



BOARD *of* APPEALS

Zoning and Administrative

ADMINISTRATIVE APPEAL

Information • Instructions • Application

*Please read all instructions before
completing the application.*

BOARD OF APPEALS
Wayne K. Curry Administration Building
1301 McCormick Drive, 3rd Floor
Largo, Maryland 20774
Telephone: (301) 952-3220
Boardofappeals@co.pg.md.us

INSTRUCTIONS FOR FILING
ZONING APPEALS AND ADMINISTRATIVE APPEALS

ZONING APPEALS:

A Zoning Appeal is an appeal of a violation notice issued referencing any Section of the Zoning Ordinance.

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

Please note: All violations include an appeal time frame to apply for an appeal. This time frame varies. The time frame is located on the back of your violation notice. The appeal must be received by the Board of Appeals within that time frame in order for the Board of Appeals to accept the appeal.

To request a Zoning Appeal, please submit the following:

- A letter clarifying the type of appeal. This letter is to advise the Board of the situation and the reason you are appealing.
- A copy of any violation notice (all pages/all sides) or agency determination, with the mailing envelope (with postmark).
- Any supporting documents, photographs, or site plans. Additional documents may be requested.
- 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. A letter of representation must be submitted to this office.

Payment:

Once all documents are filed and accepted with the Board of Appeals, an email will be sent including a link to the Payment Portal in order to make the payment. Please note, cash payments are not accepted.

Payment of Filing Fee, Sign Posting Fee and requested Language Interpreter Fee may be made by online payment with E-Check, Credit or Debit Card. (Visa, Mastercard, American Express and Discover). See attached Fee Schedule below.

** 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 certain circumstances 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.

ADMINISTRATIVE APPEALS:

An Administrative Appeal is an appeal of a violation notice issued referencing any section of the County Code. This does not include the Zoning Ordinance.

Please note: All violations include an appeal time frame to apply for an appeal. This time frame varies. The time frame is located on the back of your violation notice. The appeal must be received by the Board of Appeals within that time frame in order for the Board of Appeals to accept the appeal.

To request an Administrative Appeal, please submit the following:

- A letter clarifying the type of appeal. This letter is to advise the Board of the situation and the reason you are appealing.
- A copy of any violation notice (all pages/all sides) or agency determination, with the mailing envelope (with postmark).
- Any supporting documents, photographs or site plans. Additional documents may be requested.
- 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. A letter of representation must be submitted to this office.

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IMPORTANT:

- *All appeals or extension of time requests shall include the full name, current mailing address, email 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.*
- *No hearing will be scheduled for any incomplete appeal or extension of time request. 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.*

FILING FEE SCHEDULE: The following schedule of filing fees applies to appeals submitted to the Board of Appeals.

(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.

(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 Permitting, Inspections and Enforcement 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.
- (3) Transcription costs are the sole responsibility of the Appellant. The Board will provide an electronic recording to the Appellant and/or Transcription Service.

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. All legal representatives must provide a letter to advise the Board of their representation.

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.