



FILING INSTRUCTIONS

DEPARTURE FROM THE NUMBER OF PARKING AND/OR LOADING SPACES

The completed application package as outlined below must be submitted to the:

City of College Park - Planning Department
City Hall - Lower Level
4500 Knox Road
College Park, Maryland 20740
Telephone: (240) 487-3538
Facsimile: (301) 887-0558

AT THE TIME OF FILING THE APPLICANT SHALL SUBMIT:

(A) Application

One (1) copy of the application form, printed in ink or typed and signed by *all* owners of record.

(B) Statement of Justification

Two (2) *signed* copies of a typewritten justification statement, which addresses the findings of the City of College Park, is required prior to approval of this application. In this Statement the applicant shall address the following requirements:

1. How the purposes of the parking and loading regulations, Section 27-50 of the Prince George's County Zoning Ordinance, will be served by the applicant's request;
2. Whether the departure is the minimum necessary, given the specific circumstances of the request;
3. Whether there are circumstances necessitating the departure which are special to the subject use, given its nature at this location, or whether the departure is necessary to alleviate circumstances which are prevalent in older areas of the City which were predominantly developed prior to November 29, 1949; and whether the existing development complied with the parking and loading requirements in effect at the time of construction;

4. Assuming all methods for calculating the number of spaces required (Division 2, Subdivision 3, and Division 3, Subdivision 3) have been used, why they were found to be impractical;
5. Why parking and loading needs of adjacent residential areas will not be infringed upon, if the departure is granted.

In making its findings, the City shall give consideration to the following:

6. The parking and loading conditions within the general vicinity of the subject property, including numbers and locations of available on- and off-street spaces within five hundred (500) feet of the subject property;
7. How the request compares with the recommendation of the County Master Plan or the City's Comprehensive Plan;
8. Public parking facilities which are proposed in the City's or County's Capital Improvement Programs within the general vicinity of the property.

The City may consider:

9. Whether public transportation is available in the vicinity of the subject property;
10. Whether alternate design solutions to off-street parking facilities which might yield additional spaces, have been considered; and
11. The specific nature of the use (including hours of operation if it is a business) and the nature and hours of other (business) uses within five hundred (500) feet of the property.

One (1) Copy of this Statement must be signed by the Applicant or his Attorney

(C) Maps and Plat

Ten (10) copies of an *accurate* map or plat prepared by a Registered Engineer or Land Surveyor (and so signed and sealed). The plat shall show the present configuration of the subject property and shall contain the following information:

1. The names of owners of record of adjoining properties *or* lot and block numbers of same, if applicable;
2. The location and present right-of-way width of all abutting streets and street names. If the property is not located at the intersection of two streets, the distance to and the name of the nearest intersecting street shall be indicated;
3. North arrow and scale -- scale shall be no smaller than one (1) inch = 400 feet;
4. Bearings and distances (in feet) along all property lines;
5. The total area (in square feet or acres);

6. The location of all existing buildings on the property; and
7. The property for which the departure from design standards is requested shall be ***outlined in red.***

(D) Plans and Specifications

Ten (10) copies of ***Plans and Specifications*** or other data or explanatory material for the applicant's proposal or any portion thereof. These plans shall include the following information:

1. Location, use and dimensions of all existing buildings to remain and of all proposed buildings or other structures;
2. Existing center lines of abutting streets;
3. ***A complete automobile parking layout*** indicating the extent to which the applicant intends to comply with Sections 27-552 through 27-583;
4. A landscaping plan indicating the full extent of all proposed landscaping, planting and screening areas, to be clearly defined by patterns, arrows, etc.;
5. Ingress, egress and internal circulation pattern;
6. Delineated zoning categories of the subject and all adjacent properties; and
7. ***A complete breakdown*** of the parking and loading spaces *required* for the proposed use and the number *provided*, if any.

In addition, detailed landscape plans may be required for any uses for which the zoning sets forth provisions for landscaping, planting and/or screening. Landscaping plans shall be sealed drawings prepared at a commonly used architectural or engineering scale, depicting all proposed site improvements, i.e., buildings, paved surfaces, signs, plants and vegetation (to include botanical or common names), size, spacing and existing plants which will remain. *Landscape plans need not be separately prepared drawings* by may be superimposed on the site plan. Landscape elements include, but are not limited to, shade trees, flowering covers, evergreens, shrubs, vines, ground turf, flowers, rocks, gravel, earth mounds, berms, walls, fences, screens, sculptures, fountains, and sidewalk furniture. Artificial plants may *not* be used to satisfy the requirements of the Zoning Ordinance. In the event that a landscaping plan is deemed necessary, the applicant will be so notified at a later date.

Note: *Untreated gravel is not considered to be dust-free.*

(E) Zoning Map

One (1) copy of the appropriate zoning map page(s) on which the property is *plotted to scale and outlined in red*.

(F) Fees

1. A check or money order in the amount of two thousand dollars (\$2,000.00) payable to the City of College Park to cover the filing fee.

(G) Meeting with Staff

An appointment must be made with staff from the City of College Park Planning Department, by calling (240) 487-3538, to review the contents of this application before it can be accepted for processing.