



FILING INSTRUCTIONS

DEPARTURE FROM SIGN DESIGN STANDARDS APPLICATION

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 typed and signed by *all* owners of record.

(B) Statement of Justification

The City of College Park may grant departures from sign design standards in accordance with Section 27-239.1 of the Prince George's County Zoning Ordinance. The Statement of Justification shall provide a written explanation that demonstrates how this request will satisfy these findings.

1. The purpose of this Subtitle will be equally well or better served by the applicant's proposal;
2. The departure is the minimum necessary, give the specific circumstances of the request;
3. The departure is necessary to alleviate circumstances which are special to the subject use, given its nature at this location, or alleviate circumstances which are prevalent in the district.
4. The departure will not impair the visual, functional or environmental quality or integrity of the site or of the surrounding neighborhood.

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

(C) Maps and Drawings

1. 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 contain the following information:

- (a) The location and present right-of-way width and centerline distance 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.
 - (b) North arrow and scale--scale shall be no smaller than one (1) inch = 400 feet.
 - (c) Bearings and distances (in feet) along all property lines.
 - (d) The property for which the departure from design standards is requested shall be ***outlined in red.***
2. Ten (10) copies of the site plan, drawn to scale, showing the location of the existing and/or proposed sign(s), exact placement of the buildings on the property, and the location and setbacks of the sign(s) from the property lines. **This need not be a separate drawing but may be incorporated into the survey outlined in (C)(1), above.**
 3. Ten (10) copies of the proposed sign(s), drawn to scale, showing the proposed dimensions, square footage, colors and graphics thereon.
 4. One (1) zoning map on which the property is plotted to scale and *outlined in red.* These maps are available at the information counter of M-NCPPC.

(D) Abutting Property Owners

A list containing the names and address of the abutting property owners including those properties directly across a street, stream or an alley.

(E) 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.

(F) 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.