

Submitting a Zoning Application in ProjectDox

User Guide



Log In to ProjectDox

Step 1.

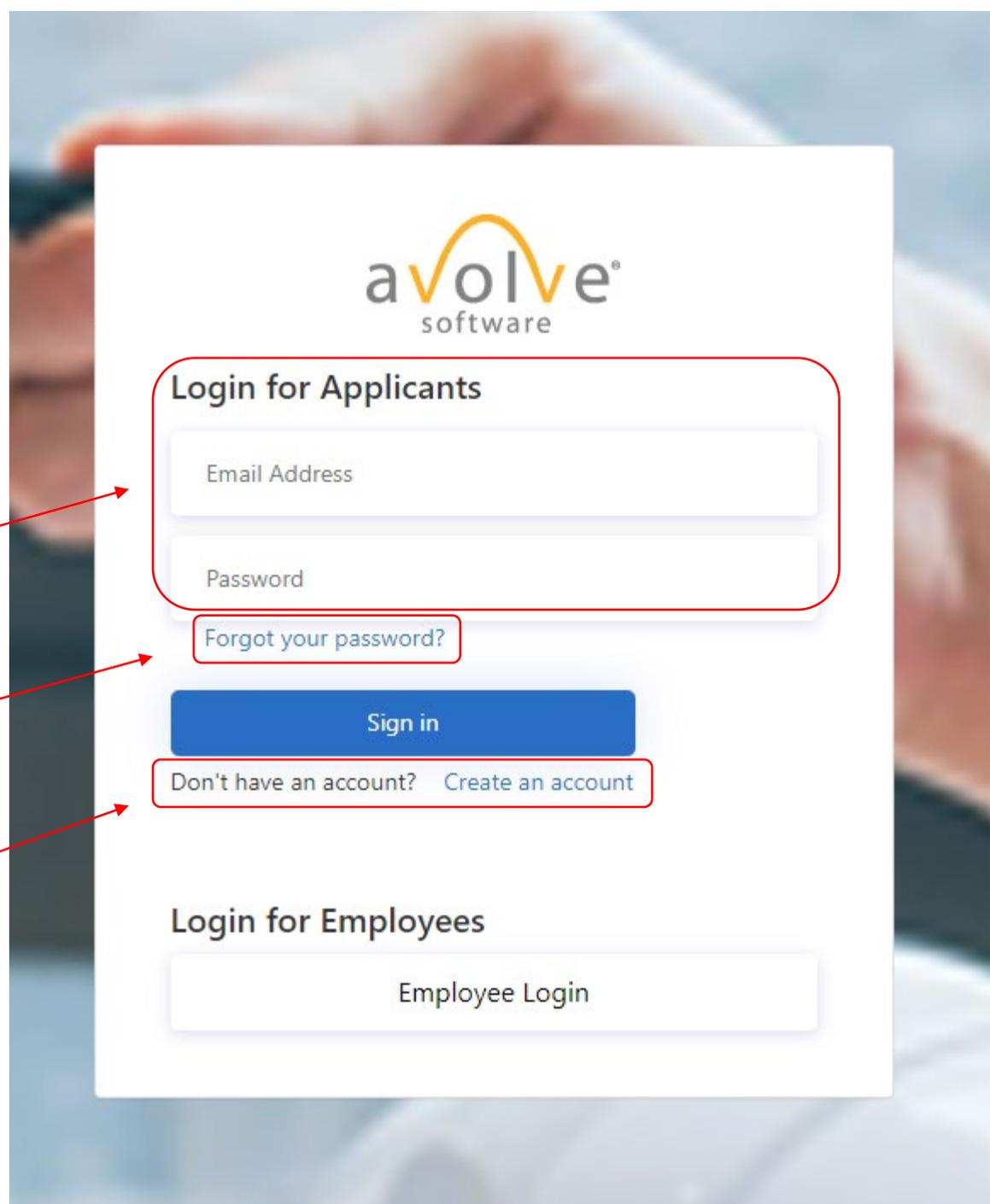
Visit [ProjectDox Plan Submission: Howard County, Maryland](#)

Step 2.

Log in using Email Address and Password.

Use "Forgot your password?" if unable to login but have an existing account.

New users: Use "Create an account" option to sign up for a new account.



Open the Portal



[Home](#) [Profile](#) [Services](#)

James Wilkerson | Admin | Logout

Welcome to the Portal

August 29, 2023

ProjectDox - A tool for plan submission, review, approval and tracking using a paperless online system that allows parallel collaboration between agencies to review and markup plans, share comments and more easily identify potential conflicts and issues. ProjectDox offers automatic task notification and plan routing between the applicant and all review departments. It also incorporates tools to increase the effectiveness of the review process and reduce review cycle time.

Who to Contact: ProjectDox Development Team - via email at helpdpzpdox@howardcountymd.gov

James Wilkerson - (410) 313-4362

Lisa Kenney - (410) 313-4373

Julia Sauer - (410) 313-4342

Continue

Home, Services, and Continue button will all take you to the “Services” page, where applications can be accessed.



Services Screen

Click **“Go To ProjectDox”** to directly access existing projects and perform tasks.

Choose the appropriate Zoning Petition type to begin submission process.

Submit Alternative Compliance Application

Submit your Alternative Compliance application here. You will submit your application, justification, exhibits, and any required corrections online.

Submit Redline Application

Submit your Redline application here. You will submit your application, plan set, and any required corrections online. Once available, approved plans can be downloaded online.

Submit Alternative Compliance Application

Submit Redline Application

Submit Division Petition Application

Submit your Division Zoning Petition here. Division Zoning Petitions include: Administrative Adjustment, Temporary Use, and Nonconforming Use Confirmation. You will submit your petition, plan set, supporting documentation and provide any required amendments online.

Submit Hearing Examiner Petition Application

Submit your Hearing Examiner Zoning Petition here. Hearing Examiner Zoning Petitions include: Non-Residential Variance Petition, Residential Variance Petition, Conditional Use Petition and Nonconforming Use. You will submit your petition, plan set, supporting documentation and provide any required amendments online.

Submit Division Petition Application

Submit Hearing Examiner Petition Application

Submit Zoning Board Petition Application

Submit your Zoning Board Petition here. Zoning Board Petitions include: Zoning Map, Zoning Regulations, PDP Amendment, and PDP MXD. You will submit your petition, plan set, supporting documentation and provide any required amendments online.

Update Alternative Compliance Application

Update your previously submitted Alternative Compliance application here.

Submit Zoning Board Petition Application

Update Alternative Compliance Application

Submit A Zoning Petition Application

Use "Select Request Type" dropdown to choose "Petition Type."

Name project and click "Start Application Process."

The screenshot shows the 'Start New Application Request' form on the left and the 'My Projects' table on the right. The form includes a 'Type' dropdown menu with 'Select Request Type' selected, a 'Name' text input field, and a 'Start Application Process' button. The 'My Projects' table lists several projects with their descriptions, locations, statuses, and tasks. A 'View All Projects' button is located at the bottom of the table.

PROJECT	DESCRIPTION	LOCATION	STATUS	TASKS (50)
ZBP-380	Single family home with a detached garage	3430 Court House Drive	Upload	Open Assign Zoning Petition Number
DP-462	auto storage, auto repair, material storag	1116 Andrew Brook Lane	Upload	Open Assign Zoning Petition Number
DP-464	3430 Court house dr	single family	Upload	Open Assign Zoning Petition Number
ZBP-449	3430 Court House Drive	3430 Court House Drive	In Review	Open Zoning (PSZ) Staff Review Cycle #1
NCU-25-999	This is a test of the Non-Conforming Use Division Petition	This is a test of the Non-Conforming Use Division Petition	Resubmit	Open Hearing Authority D&O Distribution and Closure of Petition File

Access active projects and tasks or find completed projects.

"View All Projects" takes you to standard ProjectDox view of projects.

The screenshot shows the 'Applications' table with a search bar and a filter dropdown set to 'Unsubmitted'. The table lists one application with the request number 'DP-388', name 'test1', and type 'Division Petition'. The application was updated on 08/18/2023 by Justin Tyler.

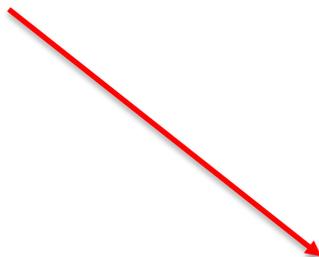
REQUEST #	NAME	TYPE	UPDATED ON	UPDATED BY	ACTION
DP-388	test1	Division Petition	08/18/2023	Justin Tyler	🔥 📄 ✕

Review submitted and unfinished applications.

Terms and Conditions

Step 1.
Review the pertinent information.

Step 2.
Check the box acknowledging your understanding and agreement.

Step 3.
Click "Accept and Start My Application."


Terms And Conditions ?

August 29, 2023

TERMS AND CONDITIONS OF USE

Your access to and use of the Howard County Government Project DOX website (the "Site") is subject to the following terms and conditions, as well as all applicable laws. Your access to the Site is in consideration for your agreement to these Terms and Conditions of Use, whether or not you are a registered user. By using the "Login" button below, you accept, without limitation or qualification, these Terms and Conditions of Use. Throughout these Terms and Conditions, the words "you" and "your" mean you and the employees, consultants, contractors, and other parties who access the Site using your password.

Modification of the Agreement

Howard County Government maintains the right to modify these Terms and Conditions of Use and may do so by posting such modifications on this page. Any modification is effective immediately unless otherwise stated. Your continued use of the Site following the posting of any modification signifies your acceptance of such modification.

Conduct

You agree to access and use the Site only for lawful purposes. You are solely responsible for the knowledge of and adherence to any and all laws, statutes, rules and regulations pertaining to your use of the Site. By accessing the Site, you agree that you will not:

- Use the Site to commit a criminal offense or to encourage others to conduct that which would constitute a criminal offense or give rise to a civil liability;
- Post or transmit any unlawful, threatening, libelous, harassing, defamatory, vulgar, obscene, pornographic, profane, or otherwise objectionable content;
- Use the Site to impersonate other parties or entities;
- Use the Site to upload any content that contains a software virus, "Trojan Horse" or any other computer code, files, or programs that may alter, damage, or interrupt the functionality of the Site or the hardware or software of any other person who accesses the Site;
- Upload, post, email or otherwise transmit any materials that you do not have a right to transmit under any law or under a contractual relationship;
- Disrupt the normal flow of communication in any way;
- Claim a relationship with or speak for any business, association, or other organization for which you are not authorized to claim such a relationship;
- Post or transmit any unsolicited advertising, promotional materials, or other forms of solicitation; or
- Post any material that infringes or violates the intellectual property rights of another.

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Howard County Government may, in its sole discretion, terminate or suspend your access and use of this Site without notice and for any reason, including but not limited to:

- Your violation of these Terms and Conditions of Use;
- Your failure to pay any fee due in connection with your use of this Site; or
- Other conduct by you which the Howard County Government, in its sole discretion, believes is unlawful or harmful to others.

In the event of termination, you are no longer authorized to access the Site, and the Howard County Government will use whatever means possible to enforce this termination.

Content

The Howard County Government has the right to monitor the content that you provide, but is not obligated to do so. We reserve the right (but assume no obligation) to delete, move, or edit any material we consider unacceptable or inappropriate, whether for legal or other reasons. United States and foreign copyright laws and international conventions protect the contents of the Site. You agree to abide by all copyright notices.

Indemnity

You agree to defend, indemnify, and hold harmless the Howard County Government and its employees from any and all liabilities and costs incurred by Indemnified Parties in connection with any claim arising from any breach by you of these Terms and Conditions of Use, including reasonable attorneys' fees and costs. You agree to cooperate as fully as may be reasonably possible in the defense of any such claim. The Howard County Government reserves the right to assume, at its own expense, the exclusive defense and control of any matter otherwise subject to indemnification by you. You in turn shall not settle any matter without the written consent of the Howard County Government.

Disclaimer of Warranty

You expressly understand and agree that your use of the Site, or any material available through this Site, is at your own risk. Neither the Howard County Government nor its employees warrant that the Site will be uninterrupted, problem-free, free of omissions, or error-free; nor do they make any warranty as to the results that may be obtained from the use of the Site. The content and function of the Site are provided to you "as is," without warranties of any kind, either express or implied, including, but not limited to, warranties of title, merchantability, fitness for a particular purpose or use, or "currentness."

Limitation of Liability

In no event will the Howard County Government or its employees be liable for any incidental, indirect, special, punitive, exemplary, or consequential damages, arising out of your use of or inability to use the Site, including without limitation, loss of revenue or anticipated profits, loss of goodwill, loss of business, loss of data, computer failure or malfunction, or any and all other damages.

Site Maintenance

Howard County Government has the right to perform periodic maintenance on the Site without prior notification to you.

Under the Maryland Public Information Act, the public is entitled to view and obtain copies of the documents filed with Howard County via the PDOX system. However, the County reserves the right to release these documents to the public only in printed form.

I have read, understand, and agree to the above terms and conditions

[Accept & Start My Application](#) [Back To My Home Page](#)

Zoning Petition Application Form

Step 4.

Review and acknowledge the Process Information. Be sure to fill in all fields marked with a red asterisk * as those are required fields.

Step 5.

Select within the drop-down menu, the applicable Petition type.

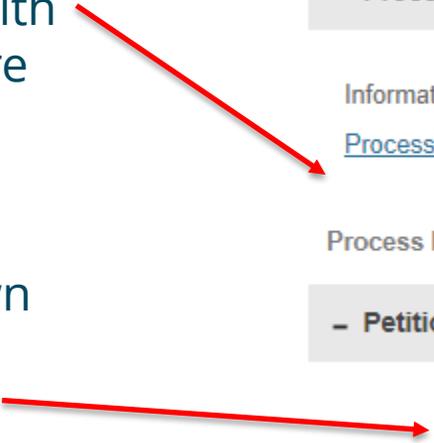
- Process Information

Information regarding the process for this petition is provided at the following link:
[Process Information](#)

Process Information Reviewed? Yes

- Petition Type

Petition Type *



Zoning Petition Criteria

Step 6.

Provide a response to the Petition criterion. Be sure to fill in all fields marked with a **red asterisk *** as those are required fields.

- Administrative Adjustment Criteria

Describe the unique physical conditions, including irregularity, narrowness or shallowness of lot or shape, exceptional topography, or other existing features peculiar to the particular lot; and describe how, as a result of such unique physical conditions, practical difficulties or unnecessary hardships arise in complying strictly with the bulk provisions of these Regulations.

* Describe how the variance, if granted, will not alter the essential character of the neighborhood or district in which the lot is located; will not substantially impair the appropriate use or development of adjacent property; and will not be detrimental to the public welfare.

* Explain how practical difficulties or hardships have not been created by the owner provided, however, that where all other required findings are made, the purchase of a lot subject to the restrictions sought to be varied shall not itself constitute a self-created hardship.

* Explain how within the intent and purpose of these Regulations, the variance, if granted, is the minimum variance necessary to afford relief.

That no variance be granted to the minimum criteria established in Section 131.0 for Conditional Uses except where specifically provided therein or in an historic district. Nothing herein shall be construed to prevent the granting of variances in any zoning district other than to the minimum criteria established in Section 131.0.

Petitioner's Representative Information

Step 7.

If you are the Petitioner's Representative, simply check the box at the top of the section to autofill the fields using the information in your user profile.

Note:

The Petitioner's Representative will be the primary/only user in the PDox system for this Petition and this role cannot be re-assigned if box is checked.

If Petitioner has no representation, fill in the petitioner's contact for this section.

- Petitioner's Representative Information

Select if the Petitioner's Representative is the currently logged in user.

Important: The Petitioner's Representative will be the primary/only user in the PDox system for this petition.

All email notifications and tasks will go to this individual. PDox tasks cannot be re-assigned.

Petitioner's Representative First Name *	<input type="text"/>
Petitioner's Representative Last Name *	<input type="text"/>
Address *	<input type="text"/>
Address Line 2	<input type="text"/>
City *	<input type="text"/>
State *	MD 
Zip Code *	<input type="text"/>
Phone Number *	<input type="text"/>
Email Address *	<input type="text" value="zoning@howardcountymd.gov"/>
Profession *	<input type="text"/>

Petitioner's Representative Information

Step 8.

If you are the Property Owner and/or Petitioner, simply check the box at the top of the section to autofill the fields using the information in your user profile.

Provide the required Petitioner information for the Zoning Petition.

Select the appropriate relationship in the Subject Property in the dropdown.

- Petitioner Information

Select if the Petitioner is the currently logged in user.

Petitioners First Name *

Petitioners Last Name *

Petitioners Business Name /Trading As
Enter d.b.a or trading as (if applicable)

Address *

Address Line 2

City *

State * MD

Zip Code *

Phone Number *

Email Address *

Petitioner's Interest in Subject Property *

Property Information

Step 9.
Use the Howard County Interactive Map to determine Tax Map, Grid and Parcel/Lot Number.

The SDAT link provides property ownership information.

Be sure to complete all fields marked with a **red asterisk *** as those are required fields.

- Property Information

The following websites are helpful for finding the applicable information for this section:

- Use Howard County's [Interactive Map](#) to determine Tax Map, Grid, and Parcel/Lot Number by turning on the "Property Boundaries" layer under "General Layers" and selecting the parcel. You can also find Site Development Plans (SDPs) for your property by using the Scanned Drawings layer.
- The Maryland State Department of Assessments and Taxation ([SDAT](#)) website provides details about a property including ownership, location information, plat number(if available) and sales.
- The Maryland State Archives [PLATS.NET website](#) provides access to all plats filed with the Land Office and the Circuit Courts of Maryland.

Are there multiple properties involved with this petition? * Single Property Multiple Properties

Property Description *
ⓘ Provide a brief description of the Property (e.g., 'Single family home with a detached garage.')

Existing Use *

Property Owner *
ⓘ If this is not the same as listed in SDAT, please provide an explanation.

Property Address *
ⓘ Enter the Property address as assigned by Howard County.

Property Address Line 2

Property City *

Property State * MD

Property Zip Code *

Tax Map *

Grid *

Parcel/Lot Number *

Zoning District *
ⓘ Enter the Zoning District. If more than one district (split zoning), enter each zoning district separated by a comma for the Property that is the subject of the petition.

County Council District *

Total Site Area *
ⓘ Enter the Total Site Area for the petition in acres. Use a maximum of two decimal places.

Use Area (if different) *

Subdivision Name (if applicable)

Site Development Plan (if applicable)

Plat Number and recordation date (if applicable)

Site Plan Requirements

Step 10.

Review and acknowledge the Site Plan requirements.

*The site plan will get uploaded during the 2nd step of the submission process. An email providing instructions for file uploads will follow the initial submission.

- Site Plan

No application shall be considered complete unless a Site Plan is uploaded during Step 2. The required site plan items are provided at the following link:

[Plan Requirements](#)

Site Plan requirements reviewed? * Yes

Save or Submit the Application

Step 11.

Review and acknowledge the Next Steps process. A follow up emailing containing upload instructions will follow the initial submission.

Step 12.

Acknowledge and submit the request when the form is complete or save for later if more information is still needed.

- Next Steps (optional)

After submitting this petition, DPZ staff will complete an initial screening of your submission and assign a petition number. You will receive an email providing access to a PDF of this petition with instructions on how to submit and upload a signed version. Additionally, the email will provide instructions for uploading the Site Plan and other supporting documents. After all complete documents are submitted, an email will be sent with instructions for paying the required fees.

Next Steps Reviewed Yes

- Signature

The undersigned agrees to the following:

- To furnish such additional plats, plans, reports or other material as may be required by the Department of Planning and Zoning, the Hearing Examiner or Zoning Board, as applicable, in connection with the filing of this petition.
- To pay all costs in accordance with the current schedule of fees and to follow any applicable posting and advertising requirements.
- To provide information explaining the relationship of the person(s) signing this petition to the entity, if the petitioner listed is an entity that is not an individual.
- To hereby affirm that all of the statements and information contained in, or filed with this petition, are true and correct, and to have read the instructions on this form, filing herewith all of the required accompanying information.

By checking this box you are agreeing with all of the items stated above.

Applicant: Justin Tyler Signature date:

Save for Later Submit Request

Submission Confirmation

This screen indicates the submission was successful.

You will receive an email containing a PDF copy of your application and acknowledging receipt.

Please note: The print button will only print out this confirmation page.

Application Request Confirmation

Thank You!

Applicant:	Justin Tyler
Signature Date:	6/17/2024 1:28:02 PM
Request Number:	DP-809
Request Name:	PPT workflow

[Print](#)

Who to Contact for Assistance

Who do I contact if I experience technical issues?

James Wilkerson – jwilkerson@howardcountymd.gov or 410-313-4362

Who do I contact regarding questions about the plan types and submission requirements?

Peter Conrad – pconrad@howardcountymd.gov or 410-313-4352