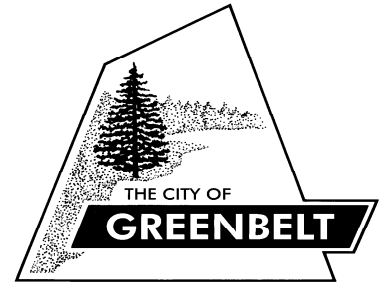


## FILING INSTRUCTIONS

### *APPLICATION FOR VARIANCE*



**The completed application package outlined below must be submitted to:**

City of Greenbelt - Dept. of Planning & Community Development  
15 Crescent Road, Suite 200  
Greenbelt, Maryland 20770  
Telephone: 301-345-5417  
Facsimile: 301-345-5418

**Application:** One copy of the application form, printed in ink or typed, and signed by the applicant (property owner or owner's agent or representative) shall be submitted. All required information shall be provided including:

#### **Description of Property:**

a. List the property address or the hundred block and street name, if the house/building number is not known. You may contact the City Planning Department or the M-NCPPC zoning office (301) 952-3195 or 3208 for zoning information.

b. List the present zoning, lot, parcel #, block and subdivision name. If none exist, provide the parcel number or other identifying information. For zoning information you may contact the M-NCPPC zoning office at (301) 952-3195.

**Required Variance & Purpose:** Describe the purpose for requesting a variance. Indicate the applicable section of the Zoning Ordinance and the amount of the requested variance. The variance requested is the difference between what the law requires and what exists or will exist on the property.

**Zoning Ordinance or Manual Section:** Identify the applicable section of the Prince George's County Zoning Ordinance or Landscape Manual from which the variance is requested.

**Variance Requested:** Identify the amount of variance being requested.

**Statement of Justification:** A variance may only be granted if the City of Greenbelt finds that:

1. A specific parcel of land has exceptional narrowness, shallowness, or shape, exceptional topographic conditions, or other extraordinary situations or conditions;
2. The strict application of this Subtitle 27-230 will result in peculiar and unusual practical difficulties to, or exceptional or undue hardship upon, the owner of the property; **and**
3. The variance will not substantially impair the intent, purpose or integrity of the General Plan or Master Plan.

Provide a written statement addressing how the variance request meets the three criteria discussed above. Describe the intended changes to the property and how the previously listed criteria will be met. It is important to state your perceived hardship and why a variance should be granted. Photographs, architectural drawings and other similar materials are encouraged to support the Statement of Justification and to provide examples of the subject, or similar proposals.

**Adjoining Property Owners:** Include any property that actually touches your property as well as any property that would border your land if a street, alley, or stream did not exist. Assistance in obtaining these names and addresses can be obtained from the Department of Assessments and Taxation in Room 355-B of the Prince George's County Courthouse in Upper Marlboro.

**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 parking facilities, all abutting streets and alleys, distances (in feet) along all property lines, and the distances (setbacks) of all existing and proposed structures from the property line.

**Fee Schedule:** A check or money order shall be made payable to the City of Greenbelt. The fee for filing a variance is \$200 for single-family attached and detached residences; \$500 for proposed, newly constructed or under construction single-family attached and detached residences; and \$1500 for all others. A \$50 deposit to be credited toward the actual cost of advertisement and mailing is also due with the application. The sign posting fee for commercial and industrial properties is \$10 per required sign.

**Other Information:** Once an application has been accepted, it will take several weeks to schedule a hearing. The applicant or an authorized representative must attend the hearing to justify the request and why you cannot conform to the requirements of the Code. After the Board of Appeals has heard your case, they will render a recommendation/resolution or hold the record open to receive additional evidence. The Board of Appeal's recommendation is forwarded to the City Council for final action. If you disagree with the Board of Appeal's recommendation, you have 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 position. If you need additional assistance in filling out the application, contact the City of Greenbelt's Department of Planning and Community Development at (301) 345-5417. An appointment must be made with the Department of Planning & Community Development to review your application prior to it being processed.