

FILING INSTRUCTIONS



DEPARTURE FROM DESIGN STANDARDS PARKING AND/OR LOADING AND LANDSCAPING REQUIREMENTS

The completed application package as outlined below must be submitted to the:

City of College Park - Planning Department
City Hall - Lower Level
4500 Knox Road
College Park, Maryland 20740
Telephone: (240) 487-3538
Facsimile: (301) 887-0558

AT THE TIME OF FILING THE APPLICANT SHALL SUBMIT:

(A) Application

One (1) copy of the application form, printed in ink or type and signed by *all* owners of record.

(B) Statement of Justification

One (1) *signed* copy of a justification statement indicating how the proposed departure will better serve the purposes of the parking facility regulations as set forth in Section 27-553 of the Prince George's County Zoning Ordinance. In this Statement the applicant shall address the following requirements of approval:

1. Compliance with the purposes of the parking and loading regulations:
 - (a) To provide off-street parking lots (in connection with each building constructed or new use established) sufficient to serve the needs of all persons associated with the building or use;
 - (b) To aid in relieving traffic congestion in streets by reducing the use of public streets for parking and loading and reducing the number of access points;
 - (c) To protect the residential character of residential areas; and
 - (d) To provide parking and loading which is convenient and increases the amenities in the Regional District.

2. The impact of vehicular traffic entering and leaving the parking lot upon the public streets and the number and locations of points of access;
3. The ease of pedestrian movement within the lot and to other pedestrian areas.
4. Whether the amenity and convenience of the lot is enhanced by landscaping, the provision of pedestrian spaces, screening, and similar means;
5. Maximizing the safety and efficiency of vehicular circulation within the lot; and
6. Compatibility with the surrounding area.

One (1) Copy of this Statement must be signed by the Applicant or his Attorney

(C) Maps and Plat

Ten (10) copies of an *accurate* map or plat prepared by a Registered Engineer or Land Surveyor (and so signed and sealed). The plat shall show the present configuration of the subject property and shall contain the following information:

1. The names of owners of record of adjoining properties *or* lot and block numbers of same, if applicable;
2. The location and present right-of-way width of all abutting streets and street names. If the property is not located at the intersection of two streets, the distance to and the name of the nearest intersecting street shall be indicated;
3. North arrow and scale -- scale shall be no smaller than one (1) inch = 400 feet;
4. Bearings and distances (in feet) along all property lines;
5. The total area (in square feet or acres);
3. The location of all existing buildings on the property; and
7. The property for which the departure from design standards is requested shall be ***outlined in red.***

(D) Plans and Specifications

Ten (10) copies of ***Plans and Specifications*** or other data or explanatory material for the applicant's proposal or any portion thereof. These plans shall include the following information:

3. Location, use and dimensions of all existing buildings to remain and of all proposed buildings or other structures;
2. Existing center lines of abutting streets;

3. A complete automobile parking layout indicating the extent to which the applicant intends to comply with Division 2 - Parking Facilities. Of particular concern are the design standards outlined in Subsections 27-554 through 27-566. It is necessary that the manner of compliance with the design standards from which no departure is requested be indicated either on the site plan or in a written statement (type of surfacing, how separated from streets and walks, how drained, dimensions, type of marking and lighting, how connected to public street, and location of landscaping and screening);
4. A general landscaping plan indicating the full extent of all proposed landscaping, planting and screening areas, to be clearly defined by patterns, arrows, etc.;
5. Ingress, egress and internal circulation pattern;
6. Delineated zoning categories of the subject and all adjacent properties; and
7. The specific nature of the departure(s) requested (such as reduced dimensions of either spaces or driveways, no separation from streets or walks, landscaping and/or screening requirements not met, certain parking spaces block other spaces, loading space is less than 50 feet from residential zoned land, etc., depending on the applicant's proposal), as well as *all* applicable subsections of Section 27-553. This information may be indicated on the site plan or in a written statement, if the area provide on the application form is insufficient in size.

In addition, detailed landscape plans may be required for any uses for which the zoning sets forth provisions for landscaping, planting and/or screening. Landscaping plans shall be sealed drawings prepared at a commonly used architectural or engineering scale, depicting all proposed site improvements, i.e., buildings, paved surfaces, signs, plants and vegetation (to include botanical or common names), size, spacing and existing plants which will remain. *Landscape plans need not be separately prepared drawings* by may be superimposed on the site plan. Landscape elements include, but are not limited to, shade trees, flowering covers, evergreens, shrubs, vines, ground turf, flowers, rocks, gravel, earth mounds, berms, walls, fences, screens, sculptures, fountains, and sidewalk furniture. Artificial plants may *not* be used to satisfy the requirements of the Zoning Ordinance. In the event that a landscaping plan is deemed necessary, the applicant will be so notified at a later date.

Note: *Untreated gravel is not considered to be dust-free.*

(E) Zoning Map

One (1) copy of the appropriate zoning map page(s) on which the property is *plotted to scale and outlined in red.*

(F) Fees

1. A check or money order in the amount of two thousand dollars (\$2,000.00) payable to the City of College Park to cover the filing fee.

(G) Meeting with Staff

An appointment must be made with staff from the City of College Park Planning Department, by calling (240) 487-3538, to review the contents of this application before it can be accepted for processing.