

DEVELOPMENT REVIEW BULLETIN

Bulletin No. 5-2022

Subject: Pre-Application Conference Requirements

Resource: Development Review Division

Date: July 28, 2022

Effective immediately, the Planning Department is providing clarification to the development community regarding procedures associated with the Pre-Application Conference requirements as set forth in 27-3401 and 24-3302 of the Prince George's County Zoning Ordinance and Subdivision Regulations. Applicants are reminded that one Pre-Application Conference for the same project can cover multiple application types. Applicants must submit all the required detailed information as set forth by the Zoning Ordinance and Subdivision Regulations. The Pre-Application requirements, forms, and instructions can be found at: <https://www.mncppc.org/793/Development-Review-Information>.

Pre-Application Conference Requirements- Zoning Ordinance

Section 27-3401(b) of the Zoning Ordinance provides specific applicability requirements of the Zoning Ordinance. The conference is required before any of the following zoning applications are submitted:

- Zoning Map Amendments
- Planned Development Zoning map amendments
- Chesapeake Bay Critical Area Overlay zoning map amendments
- Special Exceptions
- Detailed Site Plans
- Major Departures
- Development pursuant to the prior Ordinance.

The Planning Director has the authority to waive this requirement if the application is sufficiently straightforward and the applicant does not need additional staff input. Applicants must designate on their Pre-Application Conference Online Request found at: <https://www.mncppc.org/1545/Application> if they are requesting a determination of a waiver to the Pre-Application Conference requirement. The applicant must also provide the waiver request within their submittal package for

review. Staff will provide the applicant with a determination within three business days.

Although the Pre-Application Conference may not be required, an applicant may request a Pre-Application Conference with staff. To do so, applicants must request the conference by contacting the section supervisor directly and staff will follow-up with scheduling the applicant requested Pre-Application Conference.

Pre-Application Conference Requirements- Subdivision Regulations

Section 24-3302(b) of the Subdivision Regulations requires that a Pre-Application Conference is required before any preliminary plan of major subdivision. All other types of subdivision applications do not require a Pre-Application Conference.

If the Pre-Application Conference is not required, applicants still can request the conference by contacting the section supervisor directly and staff will follow-up with scheduling the applicant requested Pre-Application Conference.

Pre-Application Neighborhood Meetings

Applicants are also encouraged to review the updated Pre-Application Neighborhood Conference procedures as discussed in Development Review Bulletin No. 3-2022. The Planning Department has also established a website regarding Pre-Application Neighborhood Meetings at <https://www.mncppc.org/5256/Pre-Application-Neighborhood-Meeting>, which details when a Pre-Application Neighborhood Conference is required and other important information.

If there are additional questions, please contact James Hunt, Development Review Planning Division Chief, at james.hunt@mncppc.org.