

# Process Guidelines For Development Review Applications

Approved by the Prince George's County Planning Board

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Note: These guidelines apply to development review applications, except for final plats of subdivision and vacation plats, which require a public hearing by the Planning Board.

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# Process Guidelines

## Introduction...

The Process Guidelines for Development Review Applications were enacted by the approval of Prince George's County Planning Board Resolution No. 08-71. They serve as procedural instructions that require a variety of administrative responsibilities to be completed by staff and applicants, in a sequential and timely manner, in conjunction with the acceptance, evaluation, and scheduling of development review applications for Planning Board hearings. They also supplement other current requirements and procedures (such as those provided in the Subdivision Regulations, Zoning Ordinance, the Planning Board's Rules of Procedure, and the Planning Board's Administrative Practice for the Planning Department), leading to improvements in the transparency, effectiveness, and certainty of the process with strict adherence to mandatory review periods. They apply to development review applications, except for final plats of subdivision and vacation plats which require a public hearing by the Planning Board.

## Pre-Application Requirement...

A pre-notification is required for all Development Review applications to Urban Design, Zoning, and Subdivision cases for Planning Board. Therefore, applicants must submit a Pre-application Form with a Zoning Sketch Map (purchased at M-NCPPC Planning Information Services Office). The sketch map must match the subject site plan "to scale" and most recently approved detailed site plan, if applicable. A case number will be assigned and a list, if any, prior party of record designees will be provided to the Applicant. Applicant must prepare and mail an informational mailing letter to all adjacent property owners, municipalities within one mile of subject property, registered associations (purchased at M-NCPPC Planning Information Services Office) and all parties of record designees. Once the informational letter is mailed, Applicant must prepare an Affidavit and submit it with a copy of the information letter, the list of addressees, the M-NCPPC receipt for mailing list, a completed Application and a complete set of all documents that are required for pre-acceptance assessments. See the website for all forms, instructions and checklists at [www.pgplanning.org/resources/development\\_review\\_form](http://www.pgplanning.org/resources/development_review_form).

## Pre-Acceptance Assessments...

Most development review applications proposing improvements to undeveloped land, expansion of existing development, or extensive redevelopment require some level of pre-acceptance assessment. The assessments are used to determine the extent of

environmental constraints and the need for additional information or studies addressing environmental, transportation, and market considerations. Studies required for the specific type of application must be prepared in accordance with written scoping agreements or other requirements from the respective assessments. Contact the Applications Section of the Development Review Division at 301-952-3530 or the appropriate office listed below for more specific information.

**Environmental Assessment...**

- Stormwater Management Concept Plan; or Final Plan Approval<sup>1</sup>
- Natural Resources Inventory
- Forest Stand Delineation or Exemption
- Tree Conservation Plan - Type I or II; or Exemption
- Scoping Agreement for Noise Study; or Exemption

For assistance with stormwater management plans contact the Department of Public Works and Transportation at 301-883-5710. For other environmental matters contact the Environmental Planning Section of M-NCPPC at 301-952-3650 and ask for the Planner on Duty.

**Transportation Assessment...**

- Scoping Agreement for Transportation Impact Study<sup>2</sup>
- Updated Traffic Counts; or Exemption

For assistance contact the Transportation Planning Section of M-NCPPC at 301-952-3084.

**Archeological Assessment...**

- Archeological Investigation

For additional information contact the Historic Preservation Section of M-NCPPC at 301-952-5595.

**Economic Assessment...**

- Scoping Agreement for Market Study or Needs Assessment

For assistance contact the Research Section at 301-952-3662.

**Pre-Acceptance Review...**

Staff shall review applications within 15 days for conformance with submittal requirements. Staff shall also notify the applicant in writing, preferably by e-mail, when the review is complete and provide a list of deficiencies that must be corrected

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<sup>1</sup> Documentation that a stormwater management application has been filed with the Department of Public Works and Transportation is sufficient to obtain formal acceptance of applications for Preliminary Plan of Subdivision. However, it is strongly advised that approved stormwater management plans be provided as part of the application package submitted for acceptance.

<sup>2</sup> Transportation scoping agreements are sufficient to obtain formal acceptance of applications for Preliminary Plan of Subdivision. However, it is strongly advised that completed traffic counts or studies be provided as part of the application package submitted for acceptance.

prior to formal acceptance. The major components of the pre-acceptance review include the following:

- **Statement of Justification** – A typewritten statement of justification describing the proposed development and explaining why the application is needed shall be provided by the applicant. The statement shall also address applicable master plan guidelines, the legal criteria for approval, and it shall provide sufficient detail to enable staff to complete a thorough evaluation of the application. This requirement may be waived for some site plan applications with limited potential for adverse impact when deemed appropriate by the Urban Design Supervisor. Also, a statement of justification is not required for subdivision applications.
- **Application Form and Site Plan** - A completed application form and site plan, subdivision plan, or other required plan of development shall be provided by the applicant.
- **Informational Mailing Affidavit** – The applicant shall file an affidavit for the record to document completion of the informational mailing to adjoining property owners, previous persons of record, registered civic associations and municipalities in accordance with the provisions of Section 24-119.01 of the Subdivision Regulations or Section 27-125.01 of the Zoning Ordinance.
- **Required Studies** - Sufficient copies of required reports, studies, plans, drawings, assessments or other information deemed necessary to provide a legal basis for approval shall be provided by the applicant. The documentation may include items such as an approved stormwater management concept plan, natural resources inventory, forest stand delineation, tree conservation plan (type I or II) or exemption letter, noise study, market study, needs assessment, traffic impact study, updated traffic counts, archeological investigation, and elevation sketches or architectural renderings in hard copy and digital format.

### Formal Acceptance and Processing...

- **Notice to Applicants and Parties of Record** – Staff shall notify the applicant in writing, preferably by e-mail, when the application is ready to be formally accepted for processing. Thereafter, the applicant shall notify in writing and via first class mail, all parties currently entitled to receive informational mailings that the application is ready to be accepted. The name and contact information for the staff member assigned to the case shall be included in both forms of notice.
- **Application Fees, Referral Copies, and Acceptance Affidavit** – The applicant shall pay the application and sign posting fees in full, provide a specified number of copies of the application package for referral purposes, and file an affidavit for the record to document completion of the written notice described in the paragraph immediately above, indicating the application is ready to be accepted. The acceptance date shall be the same day these tasks are completed. This date shall be used to calculate the initial 70-day action dates required for detailed site plan and preliminary plan of subdivision applications.
- **Review to Identify Potential Major Issues** – Applications shall be reviewed within the Planning Department to identify potential major issues within 15 days after acceptance. In addition, preliminary plan of subdivision applications shall be reviewed by the Subdivision Development Review Committee (SDRC) within 28

days after acceptance. Other applications may be referred to the SDRC, at the discretion of the Planning Director. The results of these reviews shall be provided to applicants in writing, preferably by e-mail.

- **Referral to Other Agencies, Organizations, and Jurisdictions** – Applications shall be referred to various agencies, organizations, utility companies and jurisdictions for review and comment. The referral shall indicate the due date for a written reply within 30 days after acceptance to ensure its inclusion in the record. The referral replies shall be provided to applicants, preferably by e-mail.

### 35 Days Prior to Hearing...

- **Hearing Date Established** – After the application is reviewed to identify potential major issues, the applicant may request in writing to schedule the application for hearing. The actual date must be established at least 35 days in advance, and the Planning Director shall determine the appropriate date, consistent with mandatory action dates. Furthermore, the applicant should recognize that staff's evaluation of the application will be based solely upon the evidence contained in the record file at that time.
- **Revised or Additional Information** - Applicants shall provide revised documents or additional information at least 35 days prior to the hearing to ensure its evaluation as part of the Technical Staff Report. Information provided later in the process may not provide sufficient time to evaluate its affect upon the development proposal or its impact upon adjacent properties and the general neighborhood.
- **Waivers to Mandatory Action Dates** – Waivers provided at least 35 days prior to the hearing will result in a later hearing date, provided a later date does not extend beyond a mandatory action date.

### 30 Days Prior to Hearing...

- **Sign Posting** – The applicant is responsible for posting and maintaining the required public hearing sign(s) on the subject property at least 30 consecutive days prior to the Planning Board's hearing, in the accordance with the general location and legibility requirements specified in Section 27-125.03 of the Zoning Ordinance. Hearing signs shall be prepared by staff and released to applicants for posting no less than 31 days prior to the hearing. The applicant is also responsible for removing the signs within 15 days after the hearing.
- **Tentative Long-Range Agenda** – Applications tentatively scheduled for public hearing within 30 days shall be listed on the Planning Board's Long-Range Agenda and posted on the Commission's web page ([www.mncppc.org/pgco](http://www.mncppc.org/pgco)).

### 14 Days Prior to Hearing...

- **Sign Posting and Inspection Affidavit** – The applicant shall file an affidavit for the record indicating the required public hearing signs were posted on the property at least 30 days prior to the Planning Board's hearing. The affidavit shall be accompanied by a close-up, legible photograph of each sign and an additional long-distance photograph depicting the sign with unique, identifiable features of the

subject property. The affidavit shall also indicate the posted signs were inspected at least one time no later than the 15th day of posting to ensure that required signs are maintained.

- **Community Outreach Affidavit** – The applicant shall file an affidavit for the record documenting efforts to inform the community about the development proposal, including responses to requests for clarification, additional information, meetings, etc.
- **Mailing Technical Staff Reports** – Staff shall send Technical Staff Reports via first class mail to all persons of record and other individuals who have requested a copy in writing at least 14 days prior to the hearing, in accordance with Section 27-125.04 of the Zoning Ordinance. This requirement does not apply to reports for Subdivision applications, which are mailed one week in advance of the hearing.
- **Written Notice** – Staff shall send written notice of the public hearing to all persons of record and other interested individuals who have requested to be notified in writing, in accordance with Section 27-125.05 of the Zoning Ordinance. This requirement does not apply to notice for Subdivision applications, which are mailed one week in advance of the hearing. The timely mailing of Technical Staff Reports shall constitute full compliance with this requirement.

### 6 Days Prior to Hearing...

- **Final Agenda Web Posting** – The Planning Board’s Final Agenda shall be sent via first class mail or e-mail to all persons who have requested to receive a copy in writing. The agenda shall also be posted on the Commission’s web page ([www.mncppc.org/pgco](http://www.mncppc.org/pgco)) six days prior to the hearing.
- **Technical Staff Reports Web Posting** - The Technical Staff Reports shall be posted on the Commission’s web page ([www.mncppc.org/pgco](http://www.mncppc.org/pgco)) six days prior to the hearing.

### M-NCPPC Contact Information...

Please contact the Applications Section in the Development Review Division at 301-952-3530 if you have questions regarding the above guidelines.