

City of Bowie  
Department of Planning & Economic Development  
15901 Fred Robinson Way  
Bowie, Maryland 20716



Telephone: 301-809-3047  
Facsimile: 301-809-2315

**FOR OFFICE USE ONLY:**

Application # _____	Docket# _____
Date Filed: _____	Reviewer: _____
Filing Fee: _____	
Number of Signs: _____	Sign Fee: _____
Total Paid: _____	
BAPB Hearing Date: _____	

**APPLICATION FOR VARIANCE FROM  
THE STRICT APPLICATION OF THE  
PRINCE GEORGE'S COUNTY ZONING ORDINANCE**

**Please Print or Type**

**DESCRIPTION OF PROPERTY**

Property Owner Names	
Property Address	
Zoning	Total Area (Sq. Ft.)

**DESCRIBE WHAT YOU PROPOSE TO CONSTRUCT: (For example: a 12' x 19' family room addition in the rear of the dwelling.)** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REQUEST FOR VARIANCE FROM SECTION:**

- 27-442 (c) Table II (Lot Coverage)
- 27-442 (c) Table IV (Required Yards) \_\_\_\_\_ Front \_\_\_\_\_ Side \_\_\_\_\_ Rear (check one)
- 27-120.01 (c) Parking space, parking area, parking structure in front of a dwelling.
- 27-420 (a) Maximum permitted fence height of six (6) feet over.
- Other: \_\_\_\_\_

**ZONING REQUIREMENT: (from above section)** \_\_\_\_\_

**AMOUNT OF VARIANCE REQUESTED:** \_\_\_\_\_

**IMPORTANT:** Please read the instruction sheet attached before completing this application. All required information must be provided before an application is accepted for processing. An appointment with City Planning Staff must be made to review the application prior to acceptance. Please call (301) 809-3047 to schedule an appointment. The following items must accompany the application:

- 1. An accurate Plat or Site Plan drawn to scale showing all existing or proposed structures and paving.
- 2. A signed Statement of Justification indicating how the proposed request meets the criteria for approval found in Section 26-25 of the Bowie City Code.
- 3. MNCPPC Variance Referral Form stating what sections of the Zoning Ordinances pertain to the variance request.
- 4. For lot coverage variance, a copy of calculation sheet prepared by MNCPPC staff.
- 5. Filing Fee (\$200.00 existing residential, \$500.00 new residential, \$1,500.00 commercial/industrial)  
(Public hearing sign fee = \$30.00 per sign.)
- 6. Building construction drawings, if applicable
- 7. Photographs (optional)

**Staff Report:**

- Mail to applicant       Pick Up       FAX       Email

**Bowie Advisory Planning Board Hearing Date:** \_\_\_\_\_

You are expected to attend all City hearings and present your case and any supporting evidence. The advertised Bowie Advisory Planning Board (BAPB) hearing is the hearing of record and no evidence may be submitted after the BAPB's hearing; unless otherwise allowed by the BAPB.

I/We \_\_\_\_\_ (Owner)

Hereby make application for a variance in accordance with Chapter 26, Article II, Division II Of the Bowie City Code.

Home Phone

Cell Phone

Email

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Owner Signature

## **CRITERIA FOR GRANTING VARIANCES**

In order for the Bowie Advisory Planning Board (BAPB) to grant a Variance, it shall make the following findings, pursuant to Section 26-25 of the City Code:

- A. A Variance from lot size, setback and similar requirements of the Prince George's County Zoning Ordinance from which a Variance may be granted may only be granted upon a finding that:
  - (1) A specific parcel of land has exceptional narrowness, shallowness, or shape, exceptional topographic conditions, or other extraordinary situations or conditions;
  - (2) The strict application of the County Zoning Ordinance will result in peculiar and unusual practical difficulties to, or exceptional or undue hardship upon, the owner of the property; and,
  - (3) The Variance will not substantially impair the intent, purpose, or integrity of any applicable County General Plan or County Master Plan.
  
- B. For properties in the R-30, R-30C, R-18, R-18C, R-10A, R-10, and R-H zones, where the applicant proposes development of multifamily dwellings and also proposes that the percentage of dwelling units accessible to the physically handicapped and aged will be increased above the minimum number of units required by Subtitle 4 of the Prince George's County Code, the Bowie Advisory Planning Board may consider this increase over the required number of accessible units in making its required findings.

## STATEMENT OF JUSTIFICATION

A Statement of Justification shall be submitted with all applications for requests for Variance(s) and Departure(s) from the Prince George's County Zoning Ordinance, and for Alternative Compliance from the Prince George's County Landscape Manual, and shall contain the following information:

1. Application Number and Name of Project.
2. Description of Proposed Use and Request.

Describe the nature and character of the proposed use and request. (*For example, "The applicant is seeking a Variance from Section 27-442(c), Table IV, Rear Yard Setback requirement of five (5) feet for the purpose of constructing a 10-foot by 15-foot sunroom to an existing detached single-family dwelling."; or, "The applicant is seeking a Departure from Section 27-558(a) of the Prince George's County Zoning Ordinance to provide "universal" parking spaces (9 ft. by 18 ft.) (non-handicap/non-parallel parking spaces) on the site."; or, "The applicant is seeking Alternative Compliance from Section 4.3(c)(1) of the Prince George's County Landscape Manual regarding Parking Lot Perimeter Landscape Strip Requirements to . . ."*.)

3. Description of the Location of the Subject Property.

Describe the geographical location of the site by referring to adjoining roads. (*For example, "The Subject Property is located on the south side of MD Route 450 (Annapolis Road), approximately 1,000 feet (or 0.2 mile) east of the Walnut Street intersection."*) The description of the location of the site should also include: Tax Map, Block and Lot/Parcel numbers; street address (if applicable); and, the current zoning and uses for each adjoining property.

4. Description and Comment of each Required Finding.

Identify each applicable section of the Prince George's County Zoning Ordinance or Landscape Manual that pertains to the request(s), and justify each required finding. Some uses or requests may involve numerous sections of the County Zoning Ordinance or Landscape Manual, each of which must be addressed. Financial hardship, in and of itself, is not generally regarded as sufficient justification to grant relief.

5. Summary/Conclusion of Request.

Provide a short summary and conclusion in the Statement of Justification. The Statement of Justification shall be signed and dated by the applicant and/or the applicant's representative.

## Process for Variance Applications

### Application is Filed and Fees are Paid

Application includes: completed Application Form; 1 copy of a Site Plan and other graphic illustrations necessary to communicate what is proposed; and, 1 copy of a Statement of Justification.



### Public Hearing Notice

Not less than 15 days before BAPB hearing, City sends Public Hearing Notice, via certified mail, to Applicant, abutting property owners, Persons/Parties of Record, Referral Agency (if any), Maryland-National Capital Park and Planning Commission (M-NCPPC), Prince George's County Planning Board and District Council. (Notice to M-NCPPC, County Planning Board and District Council shall include a copy of the Site Plan.) Public Hearing Notice posted in City Hall not less than 7 days prior to the BAPB hearing.



### Public Hearing Signs

City posts at least 1 Public Hearing Sign on subject property not less than 15 days before BAPB hearing. Applicant maintains all Public Hearing Signs. Applicant removes all Public Hearing Signs within 7 days after Public Hearing and files an affidavit that Signs were posted on and removed from site as required.



### City Staff Report

Available at least 7 days before BAPB hearing.



### Bowie Advisory Planning Board Public Hearing

Close the Record, or  
Hold the Record Open for Specified Time to Receive Additional Evidence



### Written Recommendation (Adopted Resolution) of Bowie Advisory Planning Board

Within 5 days of BAPB Public Hearing, adopted Resolution is sent to City Council via City Manager, and to all Persons/Parties of Record;  
Persons/Parties of Record have 15 days to file Exceptions and Request Oral Argument before City Council



### Action by City Council

Adopts BAPB Resolution on Consent Agenda. (If not acted on within 60 days, Application is deemed Denied), or Oral Argument is scheduled  
Recommendation of BAPB is Accepted, Denied, Modified or Returned to Board for Reconsideration  
Written Decision of City Council sent to all Persons/Parties of Record, the BAPB, Zoning Division of M-NCPPC, Clerk of the County Council, County Dept. of Environmental Resources and City Dept. of Community Services



### Appeal to Circuit Court

Within 30 days from the date of written decision of the City Council, any Aggrieved Party shall file an appeal of the decision of the City Council with the Circuit Court.

**APPLICANT'S AFFIDAVIT**  
**OF PUBLIC HEARING SIGN**  
**INSPECTION**

I, \_\_\_\_\_, hereby certify that the public hearing sign(s) erected  
(print or type name)

on the subject property in Bowie development review application \_\_\_\_\_  
(case number)

has/have been maintained and continuously posted for the required time prior to the hearing.

The required sign(s) were posted and remained on the property for the required period of time

preceding the public hearing scheduled for \_\_\_\_\_.  
(date of hearing)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

My address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Capacity in which I am acting: \_\_\_\_\_  
(owner, applicant, agent)

NOTE: Affidavit must be submitted and included in the record file of the case.

## 2021 HEARING SCHEDULE APPLICATION DEADLINES FOR VARIANCES

Application Deadline	Sign Posted & Letters Mailed	Meeting Date	City Council Consent Agenda
December 18, 2020	December 28, 2020	January 12, 2021	February 1, 2021
December 30, 2020	January 11, 2021	January 26, 2021	February 16, 2021
January 15, 2021	January 25, 2021	February 9, 2021	March 1, 2021
January 29, 2021	February 8, 2021	February 23, 2021	March 15, 2021
February 12, 2021	February 22, 2021	March 9, 2021	April 5, 2021
February 26, 2021	March 8, 2021	March 23, 2021	April 19, 2021
March 19, 2021	March 29, 2021	April 13, 2021	May 3, 2021
April 2, 2021	April 12, 2021	April 27, 2021	May 17, 2021
April 16, 2021	April 26, 2021	May 11, 2021	June 7, 2021
April 30, 2021	May 10, 2021	May 25, 2021	June 21, 2021
May 14, 2021	May 24, 2021	June 8, 2021	July 6, 2021
May 28, 2021	June 7, 2021	June 22, 2021	July 19, 2021
June 18, 2021	June 28, 2021	July 13, 2021	August 2, 2021
July 2, 2021	July 12, 2021	July 27, 2021	September 7, 2021
August 20, 2021	August 30, 2021	September 14, 2021	October 4, 2021
September 3, 2021	September 13, 2021	September 28, 2021	October 18, 2021
September 17, 2021	September 27, 2021	October 12, 2021	November 1, 2021
October 1, 2021	October 11, 2021	October 26, 2021	November 15, 2021
October 15, 2021	October 25, 2021	November 9, 2021	December 6, 2021
October 29, 2021	November 8, 2021	November 23, 2021	January 3, 2022
November 19, 2021	November 29, 2021	December 14, 2021	January 3, 2022
December 17, 2021	December 27, 2021	January 11, 2022	February 7, 2022
December 31, 2021	January 10, 2022	January 25, 2022	February 22, 2022