



BOARD *of* APPEALS

Zoning and Administrative

ADMINISTRATIVE APPEAL

Information • Instructions

Please read all instructions

BOARD OF APPEALS
County Administration Building
14741 Governor Oden Bowie Drive
Upper Marlboro, Maryland 20772
Telephone: (301) 952-3220

INSTRUCTIONS FOR FILING OF APPEALS
OTHER THAN VARIANCES

ZONING APPEALS (Other Than Variances):

- **Request for an Extension of Time to Cease/Correct a Zoning Violation ***
- **Appeal of Zoning Violation Notices**
- **Allegation of Error in the Refusal of a Building or Use and Occupancy Permit, or Other Decision Involving Interpretation of the Zoning Ordinance**

To complete any of these zoning appeals, please submit a letter clarifying the type of appeal you wish to file, a copy of any violation notice (all pages/all sides) or agency determination, the mailing envelope (with postmark) and the appropriate filing fee (and posting fee, if needed**). (See Filing/Posting Fee Schedules on reverse side.)

** If you are only interested in obtaining an extension of time, it is recommended that you contact the inspector whose name and number appear at the bottom of your violation notice, as sometimes the inspector is able to grant an extension. The County Code prohibits the Board from granting extensions of time for violations involving a use for which a valid use and occupancy permit has not been issued. If your violation involves such a use, your options are either to work with the inspector or appeal the violation to the Board of Appeals.*

***If the property is located in either a commercial or industrial zone, a sign posting fee must also be paid -- \$30.00 per sign, one sign per street, for frontage 1000 feet or less in length, with an additional sign for each additional 1,000 feet.*

ADMINISTRATIVE APPEALS:

To complete an appeal, please submit a letter of appeal, a copy of any violation notice (all pages/all sides) or agency determination being appealed, and the appropriate filing fee. (See Filing Fee Schedule on reverse side.)

IMPORTANT: *All appeals or extension of time requests shall include the full name, current mailing address, and daytime telephone number of appellant(s). Evidence of the date of notice (i.e., mailing envelope), from which a filing deadline is determined, should be retained as proof that an appeal was timely filed. All requests shall be accompanied by the required fee(s) or hardship waiver request. Checks or money orders shall be made payable to "Prince George's County" for filing fees, and made payable to "M-NCPPC" for sign posting fees.*

FILING FEE SCHEDULE: The following schedule of filing fees applies to appeals submitted to the Board of Appeals. Payment must be in the form of a check or money order (no cash payments accepted) made payable to "**PRINCE GEORGE'S COUNTY**".

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| (1) Extension of Time to Cease or Correct Zoning Violation | |
| (a) Residential property involved | \$ 100.00 |
| (b) All other requests for time | \$ 200.00 |
| (2) Other Zoning Appeals | \$ 200.00 |
| (3) Administrative Appeals | |
| (a) Residential property involved | \$ 200.00 |
| (b) Commercial or Industrial property involved | \$ 300.00 |

SIGN POSTING FEE SCHEDULE: The following schedule of sign posting fees applies to properties located in commercial or industrial zones in all appeals relative to the Zoning Ordinance. Checks or money orders shall be made payable to "**M-NCPPC**".

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|---|----------|
| (1) Sign for Posting on Properties in Commercial or Industrial Zones (per sign) | \$ 30.00 |
| (2) Each additional sign over four (4) when application involves a public utility right-of-way (per sign) | \$ 5.00 |
| (3) The Department of Environmental Resources shall not be required to pay sign posting fees | |

OTHER RELATED FEES:

- (1) Appellant shall pay any costs related to initial advertisement of a hearing in excess of the applicable filing fee
- (2) Appellant shall pay any costs related to re-advertisement of a hearing unless the need for re-advertisement is caused by governmental error/action.

Once the application is filed, it may be several weeks before you have your hearing. It is required that you, as the appellant, or someone representing you, attend the hearing and explain your appeal, presenting relevant testimony and other evidence. All witnesses will be sworn at any hearing. Corporations, limited liability companies, or other business entities ***must*** be represented by counsel, licensed to practice in the State of Maryland, at any hearing before the Board. Any non-attorney representative present at the hearing shall not be permitted to advocate.

At the conclusion of the public hearing, the Board may or may not vote on the appeal at that time. If the Board chooses not to do so, they may take the case under advisement or hold the record open until a future date. Any case not decided at the conclusion of the public hearing will be brought up for discussion at a future meeting of the Board and a vote on the request will occur in public. Once the Board has voted, a written order will be mailed to all parties.

NOTE: *No hearing will be scheduled for any incomplete appeal or extension of time request. Make filing fee payable to Prince George's County and posting fee (if applicable) payable to M-NCPPC. For further information regarding the policies and procedures of the Board of Appeals, see County Code §§ 2-116 through 2-126, 27-229 through 27-234, and/or the Board's website at pgccouncil.us.*