

ZONING and VARIANCE CASES:

Details of Request:	Zoning Ordinance Section(s):
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URBAN DESIGN CASE (ALTERNATIVE COMPLIANCE):

Details of Request:	Section(s) of Landscape Manual:
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APPLICATION TYPE:

ZONING:

- Departure from Design Standards (DDS) \$2,000.00 application fee*
- Departure from number of Parking and Loading Spaces (DPLS) \$2,000.00 application fee*
- Departure from Sign Design Standards (DSDS) \$2,000.00 application fee*
- Certification, Revocation and Revision of Nonconforming Uses (NCU) \$1,000.00 application fee*
Church-no fee charged
- Minor Changes to Approved Special Exceptions (SE) \$100.00 application fee for daycare in dwelling.*
Church- no fee charged
All others - \$1,250.00 application fee*

URBAN DESIGN

- Alternative Compliance (AC) \$250.00 application fee*

VARIANCES FROM SUBTITLE 27

- Section 27-442 (c) - Table II (Lot Coverage)
- Section 27-442 (c) - Table IV Required Yards ___Front ___Side ___Rear
- Section 27-120.01 (c) - Parking space, parking area, parking structure in front of a dwelling,
- Section 27-420 (a) - Maximum permitted fence height of six (6) feet over.

\$200.00 application fee for existing residential*
 \$500.00 application fee for new residential*
 \$1,500.00 application fee for commercial or industrial*

***Public Notice Sign Fee = \$30.00 per sign**

STATEMENT OF JUSTIFICATION

A Statement of Justification shall be submitted with all applications for requests for Variance(s) and Departure(s) from the Prince George's County Zoning Ordinance, and for Alternative Compliance from the Prince George's County Landscape Manual, and shall contain the following information:

1. Application Number and Name of Project.
2. Description of Proposed Use and Request.

Describe the nature and character of the proposed use and request. *(For example, "The applicant is seeking a Variance from Section 27-442(c), Table IV, Rear Yard Setback requirement of five (5) feet for the purpose of constructing a 10-foot by 15-foot sunroom to an existing detached single-family dwelling."; or, "The applicant is seeking a Departure from Section 27-558(a) of the Prince George's County Zoning Ordinance to provide "universal" parking spaces (9 ft. by 18 ft.) (non-handicap/non-parallel parking spaces) on the site."; or, "The applicant is seeking Alternative Compliance from Section 4.3(c)(1) of the Prince George's County Landscape Manual regarding Parking Lot Perimeter Landscape Strip Requirements to . . .".)*

3. Description of the Location of the Subject Property.

Describe the geographical location of the site by referring to adjoining roads. *(For example, "The Subject Property is located on the south side of MD Route 450 (Annapolis Road), approximately 1,000 feet (or 0.2 mile) east of the Walnut Street intersection.")* The description of the location of the site should also include: Tax Map, Block and Lot/Parcel numbers; street address (if applicable); and, the current zoning and uses for each adjoining property.

4. Description and Comment of each Required Finding.

Identify each applicable section of the Prince George's County Zoning Ordinance or Landscape Manual that pertains to the request(s), and justify each required finding. Some uses or requests may involve numerous sections of the County Zoning Ordinance or Landscape Manual, each of which must be addressed. Financial hardship, in and of itself, is not generally regarded as sufficient justification to grant relief.

5. Summary/Conclusion of Request.

Provide a short summary and conclusion in the Statement of Justification. The Statement of Justification shall be signed and dated by the applicant and/or the applicant's representative.

Process for Variance Applications

Application is Filed and Fees are Paid

Application includes: completed Application Form; 1 copy of a Site Plan and other graphic illustrations necessary to communicate what is proposed; and, 1 copy of a Statement of Justification.



Public Hearing Notice

Not less than 15 days before BAPB hearing, City sends Public Hearing Notice, via certified mail, to Applicant, abutting property owners, Persons/Parties of Record, Referral Agency (if any), Maryland-National Capital Park and Planning Commission (M-NCPPC), Prince George's County Planning Board and District Council. (Notice to M-NCPPC, County Planning Board and District Council shall include a copy of the Site Plan.) Public Hearing Notice posted in City Hall not less than 7 days prior to the BAPB hearing.



Public Hearing Signs

City posts at least 1 Public Hearing Sign on subject property not less than 15 days before BAPB hearing. Applicant maintains all Public Hearing Signs. Applicant removes all Public Hearing Signs within 7 days after Public Hearing and files an affidavit that Signs were posted on and removed from site as required.



City Staff Report

Available at least 7 days before BAPB hearing.



Bowie Advisory Planning Board Public Hearing

Close the Record, or
Hold the Record Open for Specified Time to Receive Additional Evidence



Written Recommendation (Adopted Resolution) of Bowie Advisory Planning Board

Within 5 days of BAPB Public Hearing, adopted Resolution is sent to City Council via City Manager, and to all Persons/Parties of Record;
Persons/Parties of Record have 15 days to file Exceptions and Request Oral Argument before City Council



Action by City Council

Adopts BAPB Resolution on Consent Agenda. (If not acted on within 60 days, Application is deemed Denied), or Oral Argument is scheduled
Recommendation of BAPB is Accepted, Denied, Modified or Returned to Board for Reconsideration
Written Decision of City Council sent to all Persons/Parties of Record, the BAPB, Zoning Division of M-NCPPC, Clerk of the County Council, County Dept. of Environmental Resources and City Dept. of Community Services



Appeal to Circuit Court

Within 30 days from the date of written decision of the City Council, any Aggrieved Party shall file an appeal of the decision of the City Council with the Circuit Court.

**2012 Bowie Advisory Planning Board Public Hearing
Schedule and Application Deadlines for Variances**

Application Deadline	Sign Posted & Letters Sent	BAPB Meeting Date	City Council Consent Agenda	Deadline to Remove Hearing Signs
December 30, 2011	January 9, 2012	January 24, 2012	February 21, 2012	January 31, 2012
January 23, 2012	January 30, 2012	February 14, 2012	March 5, 2012	February 21, 2012
February 6, 2012	February 13, 2012	February 28, 2012	March 19, 2012	March 6, 2012
February 17, 2012	February 27, 2012	March 13, 2012	April 2, 2012	March 20, 2012
March 5, 2012	March 12, 2012	March 27, 2012	April 16, 2012	April 3, 2012
March 19, 2012	March 26, 2012	April 10, 2012	May 7, 2012	April 17, 2012
April 2, 2012	April 9, 2012	April 24, 2012	May 21, 2012	May 1, 2012
April 16, 2012	April 23, 2012	May 8, 2012	June 4, 2012	May 15, 2012
April 30, 2012	May 7, 2012	May 22, 2012	June 18, 2012	May 29, 2012
May 21, 2012	May 25, 2012	June 12, 2012	July 2, 2012	July 19, 2012
June 4, 2012	June 11, 2012	June 26, 2012	August 1, 2012	July 3, 2012
June 18, 2012	June 25, 2012	July 10, 2012	August 1, 2012	July 17, 2012
July 2, 2012	July 9, 2012	July 24, 2012	September 4, 2012	July 31, 2012
July 23, 2012	July 30, 2012	August 14, 2012	September 4, 2012	August 21, 2012
August 6, 2012	August 13, 2012	August 28, 2012	September 17, 2012	September 4, 2012
August 20, 2012	August 27, 2012	September 11, 2012	October 1, 2012	September 18, 2012
August 30, 2012	September 10, 2012	September 25, 2012	October 15, 2012	October 2, 2012
September 17, 2012	September 24, 2012	October 9, 2012	November 19, 2012	October 16, 2012
October 1, 2012	October 8, 2012	October 23, 2012	November 19, 2012	October 30, 2012
October 22, 2012	October 29, 2012	November 13, 2012	December 3, 2012	November 20, 2012
November 5, 2012	November 9, 2012	November 27, 2012	January 7, 2013	December 4, 2012
November 19, 2012	November 26, 2012	December 11, 2012	January 7, 2013	December 18, 2012
December 17, 2012	December 21, 2012	January 8, 2013	February 4, 2013	January 15, 2013
December 28, 2012	January 7, 2013	January 23, 2013	February 19, 2013	January 30, 2013

STAFF SIGN POSTING AFFIDAVIT

I, _____, hereby certify that the subject property in Bowie
(print or type name)

development review application _____ was posted with _____
(case number) (specify number)

public hearing sign(s) on _____.
(date)

Signature: _____

NOTE: Attach legible photograph(s) showing sign(s) in place, including a close-up legible photograph of each posted sign and additional long-distance photographs depicting the signs and unique, identifiable features of the subject property shall also be submitted and included in the record file of the case.

Attachment(s) - Photos of Posted Public Hearing Sign(s)

APPLICANT'S AFFIDAVIT
OF PUBLIC HEARING SIGN
INSPECTION

I, _____, hereby certify that the public hearing sign(s) erected
(print or type name)

on the subject property in Bowie development review application _____
(case number)

has/have been maintained and continuously posted for the required time prior to the hearing.

The required sign(s) were posted and remained on the property for the required period of time

preceding the public hearing scheduled for _____.
(date of hearing)

Signature: _____

Date: _____

My address: _____

Telephone: _____

Capacity in which I am acting: _____
(owner, applicant, agent)

NOTE: Affidavit must be submitted and included in the record file of the case.