on houses on narrow streets (right-of-way 30' and under, examples include Durham St., Duncan St., Portugal St.) may be required to be set back from the front façade a minimum of 10 feet. When the house is an end of group, the addition must be architecturally integrated to the exposed side wall.



3. Limit the square footage of roof access enclosures to 75 sqft or 25% of roof area — whichever is less. Limit these structures to roof access, mechanical and stairwell use only. Roof access structures are not permitted on top of new third floor additions. Access to decks on new third floor additions should be from rear stairs.



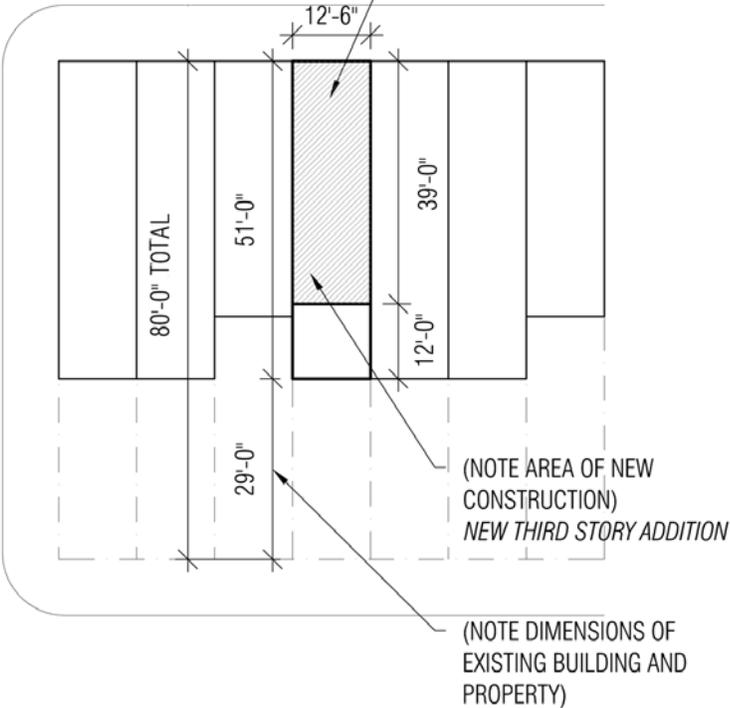
4. Houses with proposed additions should not exceed the restrictions set forth under subsection 13-507(A).

SECTION II
DRAWING REQUIREMENTS FOR
ADDITIONS

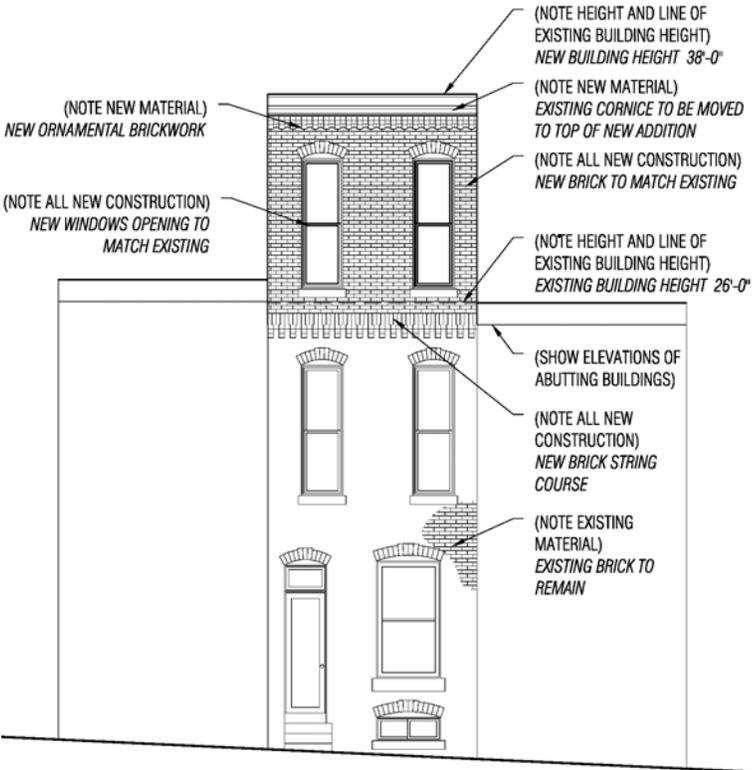
Applicant is responsible for preparing the following drawings as a minimum with their application.

1. Site plan - This plan must show the existing structures including garages and other accessory structures in the context of the lot area. It must include the property lines and dimensions, clearly showing existing and proposed construction.
2. Building elevations - These must include a front elevation, rear elevation and, for end of group houses, a side elevation. The elevations must clearly differentiate between existing and proposed structure.
3. Building cross-sections - This drawing must include existing building, proposed addition and any decks or other exterior elements.
4. All drawings must be to scale and labeled with dimensions, existing and proposed materials.
5. Color photograph(s) showing the existing conditions, including front and rear of the subject property and adjacent properties. For end of group lots, pictures of side elevation must be presented as well.
6. The application and drawings must include a name, address, phone number (and email if available) for the applicant.

(OWNER OF PROPERTY;
 ADDRESS OF THE PROPERTY)
 JOHN S. SMITH
 3200 ROWHOUSE AVE.
 BALTIMORE, MD



SITE PLAN



DRAWING OF FRONT ELEVATION

Drawing submittals should preferably be in an 8-1/2" x 11" format, submissions larger than 11" x 17" will not be accepted.

SECTION III
EXAMPLES OF DOCUMENTATION AND DRAWINGS



PHOTO OF REAR ELEVATION



**PHOTO OF FRONT ELEVATION
SHOWING SIDE ELEVATION**



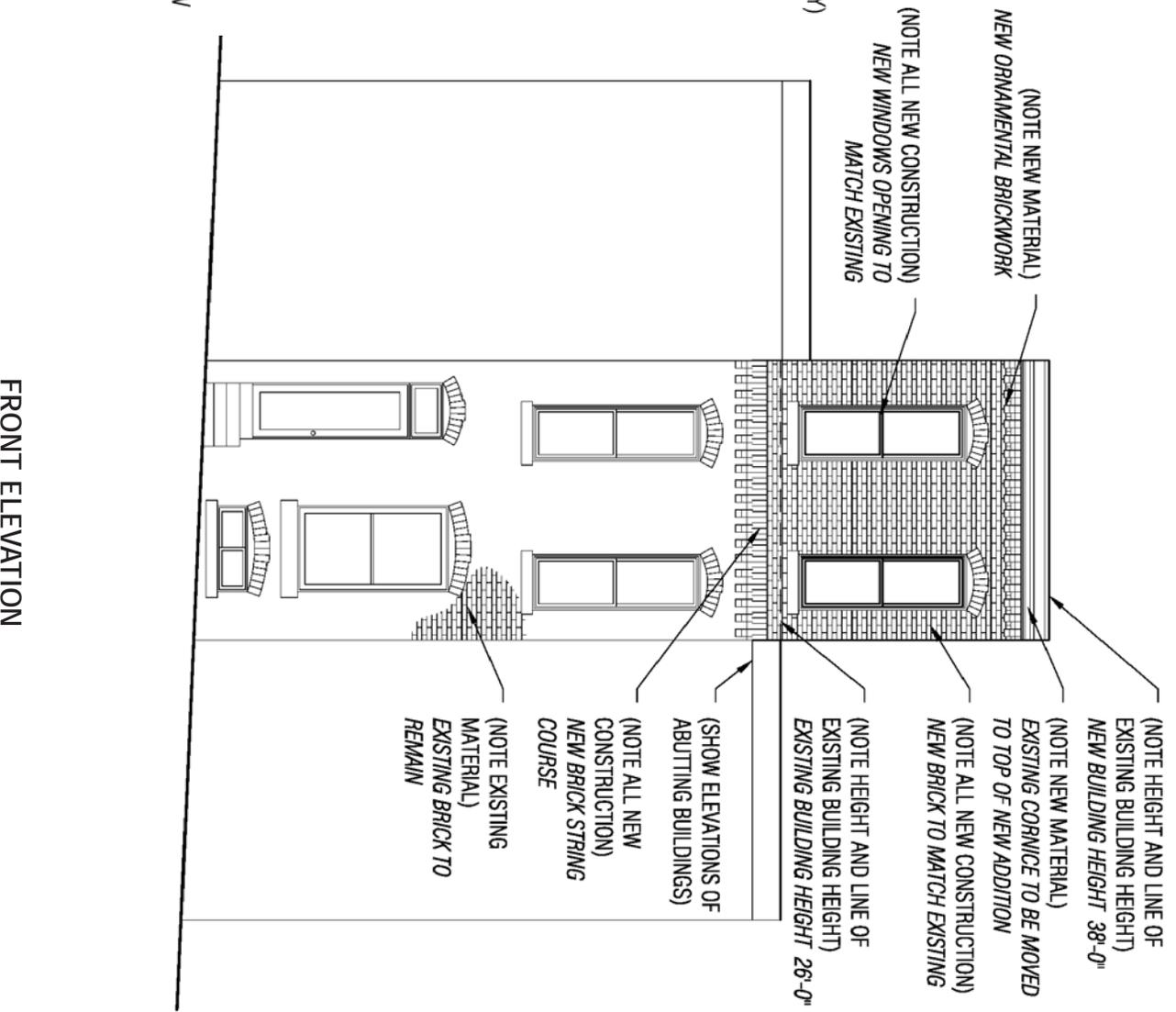
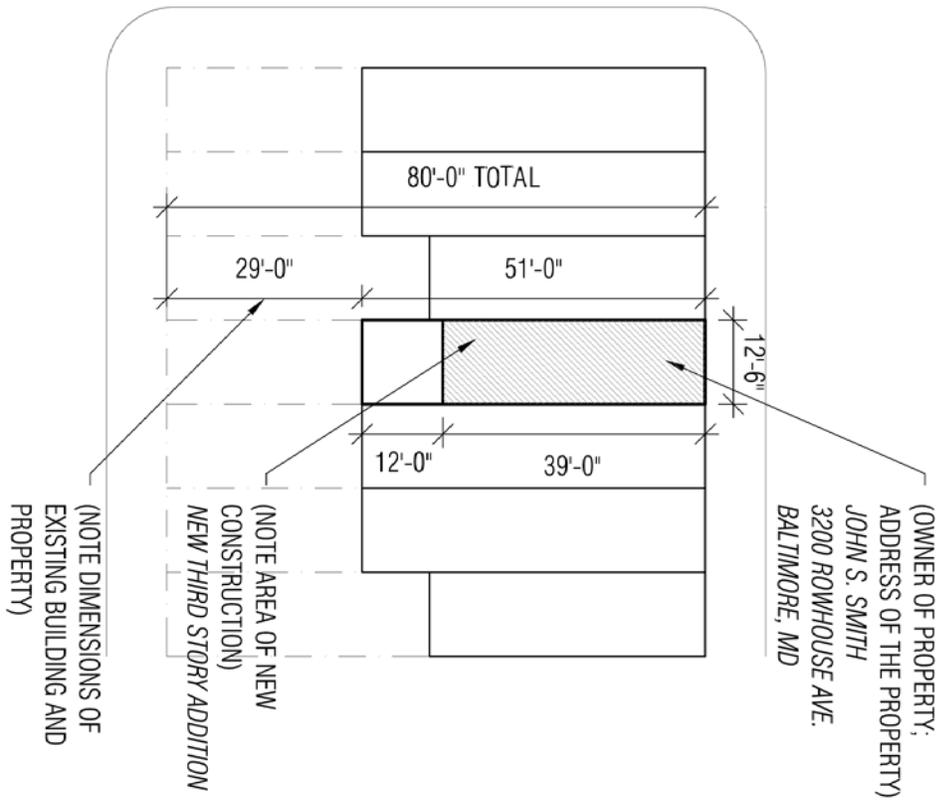
**OBLIQUE PHOTO OF REAR ELEVATION
SHOW NEIGHBORING BUILDINGS**

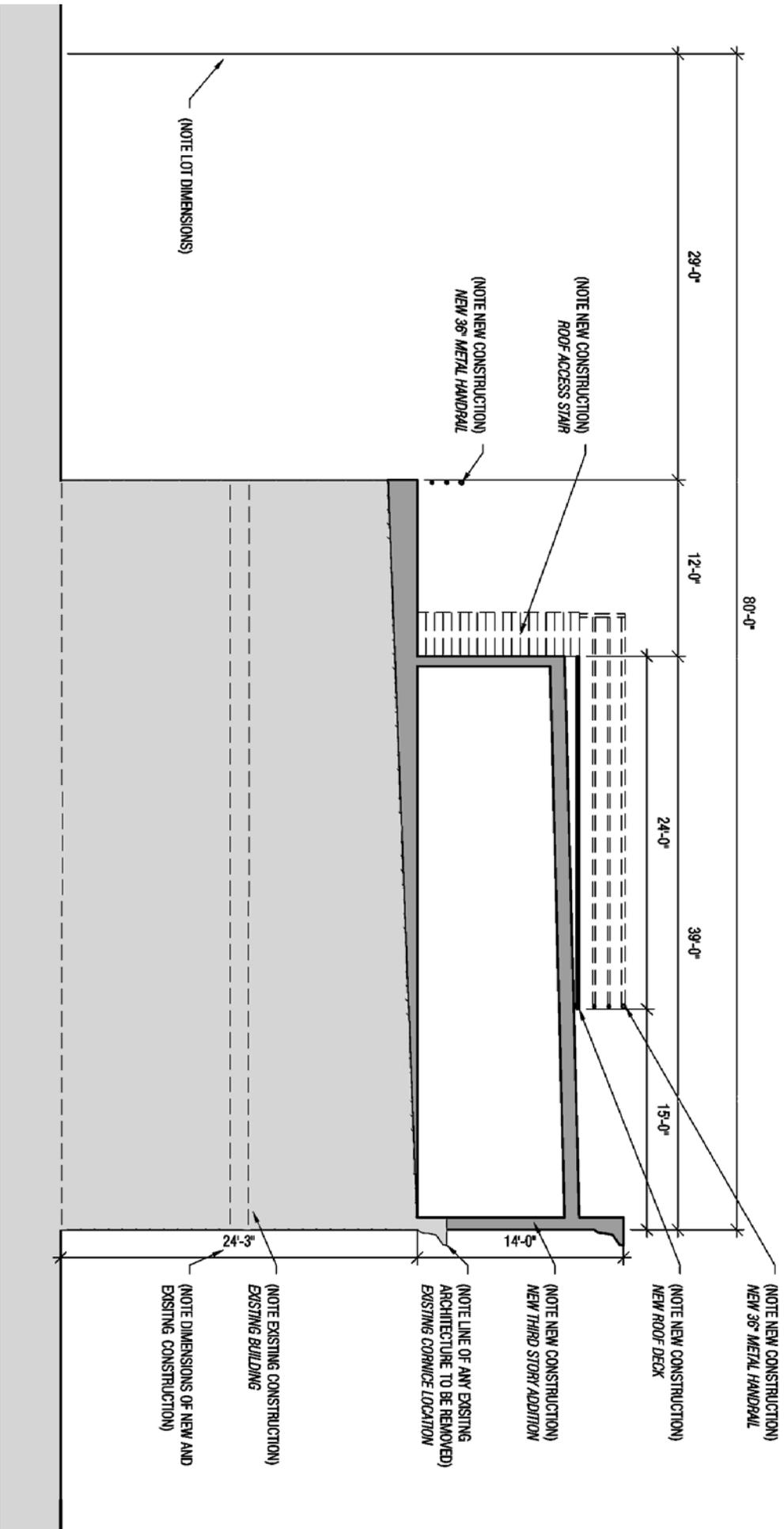


**OBLIQUE PHOTO OF FRONT ELEVATION
SHOWING NEIGHBORING BUILDINGS**

Applicant/Owner's Name
Property Address
City, State Zip Code
Phone/Email

DRAWING EXAMPLES





BUILDING CROSS SECTION

Sample of Certification letter to be submitted with all Non-complying Rowhouse Expansion Requests *

(Date)

To: Geoffrey Veale, Zoning Administrator
Thomas Stosur, Director of Planning

Ref. (address of property) Non-complying Rowhouse Expansion Request

In accordance with the provisions of Subsection 13-507, this letter shall serve to certify that I am the owner of the property located at **(address)**. The property is an existing non-complying **(attached or semi-detached)** single family dwelling structure. I am seeking to expand this structure by **(state nature of expansion: addition, alteration, increase of lot area, extension into front, rear, side yard(s), height, no. of stories, etc.)**. Please be advised that a copy of the application and attached drawings have been given to the immediately adjoining property owners located at **(state address and name of owner(s) and attach copies of notification letters forwarded to adjoining owner(s))**.

(If applicant is not owner)

I further certify that **(name)** has my authorization for file this application on my behalf.

(Name)

(Address)

(Contact Information)

*Submittals may also include:

- Copies of certified receipts for letters mailed to adjoining property owners.
- If available, copies of the written confirmation of approval from the adjoining property owners for the proposed expansion.
- Any additional information relevant to your request.