

DEVELOPMENT REVIEW BULLETIN

Bulletin No. 1-2021

Subject: DRD Applications Pre-application Conference Meetings

Resource: Applications Section, Development Review Division (DRD)

Date: January 14, 2021

In preparation for implementation of the new Prince George's County Zoning Ordinance requirements, the Applications Section has implemented a means to schedule all requests to meet with Planning Department staff modeling the Pre-Application Conference request platform identified in the new Zoning Ordinance and Subdivision Regulations.

The purpose of these meetings is to provide potential and current applicants the opportunity to meet with Planning staff for a courtesy review of their proposed development projects. The applicant will use this opportunity to share their project overview, potential development plans, and express any questions surrounding development. Planning staff will offer comments and meaningful questions to the applicant to help with cultivating a flow of information, designed to assist the seamless execution of the application and acceptance process.

A pre-application conference provides an opportunity for:

- The applicant to discuss and understand the submission requirements, procedures, and standards applicable to an anticipated development application; and
- Staff to become familiar with and offer the applicant preliminary comments about the scope, features, and impacts of the proposed development, as it relates to the standards in the ordinance.

The expectation is for the applicant to leave the pre-application conference with clear guidance on what is needed for their proposed project to achieve an acceptance status. Applicants will also gain some insight from career M-NCPPC professionals on code specifications needing to be met pertaining to their development.

To obtain a DRD pre-application conference, the applicant must email DRDapplications@ppd.mncppc.org with the following items:

- In the email subject header, please provide the subject information

(i.e. Request for Preapplication Conference - *Project Name*)

- In the body of the email, please share the property address, Tax ID, property Owners, point of contact, and type of application desired.

Please attach the following required submission documents to the email:

- Project Narrative describing the scope of the proposed development
- Property Boundary Survey
- Conceptual Site Drawing of the proposed development

Pre-conference Scheduling

Within fourteen days after receipt of a request for pre-application conference, Planning staff must:

- Schedule the pre-application conference date and time
- Notify the applicant
- Share the submission materials with Planning staff

Following the adoption of the new Countywide Map Amendment, applicants will be sent the following materials after the pre-application conference is complete:

- An assigned case number
- Zoning Sketch Map
- Mailing Lists
- Person of Record list, as applicable
- Pre-application Neighborhood meeting packet.

If there are any questions, please contact Applications Staff at DRDApplications@ppd.mncppc.org.