



**City of College Park Advisory Planning Commission**  
**4500 Knox Road • College Park, MD 20740**  
**Phone: 240-487-3538 • Facsimile: 301-887-0558**  
**www.collegeparkmd.gov**

**APPLICATION FOR VARIANCE FROM  
 THE STRICT APPLICATION OF THE  
 PRINCE GEORGE'S COUNTY ZONING ORDINANCE**

*Instructions: Please complete and e-mail to Miriam Bader at mbader@collegeparkmd.gov. or print out and mail to the address above. All required information must be provided before an application is accepted for processing. An appointment with the City Planning Staff must be made to review the application prior to acceptance. Please call (240) 487-3538 to schedule an appointment. The following items must accompany the application: 1) an accurate plat or site plan drawn to scale that, includes all existing structures, driveway and additions; 2) filing fee or financial hardship waiver request.*

**OWNER INFORMATION**

Name of Property Owner (s) \_\_\_\_\_

Address of Property \_\_\_\_\_

Do you reside in the property?  Yes  No

If no, provide home address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Name of Agent/Representative (if any) \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

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 \_\_\_\_\_

**DESCRIPTION OF PROPERTY**

Subdivision	Lot	Block	Parcel
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Zoning	Total Area (Sq ft)
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**VARIANCE REQUEST**

List each required variance on a separate line and cite the section of the Zoning Ordinance from which the variance is requested.

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_

**PURPOSE OF VARIANCE**

Describe what you propose to do and why you need a variance.

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**IN ORDER FOR A VARIANCE TO BE GRANTED, ALL OF THE FOLLOWING CRITERIA MUST BE MET. PLEASE INDICATE HOW YOU COMPLY WITH EACH OF THESE.**

**Criteria #1. Property has exceptional narrowness, shallowness, or shape, exceptional topographic conditions or other extraordinary situations or conditions.** *(Describe any special conditions and/or circumstances which are peculiar or unique to the property and, that are not characteristic of other property in the neighborhood).*

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**Criteria #2. The strict application of the County Zoning Ordinance will result in peculiar and unusual practical difficulties to, or exceptional or undue hardship upon the property owner.** *(The property owner is deprived of property rights commonly enjoyed by neighboring property owners because of the property's unusual features or conditions). Hardship cannot be self-imposed.*

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**Criteria # 3. The variance will not substantially impair the intent, purpose or integrity of any applicable County General Plan or County Master Plan.** *(Granting of the variance will not be in conflict with the public interest as requested in these plans).*

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**NAMES & MAILING ADDRESSES OF ALL ADJOINING PROPERTY OWNERS**  
*(These include properties located on either side, behind and across the street from your property).*

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<b>Property Address</b>	<b>Owner's Name</b>	<b>Owner's Address</b>
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<b>Signature of Owner(s)</b>	<b>Date</b>
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## OTHER INFORMATION

**Fee Schedule:** A check or money order shall be made payable to the City of College Park. The fee schedule is as follows:

Variance for an existing dwelling	\$200.00
Variance for residential new construction	\$500.00
Variance for commercial property	\$ 1,500
Variance for any other purpose in all zones	\$ 1,500
Each sign posted on commercial or industrial property	\$ 10.00

**Site Plan:** The site plan must be accurate, legible and drawn to scale. It should be prepared by a registered engineer or land surveyor and **must show all existing and proposed structures and driveways** (*sheds, carports, etc.*) The plan must also show all abutting streets and alleys, distances along property lines, and distances (setbacks) of all existing and proposed structures from the property lines.

**Scheduling:** Once an application has been accepted, it may take several weeks to schedule a hearing. The applicant or an authorized representative must attend the hearing to justify the request. The Advisory Planning Commission (APC) normally meets the first Thursday of the month. After an application has been heard, the APC, will render a recommendation or hold the record open to receive additional evidence. The Commission's recommendation is forwarded to the City Council for final action. If you disagree with the recommendation, you have fifteen (15) days from the date of the resolution to request oral argument before the City Council.

**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 City of College Park Planning Department at (240) 487-3538. Remember, an appointment must be made with the Planning Department to review your application prior to its acceptance for processing.**