

**BOARD OF APPEALS**  
County Administration Building, Room 2174  
14741 Governor Oden Bowie Drive  
Upper Marlboro, Maryland 20772  
Telephone: (301) 952-3220

**INSTRUCTIONS FOR FILING OF APPEALS**  
**OTHER THAN VARIANCES**

**ZONING APPEALS (Other Than Variances):**

- **Request for an Extension of Time to Cease/Correct a Zoning Violation \***
- **Appeal of Zoning Violation Notices**
- **Allegation of Error in the Refusal of a Building or Use and Occupancy Permit, or Other Decision Involving Interpretation of the Zoning Ordinance**

To complete any of these zoning appeals, please submit a letter clarifying the type of appeal you wish to file, a copy of any violation notice (front & back) or agency determination, the appropriate filing fee (and posting fee, if needed\*\*) and a list of the names and mailing addresses of all owners of land adjoining the subject property. (See Filing/Posting Fee Schedules on reverse side.) The names/ addresses list must include all owners of any adjoining land, developed or not, on all sides, including land across any street. Property owner information may be obtained at the County Courthouse, Office of Assessments, Room 355B, Upper Marlboro, Maryland, or the Maryland-National Capital Park & Planning Commission, Zoning Information Center, Lower Level, County Administration Building, Upper Marlboro, Maryland.

*\* If you are only interested in obtaining an extension of time, it is recommended that you contact the inspector whose name and number appear at the bottom of your violation notice, as sometimes the inspector is able to grant an extension. The County Code prohibits the Board from granting extensions of time for violations involving a use for which a valid use and occupancy permit has not been issued. If your violation involves such a use, your options are either to work with the inspector or appeal the violation to the Board of Appeals.*

*\*\* If the property is located in either a commercial or industrial zone, a sign posting fee must also be paid -- \$30.00 per sign, one sign per street, for frontage 1000 feet or less in length, with an additional sign for each additional 1,000 feet.*

**ADMINISTRATIVE APPEALS:**

To complete an appeal, please submit a letter of appeal, a copy of any violation notice (front & back) or agency determination being appealed, and the appropriate filing fee. (See Filing Fee Schedule on reverse side.)

**IMPORTANT:** *All appeals or extension of time requests shall include the full name, current mailing address, and daytime telephone number of appellant(s). All requests shall be accompanied by the required fee(s) or hardship waiver request. Checks or money orders shall be made payable to "Prince George's County" for filing fees, and made payable to "M-NCPPC" for sign posting fees.*

**FILING FEE SCHEDULE:** The following schedule of filing fees applies to 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**".

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| (1) Extension of Time to Cease or Correct Zoning Violation |           |
| (a) Residential property involved                          | \$ 100.00 |
| (b) All other requests for time                            | \$ 200.00 |
| (2) Other Zoning Appeals                                   | \$ 200.00 |
| (3) Administrative Appeals                                 |           |
| (a) Residential property involved                          | \$ 200.00 |
| (b) Commercial or Industrial property involved             | \$ 300.00 |

**SIGN POSTING FEE SCHEDULE:** 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 "**M-NCPPC**".

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| (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, as the appellant, or someone representing you, attend the hearing and explain your appeal, presenting relevant testimony and other evidence. All witnesses will be sworn at any hearing. 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.

At the conclusion of the public hearing, the Board may or may not vote on the appeal at that time. If the Board chooses not to do so, they may take the case under advisement or hold the record open until a future date. Any case not decided at the conclusion of the public hearing will be brought up for discussion at a future meeting of the Board and a vote on the request will occur in public. Once the Board has voted, a written order will be mailed to all parties.

**NOTE:** *No hearing will be scheduled for any incomplete appeal or extension of time request. Make filing fee payable to Prince George's County. For further information regarding the policies and procedures of the Board of Appeals, see County Code §§ 2-116 through 2-126, 27-229 through 27-234, and/or the Board's website at [www.goprincegeorgescounty.com/Government/LegislativeBranch/BoardAppeals](http://www.goprincegeorgescounty.com/Government/LegislativeBranch/BoardAppeals).*