



# The Town of Rock Hall

21447 Rock Hall Avenue  
P.O. Box 367  
Rock Hall, Maryland 21661  
Phone 410-639-7611  
Fax 410-639-7298

## Permit Checklist

### Decks/Porches/Fences/Sheds Under 200 sq ft/Minor Renovations

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- **Completed Zoning Permit Application, \$45 filing fee.**
- **Completed Building Permit Application, if applicable.**
- **Completed Tree Removal Application if trees will be removed.**
- **Three (3) copies of an Informal Site Plan**
  - *For projects with less impact and complexity (such as decks, porches, fences, sheds under 200 square feet, or for projects like patios or driveways in the Critical Area) an applicant may submit an informal site plan, in lieu of a professional site plan. It may be hand drawn. All site plans submitted to the Town should be carefully done and drawn to-scale and at minimum must show the following:*
    - *Proposed work location and dimensions,*
    - *All existing structures on the property and their dimensions,*
    - *Property (lot) lines with dimension (length, width, and lot square footage),*
    - *The distance of existing and proposed structures from the property lines (setbacks),*
    - *All streets and alleys,*
    - *All known easements,*
    - *All known water and sewer lines, drainage facilities, utility lines, wells, etc.,*
    - ***For any projects in the Critical Area, a site plan must also include a calculation of the existing and proposed impervious lot coverage, \* Impervious lot coverage is any part of the lot covered by a hard surface (including gravel) that prevents the natural absorption of water into the ground including building, driveways, walkways, patios, etc.\****
    - *The location of any trees that may be impacted or removed by the proposed work.*
    - *A scale, such as 1 inch = 50-feet, that the plan reviewer can use to make measurements on the plan.*
    - *The Zoning Administrator may require that additional information be shown or that notes be added to the site plan clarifying certain details or requirements.*
    - *The name and signature of the owner and applicant.*
- **Completed Deck Plan Submittal, for decks (\$0.45 per sq ft)**
- **Fences, submit a picture of the fence being installed (\$50 fee)**
  - *Front and Side yard fences are to be no higher than 3 1/2'*
  - *Rear yard fence is to be no higher than 7'*
  - *If in the floodplain, there must be a clearance of 6" under a privacy fence.*
- ***Be advised, incomplete applications and poorly prepared site plans will usually result in delayed processing, the return to the applicant to correct, or denial. \****

**For questions or to submit electronically contact**

**Brandee Vaughan, Code Enforcement Officer at**

**410-639-7611, ext. 104 or [bvaughan@rockhallmd.gov](mailto:bvaughan@rockhallmd.gov)**