The Maryland-National Capital Park and Planning Commission
PRINCE GEORGE'S COUNTY
Planning Department
1616 McCormick Drive, Largo, MD 20774 • pgplanning.org • Maryland Relay 7-1-1

Contact: DRDapplications@ppd.mncppc.org

Homeowner Minor Amendment Checklist (Legacy Comprehensive Design Zones)

In all Legacy Comprehensive Design Zones, LCD Zones, 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 approved development standards such as setback and lot coverage will most likely require a Planning Board hearing per Sec. 27-524(b), for amendments to both the applicable SDP and the CDP.

Submit the following items to the Development Review Division via email to DRDApplications@ppd.mncppc.org:

- ☐ Signed application form
- ☐ Copy of the approved TCP or TCP exemption letter
- ☐ This completed checklist (include HOA disclaimer)
- ☐ The $50 review fee will be requested by DRD staff and payable by credit card or check
- ☐ Copies of the last approved 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 ( ) and lot coverage in percentage ( ) of all the paved areas in square feet in proportion to the total square footage of buildings and structures with roofs and the driveway of the site
- ☐ The proposed improvements are within the setbacks established in the applicable SDP/CDP: yes ☐ or ☐ no
- ☐ Complete the lot coverage calculation using the calculator on the next page.

Homeowner's Minor Amendment
Lot Coverage Calculator

Fill in white boxes below only. Leave blank if not applicable.	
*Do not include **uncovered** decks, porches, pergolas, and/or patios.*	
STRUCTURES	**Area (sq. ft.)**
Existing house (footprint)	
Addition to house (footprint)	
Driveway (existing + proposed)	
Covered deck, porch and/or patio	
Shed/Gazebo/Accessory Structure	
Sub Total	**0.00**
Lot Size (Net Lot Area)	
Lot Coverage (%)	**0%**

Clear Calculator

Specific Design Plan Name and Number:	Comprehensive Design Plan Name and Number:

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_____

*Copies of the applicable Comprehensive Design Plan (CDP) and/or Specific Design Plan (SDP) and record plat for the subject property may be obtained by submitting an Online Information Request Form to the M-NCPPC, Planning Information Services office at PPD-Infocounter@ppd.mncppc.org. A copy of the comments sheet provided by the Permit Review staff must be included with the Online Information Request Form.

Note: This property may be subject to homeowner's association (HOA) regulations or other restrictions that are not enforced by M-NCPPC, Prince George's County Planning Department. Please ensure you have received all approvals before paying for application (review fees will not be refunded).