

BOARD OF APPEALS FOR THE CITY OF GREENBELT

VARIANCE APPLICATION



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

Fee Paid: _____
By: _____
Date: _____
APPEAL NUMBER: _____
(Office Use Only)

Pursuant to Section 27-231 of the Zoning Ordinance in effect on March 31, 2022 and Section 27-3613(c) 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 variance from strict application of the Zoning Ordinance.

Owner of Property: _____

Address of Owner: _____

City: _____ State: _____ Zip Code: _____

Telephone number (home): _____ (work): _____ Email: _____

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

Have you applied for and been denied a permit? Yes No
Have you received a violation notice? Yes No If yes, date of notice _____
Has property been the subject of a previous appeal or zoning application? Yes No
If yes, provide case number(s) and dates _____

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 the 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 purpose of variance or reason for appeal:

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 variance from:

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

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

Variance(s) required: _____

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

NAME

ADDRESS

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. **An accurate plat or site plan drawn to scale (five copies).**
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 indicating why you need the variance, how the proposed variance will not impact the character of the immediate community, and how the variance meets the following three required criteria:**
 - a. **That special conditions and circumstances exist which are peculiar to the land such as narrowness, shallowness, shape, topography, or other extraordinary situations or conditions;**
 - b. **That strict application of the County Zoning ordinance will result in peculiar and unusual practical difficulties to the owner of the property; and**
 - c. **That the variance will not substantially impair the intent, purpose, or integrity of any applicable County general plan or County master plan.**
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.**

Application for a variance is no assurance that it will be granted. The public hearing is for you and others interested in this case to state their positions. If you need additional assistance in filling out the application, contact the Greenbelt Department of Planning and Community Development at (301) 345-5417.