



**City of College Park Advisory Planning Commission**  
**4500 Knox Road • College Park, MD 20740**  
**Phone: 240-487-3538 • Facsimile: 301-887-0558**  
**www.collegeparkmd.gov**

**APPLICATION FOR VARIANCE FROM  
 THE STRICT APPLICATION OF THE  
 CITY OF COLLEGE PARK BUILDING CODE**

*Instructions: Please Print or Type. All required information must be provided before an application is accepted for processing. An appointment with the City Planning Staff must be made to review the application prior to acceptance. Please call (240) 487-3538 to schedule an appointment. The following items must accompany the application: 1) an accurate plat or site plan drawn to scale that, includes all existing structures, driveway and additions; 2) filing fee or financial hardship waiver request.*

**OWNER INFORMATION**

Name of Property Owner (s) \_\_\_\_\_

Address of Property \_\_\_\_\_

Do you reside in the property?      Yes      No

If no, provide home address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Name of Agent/Representative (if any) \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Have you applied for and been denied a permit?      Yes      No

Have you received a violation notice?      Yes      No      If yes, date of notice \_\_\_\_\_

Has property been the subject of a previous appeal or zoning application?      Yes      No

If yes, provide case number(s) and dates \_\_\_\_\_

**DESCRIPTION OF PROPERTY**

Subdivision                                      Lot                                      Block                                      Parcel

Zoning                                                                                      Total Area (Sq ft)

Civic Association Name

**VARIANCE REQUEST**

List each required variance on a separate line and cite the section of the Fence Ordinance from which the variance is requested.

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

**PURPOSE OF VARIANCE**

Describe what you propose to do and why you need a variance.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**IN ORDER FOR A VARIANCE TO BE GRANTED, ALL OF THE FOLLOWING CRITERIA MUST BE MET. PLEASE INDICATE HOW YOU COMPLY WITH EACH OF THESE.**

**Criteria #1. There is an extraordinary situation or condition that would support the request for a variance.** *(Describe any special conditions and/or circumstances which are peculiar or unique to the property and, that are not characteristic of other property in the neighborhood.)*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Criteria #2. Denial of the variance would result in a peculiar and unusual practical difficulties to, or exceptional or undue hardship to the owner.** *(The property owner is deprived of property rights commonly enjoyed by neighboring property owners because of the property's unusual features or conditions ). Hardship cannot be self-imposed.*

\_\_\_\_\_

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**Criteria # 3. Granting the variance will not impair the intent, purpose or integrity of any applicable County General Plan or County Master Plan.** *(Granting of the variance will not be in conflict with the public interest as requested in these plans).*

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**Criteria #4. The variance is consistent with the design guidelines adopted for the Historic District, if applicable.** *(The Design Guidelines for the Old Town College Park Historic District provide guidance on fence materials, design and placement).*

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**Criteria #5. The variance will not adversely affect the public health, safety, welfare or comfort.** *(Granting of the variance will not prevent the rapid, free and unobstructed access to residences by emergency vehicles, personnel and equipment).*

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**Criteria #6. The fence for which a variance is requested incorporates openness and visibility as much as is practicable, provided however, that it shall not be constructed of chain link.**

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**Criteria #7. The proposed construction, including setbacks, is characteristic of and consistent with the surrounding neighborhood.** (*Granting of the variance will not detract from the alternatives and comfort of the residential district and will not detract from an area that is generally pleasing to the eye.*)

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**NAMES & MAILING ADDRESSES OF ALL ADJOINING PROPERTY OWNERS**

*(These include properties located on either side, behind and across the street from your property).*

<b>Property Address</b>	<b>Owner's Name</b>	<b>Owner's Address</b>
<b>Property Address</b>	<b>Owner's Name</b>	<b>Owner's Address</b>
<b>Property Address</b>	<b>Owner's Name</b>	<b>Owner's Address</b>
<b>Property Address</b>	<b>Owner's Name</b>	<b>Owner's Address</b>
<b>Property Address</b>	<b>Owner's Name</b>	<b>Owner's Address</b>
<b>Property Address</b>	<b>Owner's Name</b>	<b>Owner's Address</b>

\_\_\_\_\_  
**Signature of Applicant(s)**

\_\_\_\_\_  
**Date**

**OTHER INFORMATION**

**Fee Schedule:** A check or money order shall be made payable to the city of College Park. The fee is \$50.00.

**Site Plan:** The site plan must be accurate, legible and drawn to scale. It should be prepared by a registered engineer or land surveyor and **must show all existing and proposed structures and driveways** (*sheds, carports, etc.*) The plan must also show all abutting streets and alleys, distances along property lines, and distances (setbacks) of all existing and proposed structures from the property lines.

**Scheduling:** Once an application has been accepted, it may take several weeks to schedule a hearing. The applicant or an authorized representative must attend the hearing to justify the request. The Advisory Planning Commission (APC) normally meets the first Thursday of the month. After an application has been heard, the APC, will render a recommendation or hold the record open to receive additional evidence. The Commission's recommendation is forwarded to the City Council for final action. If you disagree with the recommendation, you have fifteen (15) days from the date of the resolution to request oral argument before the City Council.

**Application for a variance is no assurance that it will be granted. The public hearing is for you and others interested in this case to state their positions. If you need additional assistance in filling out the application, contact the City of College Park Planning Department at (240) 487-3538. Remember, an appointment must be made with the Planning Department to review your application prior to its acceptance for processing.**