

BOARD OF ZONING APPEALS FOR PRINCE GEORGE'S COUNTY
INSTRUCTIONS TO APPLICANTS
FOR VARIANCE, WAIVER AND APPEAL/EXTENSION REQUESTS

A variance may only be granted when the Board of Appeals finds that:

- (1) A specific parcel of land has exceptional narrowness, shallowness, or shape, exceptional topographic conditions, or other extraordinary situations or conditions;**
- (2) The strict application of this Subtitle 27-230 will result in peculiar and unusual practical difficulties to, or exceptional or undue hardship upon, the owner of the property; and**
- (3) The variance will not substantially impair the intent, purpose or integrity of the General Plan or Master Plan.**

An application requesting a variance shall be filed with the Board of Appeals for Prince George's County, County Administration Building, Upper Marlboro, Maryland 20772. (*Approval of a variance is not a guarantee that further review will not be necessary by other governmental authorities.*) The application shall contain all the required information. All applications shall be accompanied by the required filing fee or financial hardship waiver request. One copy of the subdivision plat* (if in a cluster, a copy of the modifications made to the Zoning Ordinance is required), five copies of the site plan or plat** (drawn by a certified engineer/surveyor/architect) and one copy of the violation notice, if variance is being applied for due to receipt of a violation notice, should accompany variance requests. A copy of the violation notice should accompany appeals and extension of time requests. **Checks or money orders shall be made payable to Prince George's County.**

In filing out the application, the following information is given to assist you:

1. Location of Property:

(a) List the address of the property on the appropriate line. If you do not have the house/building number, list the hundred block, street name and town. Fill in the exact zoning classification of the property. If you do not know the present zoning of the property, contact the Zoning Information Office of the Park and Planning Commission at (301) 952-3208 for assistance.

(b) List lot, block and subdivision (provide parcel number or liber and folio nos. if no lot, block and subdivision exist), as well as any Home Owners and/or Citizens Association, with address(es). Any recommendation(s) made by any HOA and/or Citizens Association affected property should be provided to the Board prior to a decision being rendered;

(c) Give name of incorporated area/municipality if property is located within city or town limits. If not within city or town, put "n/a". ***The Cities of Greenbelt, Bowie and College Park have jurisdiction to hear variance requests for properties located within those municipalities and applicants must apply with the appropriate City.***

2. Purpose or reason for appeal must be furnished on all applications. This should state what is being done and/or why you are before the Board. (Example: To obtain a permit to construct a 10' x 12' one-story addition.)

3. Fill in section of the County Zoning Ordinance from which the variance is requested.

4. For variance requests only, fill in amount(s) of variance(s) needed. This is the difference between what the law requires and what exists or will exist on the property.

5. In listing the names and addresses of the adjoining property owners (NO SIGNATURES, PLEASE!), be sure to include any property that actually touches your property as well as any property that would border your land if a street, alley or stream did not exist. Assistance in obtaining these names and addresses can be obtained from the Department of Assessments & Taxation, Room 355-B, Prince George's County Courthouse, Upper Marlboro, Maryland or the Maryland-National Capital Park & Planning Commission, Zoning Information, Lower Level, County Administration Building, Upper Marlboro, Maryland.

- NOTES:**
- * **If the property is not located within a subdivision, a copy of the current deed AND a copy of the oldest deed matching the current property description must be submitted.**
 - ** **The site plans or plats must be drawn by a certified engineer/surveyor/architect, show all structures, to scale, off-street parking and proposed construction on the property.**

FILING FEE SCHEDULE: The following schedule of filing fees applies to all applications or appeals submitted to the Board of Appeals. Payment must be in the form of a check or money order (no cash payments accepted) made payable to "**PRINCE GEORGE'S COUNTY.**"

(1) Variances	
(a) Existing single-family attached and detached residences	\$ 200.00
(b) Single-family attached and detached residences that are proposed, newly constructed or under construction	\$ 500.00
(c) All other structures	\$1,500.00
(2) Extension of Time to Cease or Correct Zoning Violation	
(a) Residential property involved	\$ 100.00
(b) All other requests for time	\$ 200.00
(3) Other Zoning Appeals	\$ 200.00
(4) Administrative Appeals	
(a) Residential property involved	\$ 200.00
(b) Commercial or Industrial property involved	\$ 300.00

SIGN POSTING FEES: The following schedule of sign posting fees applies to properties located in commercial or industrial zones in all appeals relative to the Zoning Ordinance. Checks or money orders shall be made payable to "**MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION.**"

(1) Sign for Posting on Properties in Commercial or Industrial Zones (per sign)	\$ 30.00
(2) Each additional sign over four (4) when application involves a public utility right-of-way (per sign)	\$ 5.00
(3) The Department of Environmental Resources shall not be required to pay sign posting fees	

OTHER RELATED FEES:

- (1) Appellant shall pay any costs related to initial advertisement of a hearing in excess of the applicable filing fee
- (2) Appellant shall pay any costs related to readvertisement of a hearing unless the need for readvertisement is caused by governmental error/action

Once the application is filed, it may be several weeks before you have your hearing. It is required that you or someone representing you attend the hearing and explain what you want to do and why you cannot conform to the requirements of the Code. Corporations, limited liability companies, or other business entities **must** be represented by counsel, licensed to practice in the State of Maryland, at any hearing before the Board. Any non-attorney representative present at the hearing shall not be permitted to advocate. After your case has been heard by the Board, they **may render a decision** at that time. If not, it will be **taken under advisement**. The Board will then discuss your case at the next public meeting and when a decision is reached, will issue a written order granting or denying your request.

Application for a variance is no assurance that it will be granted. The public hearing is for you and others interested in stating their case in support of their position. If you need additional assistance in filling out the application, contact the Board of Appeals office at (301) 952-3220.

IMPORTANT: Applications on which all required information is not furnished will be returned for completion before processing. Make filing fee payable to Prince George's County. For further information regarding Board of Zoning Appeals policies and procedures, see Sections 27-229 through 27-234 of the County Zoning Ordinance and/or the Board's website at www.goprincegeorgescounty.com/Government/LegislativeBranch/BoardAppeals.

BOARD OF ZONING APPEALS FOR PRINCE GEORGE'S COUNTY

COUNTY ADMINISTRATION BUILDING
UPPER MARLBORO, MARYLAND 20772
TELEPHONE: (301) 952-3220

Fee Paid: _____

By: _____

APPEAL NUMBER _____

(OFFICE USE ONLY)

***PLEASE READ INSTRUCTION SHEET BEFORE
FILLING OUT APPLICATION***

USE BLACK INK ONLY

To the Board of Zoning Appeals:

Pursuant to Section 27-231 of the Zoning Ordinance of Prince George's County, Maryland, enacted as amended, appeal is hereby made for:

1. A variance from strict application of the Zoning Ordinance
(If variance is being applied for due to receipt of a Violation Notice, a copy of the notice is required.)
OR
2. Extension of time to cease or correct zoning violation
3. Appeal decision of Zoning Enforcement/Park and Planning on allegation of error

Owner(s) of Property _____

Address of Owner(s) _____

City _____ State _____ Zip Code _____

Telephone Number (home) _____ (work) _____

Applicant's/attorney's/engineer's/contractor's name, telephone number and address if different from above:

Has property in question ever been subject to a previous Board, County Council or Zoning Hearing Examiner action? _____ Is property subject to a Special Exception? _____

If so, give Case No(s). and date(s) _____

The numbers 1-5 below correspond to the same numbers on paragraphs in *Instructions to Applicant*, which is designed to help you fill out this form. **SITE PLANS/PLATS MUST BE DRAWN BY A CERTIFIED ENGINEER/SURVEYOR/ARCHITECT.**

1. Location of Property involved: a) Street Address _____

City _____ Property Zoned _____

b) Lot Number _____ Block Number _____ Parcel Number _____

Is property in a recorded subdivision? If so, a copy of the subdivision plat is required. If in a cluster, a copy of the modifications to the Zoning Ordinance is also required. (Available at M-NCPPC information counter, Lower Level, CAB, (301)952-3208)

Subdivision _____ Civic Assoc. and/or HOA – Name(s) _____

Address(es) _____

c) Incorporated Area/Municipality Name _____

2. Describe request: (Purpose of variance or reason for appeal)

3. Zoning Ordinance or Manual Section(s) from which variance is requested:

4. Variance(s) required

**PRINT NAMES AND MAILING ADDRESSES OF ALL
ADJOINING PROPERTY OWNERS
(on both sides, behind and across streets - including vacant property)**

5. NAME

ADDRESS

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Signature of Owner/Attorney

IMPORTANT: Failure to provide complete and accurate information on this application may delay or jeopardize consideration of the request. Applications on which all required information is not furnished will be returned for completion before processing. Make filing fee payable to Prince George’s County. Approval of a variance is not a guarantee that further review will not be necessary by other governmental authorities. For further information regarding Board of Zoning Appeals policies and procedures, see Sections 27-229 through 27-234 of the County Zoning Ordinance and/or the Board's website at www.goprincegeorgescounty.com/Government/LegislativeBranch/BoardAppeals.