



## Pre-Application Conference Packet

### What is the Pre-Application Conference?

The Pre-Application Conference provides an opportunity for (1) the applicant to determine the submission requirements, procedures, and standards applicable to an anticipated development application; and (2) staff to become familiar with, and offer the applicant preliminary comments about the scope, features, and impacts of the proposed development as it relates to the standards in the Zoning Ordinance and/or the Subdivision Regulations. The Pre-Application Conference is intended to facilitate the application review process. The Pre-Application Conference is for applicants, their team, and Prince George's County Planning Department staff and are not open to the public. Discussions are not binding and no final decision is made at the meeting. Pre-Application Conferences are held virtually on Fridays and Mondays and typically last for 30 minutes.

### When is the Pre-Application Conference Required?

The Pre-Application Conference is required for certain projects in accordance with [Section 27-3401\(b\)](#) and [Section 24-3302\(b\)](#) of the Prince George's County Zoning Ordinance and Subdivision Regulations. Generally, a Pre-Application Conference is required for the following development applications:

- Zoning Map Amendment (ZMA)
- Planned Development Zoning Map Amendment (ZMA)
- Chesapeake Bay Critical Area Overlay Zoning Map Amendment (ZMA)
- Special Exception (SPE)
- Detailed Site Plan (DET)
- Major Departure (MDJ)
- Preliminary Plan of Major Subdivision (PPS)
- Expedited Transit-Oriented Development (ETOD)
- Development Pursuant to Prior Ordinance when case requires Planning Board review (*For Applicants who choose review under the provisions of the prior Ordinance – only applicable for a period of two years from the effective date of the new Ordinance, April 1, 2022*)

Pre-Application Conferences are optional for any other type of development application.

### INSTRUCTION FOR PRE-APPLICATION CONFERENCES

1. Complete a [Pre-Application Form Online](#) and schedule time for a Pre-Application Conference. In order to schedule a Pre-Application Conference, the applicant must provide a property boundary survey, conceptual site drawings, and a project narrative describing the scope of the proposed development/subdivision (See [Pre-Application Conference Submission Requirements](#)).
2. Attend Pre-Application Conference, generally held every other Friday or Monday.
3. Staff to provide the following after Pre-Application Conference:
  - a. Written comments from conference
  - b. Mailing list for informational mailing
  - c. Zoning Sketch Map
  - d. Case #
  - e. Posting requirements
4. Proceed to Pre-Application Neighborhood Meeting planning (see [Pre-Application Neighborhood Meeting Instructions](#))



## EXPLANATION OF MATERIALS PROVIDED FOLLOWING PRE-APPLICATION CONFERENCE

**Staff Comments** – Applications Section staff will provide compiled written comments from Planning Department staff within a week of the Pre-Application Conference.

**Pre-Application Neighborhood Meeting Mailing List** – In order to proceed to the Pre-Application Neighborhood Meeting, the applicant is required to send informational mailings to notify nearby residents of the meeting. Applications Section staff will provide a mailing list of those required to receive notice the informational mailing (Planning Director, Parties of Record, Registered Civic Associations, Municipalities within 1 mile of subject site, and landowner adjoining, across the street, on the same block, or within 500 feet of subject site). Informational mail is required to be sent 30 days before the Pre-Application Neighborhood Meeting.

**Zoning Sketch Map** – Applications Section staff will provide the Zoning Sketch Map, which is required to be included in the Informational Mailing. A Zoning Sketch Map is a computer-generated map showing the subject property outlined in red, the zoning of the property, property lines, and adjacent and nearby rights-of-way. The Zoning Sketch Map also has basic information about the property like Planning Area, Tax Map number, and Council District.

**Case Number** – Applications Section staff assign a case number to the application once staff confirm the appropriate case type. The assigned case number should be used on all future correspondence for the project.

**Posting Requirements** – Application Section staff will determine the appropriate number of signs, location of signs on subject site, and provide instructions to pick up signs from sign vendor. Signs are required to be posted 30 days before the Pre-Application Neighborhood Meeting.

**Pre-Application Neighborhood Meeting Packet** – Use this packet to create letter for Informational Mailing and Affidavit for Pre-Application Neighborhood Meeting, and Summary of Pre-Application Neighborhood Meeting.