



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

14741 Governor Oden Bowie Drive
Upper Marlboro, Maryland 20772
www.pgplanning.org

Homeowner Minor Amendment Checklist

In all Comprehensive Design Zones, CDZs, the building regulations (setbacks, max lot coverages, etc.) are established and different from conventional zones, where regulations are established in the Prince George’s County Zoning Ordinance. A Comprehensive Design Plan (CDP) and Specific Design Plan (SDP) is approved by the Planning Board. A Homeowner Minor Amendment to the SDP is required when the improvements increase the original floor area for an addition (sunroom, covered porch or covered deck) Proposed amendments that do not encroach on the setbacks or exceed lot coverages may be reviewed at Planning Director level [per Sec. 27-530.\(c\)](#) ; amendments that do encroach or exceed will most likely require a Planning Board hearing [Sec 27-524\(b\)](#) for amendments to both the applicable SDP and the CDP.

Specific Design Plan Name and Number:	Comprehensive Design Plan Name and Number:
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Description and location of the subject property:

Description of the proposed improvements

Check all improvements that apply:

- Deck and/or Pergola
- Covered porch/ covered deck
- Gazebo
- Shed/accessory structure
- Home addition
- Fence (height greater than six feet)
- Other _____

Continue to page two for submission requirements.

Submit the following items to Development Review Divisions, 4th floor reception desk for review:

- [Signed application form](#)
- This completed checklist
- \$50 non-refundable review fee- check or money order payable to M-NCPPC
- Copies of the last approved CDP and SDP cover sheet, approval sheet and the house location sheet and add the current/proposed project detail sheet*. Copy of CDP cover sheet and approval sheet if applicable
- Copies of the record plat*
- House location survey or site plan drawn to scale to include showing all improvements and showing measured side and rear yard setbacks and lot coverages calculation
- Architectural drawings with project details, specifications, materials, etc.
- Provide lot size in square feet _____ lot coverage in square feet (the total square footage of buildings and structures with roofs and the driveway) _____
- The proposed improvements are within the [setbacks](#) established in the applicable SDP/CDP: __yes __ no

*Copies of the applicable Comprehensive Design Plan and/or Specific Design Plan(SDP) and record plat for the subject property may be obtained at the M-NCPPC, Planning Information Services office (lower level County Administration building)