

**ADVISORY PLANNING BOARD
FOR THE CITY OF GREENBELT**

DEPARTURE APPLICATION



CITY OF GREENBELT
Department of Planning and
Community Development
15 Crescent Road, Suite 200
Greenbelt, MD 20770

DO NOT WRITE IN THIS SPACE	
D.D.S. No.
D.P.L.S. No.
D.S.D.S. No.
Filing Fee
Paid By
Checked as Complete By
Filing Date

APPLICATION FOR DEPARTURE FROM:	
Number of Parking and Loading Spaces (DPLS)	<input type="checkbox"/>
Design Standards (DDS)	<input type="checkbox"/>
Sign Design Standards (DSDS)	<input type="checkbox"/>

Pursuant to Section 27-231.01 of the Zoning Ordinance in effect on March 31, 2022 and Section 27-3614 of the Zoning Ordinance in effect on/after April 1, 2022 of Prince George's County, Maryland, enacted as amended, appeal is hereby made for a departure from strict application of the Parking and Loading, Design and Landscaping, or Sign Design standards contained in the applicable Zoning Ordinance.

Owner of Property: _____

Address of Owner: _____

City: _____ State: _____ Zip Code: _____

Telephone number: _____ Email: _____

Applicant's or attorney's name, telephone number, and address if different from above:

Has the property in question ever been subject of previous Prince George's County Planning Board, County Council, or Zoning Hearing Examiner Decision? _____

Is the property subject to a Special Exception? _____

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

Location of Property involved: Street Address: _____

Present Zoning: _____ Lot or Parcel Number: _____ Total Area of Property: _____

Block (Plot Number): _____ Book Number: _____ Page number: _____

Is property in a recorded subdivision? If so, a copy of the subdivision plat is required. If cluster, a copy of the preliminary plan of subdivision showing General Notes is also required (Available at M-NCPPC information counter).

Subdivision: _____ Civic Association, if any: _____

Describe the purpose of the departure:

The Prince George's County Zoning Ordinance contains transitional language that allows applications to be reviewed under the Zoning Ordinance in effect on March 31, 2022 or the adopted Zoning Ordinance in effect on/after April 1, 2022.

Select the version of the Zoning Ordinance the application is seeking a departure from:

- Zoning Ordinance in effect on March 31, 2022
- Zoning Ordinance in effect on/after April 1, 2022

Zoning Ordinance Section(s) from which departure is requested:

Departure(s) required _____

**LIST NAMES AND MAILING ADDRESSES OF ALL
ADJOINING PROPERTY OWNERS
(on both sides, behind, and across streets)**

NAME	ADDRESS

Signature of Applicant

Important: Please read the instruction sheet before completing application. All required information must be provided before an application is accepted for processing. The following items must accompany the application:

Instructions:

1. A site plan drawn to scale and other Graphic Illustrations which are considered necessary to indicate what is being proposed. (fifteen copies). The site plan should be prepared by a registered engineer or land surveyor.
2. Filing fee or financial hardship waiver request
 - a. For single-family residential attached and detached: \$200, plus \$50 deposit for mailings and advertising
 - b. All others: \$1500, plus \$50 deposit for mailing and advertising
 - c. Sign posting fee: \$30 per sign
3. A signed statement of justification (fifteen copies) indicating why you need the departure and how the departure meets the following criteria depending on the type of departure requested:
 - a. For all departures:
 - i. The purposes of the Prince George's County zoning ordinance will be equally well or better served by the applicant's proposal;
 - ii. The departure is the minimum necessary, given the specific circumstances of the request;
 - iii. The departure is necessary in order to alleviate circumstances which are unique to the site or prevalent in areas of the county developed prior to November 29, 1949; and
 - iv. The departure will not impair the visual, functional, or environmental quality, or integrity of the site or of the surrounding neighborhood.
 - b. A departure from the number of parking and loading spaces:

For departures from parking and loading standards, the Advisory Planning Board shall find, in addition to the findings required by subsection (3)a.ii. and (3)a.iii (above) of this section, that:

 - i. The purposes of section 27-550 of the Prince George's County Code will be

- served by the applicant's request;
 - ii. All methods for calculating the number of spaces required (division 2, subdivision 3, and division 3, subdivision 3, of the Prince George's County Code) have either been used or found to be impractical; and
 - iii. Parking and loading needs of adjacent residential areas will not be infringed upon if the departure is granted.
 - c. A departure from design and landscaping standards:
 - i. For a departure from a standard contained in the landscape manual, the Advisory Planning Board shall find, in addition to the requirements in paragraph 3a of this application, above, that a proposal for alternative compliance has been denied by the Maryland-National Capital Park and Planning Commission, based upon a finding that there is no feasible proposal for alternative compliance which would exhibit equal or better design characteristics.
- 4. Please note: The City of Greenbelt does not accept online application submittals. A complete application and payment must be submitted in person at the address provided at the top of this application.