

# THE MARYLAND ZONING CHECKUP

## A PERFORMANCE GUIDE FOR SMALL AND RURAL JURISDICTIONS

Prepared by:

The Maryland Department of Planning

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*“Keep your code running in peak performance”*

# CHAPTER THREE:

## PRESERVING OFFICIAL ZONING MAP CHANGES

Preserving the Official Zoning Map changes means it must:

- ✓ Meet the specific requirements outlined in your adopted zoning code
- ✓ Be regularly and meticulously updated
- ✓ Be made accessible to all decision makers, stakeholders, and the general public with all amendment and map changes

# I. Getting Started:

## Locating the Official Zoning Map

- Does your workgroup have a copy of the jurisdiction's Zoning Code or Ordinance?
- Can your workgroup locate the map identified as the Official Zoning Map?
  - If YES, where are they located?
  - If NO, to either question, **contact your Regional Planner for assistance.**

**Important:** Be sure to note and share their location with board members/commissioners, stakeholders and the general public!

## II. Reviewing the Zoning Ordinance/Code:

- ❑ Does the zoning ordinance/code have an Official Zoning Map Section?
  - If YES, be sure to note the ordinance section number.

Example:

### ARTICLE I. - LEGISLATIVE/GENERAL PROVISIONS

#### Sec. 25-1. - Zoning ordinance adopted.

There is hereby adopted by the mayor and city council, for the purpose of establishing rules and regulations relating to all matters concerning planning and/or zoning, that certain ordinance recommended by the municipal planning and zoning commission, and all amendments thereto, of which not less than three (3) copies are filed in the office of the city clerk, including all official zoning maps and appendices thereto, a copy of each of which is attached hereto, and unless specifically deleted from this chapter, such ordinance is hereby adopted and incorporated as fully as if set out at length in this section, and the provisions thereof shall be controlling in connection with all matters regarding planning or zoning, and the administration thereof within the City of Cumberland.

(Code 1966, § 33-1; Ord. No. 3607, §§ 1, 2, 3-18-08; Ord. No. 3648, §§ 1, 2, 8-4-09; Ord. No. 3775, § 3, 4-7-15)

#### Sec. 25-2. - Title.

These regulations shall be known and may be cited as the City of Cumberland Zoning Ordinance. The ordinance includes both the text of the regulations and the official zoning map, which is located in the office of the city clerk, City Hall, Cumberland, Maryland, and copies of which are on file at the department of community development and the circuit court of Allegany County.

Does the jurisdiction's zoning ordinance/code have any Official Zoning Map changes requirements?

➤ If YES, be sure to note what these requirements are.  
Example 2:

➤ If NO, consider establishing local requirements for the jurisdiction's Official Zoning Ordinance/Code.

A large white rectangular area for notes, with a red oval at the top left and a red arrow pointing to it from the question text. A red line with a circle at the end points from the oval to the main body of the form.

- ❑ Does the jurisdiction's Zoning Official Zoning Map conform to ALL zoning ordinance/code Official Zoning Map changes requirements?
  - If NO, list the Official Zoning Map change requirements that are not being met.

**Important:** The Official Zoning Map will need to be updated to conform to each of the local requirements. Consult the jurisdiction's attorney, and/or contact your Regional Planner for assistance.

- ❑ Check your resolution history. Have any of the following changes been made after the effective date?
  - Annexations (municipalities only)
  - Re-zonings (all jurisdictions)
  - Corrections to errors (all jurisdictions)
- If YES, can copies of all adopted annexation resolutions, comprehensive zoning resolutions, or records of map errors be located?

**Important:** If relevant copies cannot be located, be sure to note all missing resolutions and contact the jurisdiction's attorney and your Regional Planner.

The Official Zoning Map, including the map index, will need to be updated to reflect the changes identified in these resolutions.

Are all adopted resolutions listed in the Official Zoning Map index?

■ If NO, then list the resolutions that are missing:

■ \_\_\_\_\_

■ \_\_\_\_\_

■ \_\_\_\_\_



- ❑ Does the Zoning Ordinance/Code require that planning board members/commissioners to receive copies of the most recent Official Zoning map changes?
  - If YES, be sure to provide each member/commissioner with an indexed copy per Zoning Ordinance/Code requirements.

**Important:** Be sure the most recent Official Zoning Map changes are available to the public, including copies posted online, as per requirements.

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## “Final CheckUp”

To complete this exercise, your Official Zoning Code should:

1. Reflect the requirements as specified in the local zoning code or ordinance.

a. Signatures	Y	N	
b. Effective Date	Y	N	
c. Other	Y	N	N/A

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## “Final CheckUp” (cont’d)

2. Include an Index Resolution # for:

a. Annexations	Y	N	N/A
b. Comprehensive Rezoning	Y	N	N/A
c. Map Error Corrections (Changes or Mistakes)	Y	N	N/A

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## “Final CheckUp” (cont’d)

3. Displayed in conspicuous public space.	Y	N	
a. Changes meet code requirements	Y	N	N/A
b. Changes are indexed	Y	N	N/A
c. Official Zoning Map and Website Map match	Y	N	N/A
d. Planning Commission or Board has copies	Y	N	N/A

# You May Now Proceed to Chapter Four of the Maryland Zoning CheckUp!

Please contact your Regional Planner should you have questions  
or require assistance.