

SUMMARY COMPARISON CHART OF CLARION ASSOCIATES' PROPOSED CHANGES TO PUBLIC NOTIFICATION

PREPARED BY THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION, PRINCE GEORGE'S COUNTY PLANNING DEPARTMENT, OCTOBER 14, 2016

Existing Application/Procedure	Change	Clarion's Proposed Application/Procedure	Mail		Publication		Posting	
			Current	Proposed	Current	Proposed	Current	Proposed

Comprehensive Plans and Amendments (e.g. Master Plans or Sector Plans)

Master Plan (including the General Plan and Functional Master Plans) or Sector Plan		Comprehensive Plans and Amendments	<p>Joint Public Hearing: 27-644(b)(2)(C) (no SMA) Mail notice to all property owners 30 days prior to hearing</p> <p>(with SMA) 27-644(b)(2)(D) also requires separate first class mailing to all property owners subject to proposed rezoning</p>	<p>Joint Public Hearing: 30 days prior, sent to owners of land with proposed change of zoning if SMA included</p> <p>Not yet in Clarion's notice table: Page 27-2—40 requires a mailing prior to the hearing</p>	<p>Joint Public Hearing: 27-644(b)(2)(A) through 27-644(b)(2)(D) 30 days prior notice, 1 time in newspapers of record</p> <p>Second Public Hearing: 27-644(b)(2)(A) requires 15 days prior notice in the County newspapers of record</p>	Joint Public Hearing: 30 days prior; no difference called out for subsequent hearings	NONE	NONE
Transit District Development Plan (TDDP)/Transit District Overlay Zoning Map Amendment (TDOZMA)	Removed	N/A	<p>Post Initiation for Comments: 27-213.02(c) To all property owners, and municipalities within 1 mile of the boundaries</p> <p>Planning Board Hearing: 27-213.04 Mail notice to all property owners, and municipalities within 1 mile of the boundaries 30 days prior to the hearing</p> <p>District Council Hearing: 27-213.05(a) Mail notice to all property owners, and municipalities within 1 mile of the boundaries 30 days prior to the hearing</p>	N/A	<p>No specific notice required by the Zoning Ordinance for initiation or the Planning Board hearing.</p> <p>District Council Hearing: 27-213.05(a) 30 days prior, 1 time in newspapers of record</p> <p>Reference State Statute – Notice regarding Affidavit requirements</p> <p>Notice of Approval:</p>	N/A	NONE	N/A

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Comprehensive Plans and Amendments (e.g. Master Plans or Sector Plans)

					27-213.05(f) Published 1 time in newspapers of record; notify Planning Board			
Minor Amendment (Master Plans, Sector Plans, Functional Master Plans, and the DDOZ)		Comprehensive Plans and Amendments (Minor Amendment)	Joint Public Hearing: 27-644(b)(2) Mail notice to all property owners 30 days prior to hearing (with SMA) 27-644(b)(2)(D) also requires separate first class mailing to all property owners subject to proposed rezoning	Not yet in Clarion's notice table: Page 27-2—40 requires a mailing prior to the hearing	Joint Public Hearing: 27-644(b)(2)(A) through 27-644(b)(2)(D) 30 days prior notice, 1 time in newspapers of record	Joint Public Hearing: 30 days prior	NONE	NONE

Amendments and Planned Developments

Sectional Map Amendment (SMA): Stand-alone SMA (Secs. 27-224, 27-225, and 27-226) Development District Overlay Zone (DDOZ) as part of an SMA (Sec 27-548.24) Note: the unique procedures for an SMA for the R-O-S Zone have not been included in this analysis	Combined	Sectional Map Amendment Note: The DDOZ is proposed for elimination	Initiation: NONE	Initiation: NONE	Initiation: 27-224(d) Resolution of initiation shall be advertised in papers of record for at least 2 weeks after its adoption	NONE	NONE	NONE
			Planning Board Hearing: 27-225(e)(2) Mail notice to all property owners; no mention of timing 27-225(e)(3) notice to all property owners affected by zoning change by 1 st class mail; no mention of timing	Planning Board Hearing: No notice is included in Clarion's notice table. <i>Staff believes this is an oversight, as page 27-2—49 requires public notice.</i>	Planning Board Hearing: 27-225(e)(1) 30 days prior in 3 county newspapers of record for 2 consecutive weeks	Planning Board Hearing: 30 days prior to the hearing		

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Amendments and Planned Developments								
			<p>District Council Public Hearing: 27-226(b)(2) references back to 27-225(e)(2) – to all property owners; no mention of timing</p> <p>27-226(b)(2) references back to 27-225(e)(3) – to all property owners affected by zoning change by 1st class mail; no mention of timing</p>	<p>District Council Hearing: 30 days prior to property owners subject to proposed zoning change</p> <p>MD code § 5-833 through § 5-839; notice regarding Affidavit requirements</p> <p><i>Staff notes the current Clarion language on the Affidavit notification may not be sufficiently robust – it does not require a comprehensive notice to all property owners within the SMA boundaries of the Affidavit requirements, only those owners subject to rezoning.</i></p>	<p>District Council Hearing: 27-226(B)(2)(a) 30 days prior in 3 County newspapers of record</p> <p>MD code § 5-883 through § 5-839; notice regarding Affidavit requirement</p>	<p>District Council Hearing: 30 days prior to the hearing</p> <p>MD code § 5-883 through § 5-839; notice regarding Affidavit requirement</p> <p><i>Staff notes the current Clarion language on the Affidavit notification may not be sufficiently robust – it does not require a comprehensive notice to all property owners within the SMA boundaries of the Affidavit requirements, only those owners subject to rezoning.</i></p>		

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Amendments and Planned Developments

<p>Optional Planning Board Procedures: Subsequent SMA Process (27-225.01)</p>	<p>Combined</p>	<p>Sectional Map Amendment</p>	<p>Planning Board Hearing: 27-225.01(e) Mail notice to all property owners; no mention of timing</p> <p>27-225.01(e) Notice to all property owners affected by zoning change by 1st class mail; no mention of timing</p> <p>District Council Public Hearing: 27-226(b)(2) references back to 27-225(e)(2) – to all property owners; no mention of timing</p> <p>27-226(b)(2) references back to 27-225(e)(3) – to all property owners affected by zoning change by 1st class mail; no mention of timing</p>	<p>Planning Board Hearing: No notice is included in Clarion's notice table.</p> <p><i>Staff believes this is an oversight, as page 27-2—49 requires public notice.</i></p> <p>District Council Hearing: 30 days prior to property owners subject to proposed zoning change</p> <p>MD code § 5-833 through § 5-839; notice regarding Affidavit requirements</p> <p><i>Staff notes the current Clarion language on the Affidavit notification may not be sufficiently robust – it does not require a comprehensive notice to all property owners within the SMA boundaries of the Affidavit requirements, only those owners subject to rezoning.</i></p>	<p>Planning Board Hearing: 27-225(e)(1) 30 days prior in 3 County newspapers of record for 2 consecutive weeks</p> <p>District Council Hearing: 27-226(B)(2)(a) 30 days prior in 3 County newspapers of record</p> <p>MD code § 5-883 through § 5-839; notice regarding Affidavit requirement</p>	<p>Planning Board Hearing: 30 days prior to the hearing</p> <p>District Council Hearing: 30 days prior to the hearing</p> <p>MD code § 5-883 through § 5-839; notice regarding Affidavit requirement</p> <p><i>Staff notes the current Clarion language on the Affidavit notification may not be sufficiently robust – it does not require a comprehensive notice to all property owners within the SMA boundaries of the Affidavit requirements, only those owners subject to rezoning.</i></p>	<p>NONE</p>	<p>NONE</p>
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Amendments and Planned Developments

<p>Optional Planning Board Procedures: Concurrent SMA Process (Sec 27-225.01.05)</p>	<p>Combined</p>	<p>Sectional Map Amendment</p>	<p>Joint Public Hearing: 27-644(b)(2)(C) Mail notice to all property owners 30 days prior</p> <p>27-644(b)(2)(D) Notice to all property owners affected by zoning change by 1st class mail 30 days prior</p> <p>MD code § -833 through §5-839 notice to all property owners regarding affidavit requirements 30 days prior</p> <p>Notice of Final Action: 27-646(e) Mail notice to all property owners</p> <p>Notice to all property owners affected by zoning changes by 1st class mail</p>	<p>Joint Public Hearing: 30 days prior to all property owners</p> <p>30 days prior to owners of land with change of zoning if SMA included</p> <p>MD code §5-833 through §5-839 notice to all property owners regarding affidavit requirements 30 days prior</p>	<p>Joint Public Hearing: 27-644(b)(2)(A) 30 days prior at least once in newspapers of record</p> <p>MD code § 5-883 through § 5-839 Notice regarding Affidavit requirement</p> <p>Second Public Hearing: 27-644(b)(2)(A) 15 days prior at least once in newspapers of record</p>	<p>Joint Public Hearing: 30 days prior</p>	<p>NONE</p>	<p>NONE</p>
<p>Military Installation Overlay Zone (MIOZ) Zoning Map Amendment</p>	<p>Combined</p>	<p>Sectional Map Amendment</p>	<p>Joint Public Hearing: 27-231.26(b) Mail notice to all property owners and municipalities within 1 mile 30 days prior to hearing</p> <p>MD code § 5-883 through § 5-839 notice to all property owners regarding affidavit requirements 30 days prior to hearing</p>	<p>Planning Board Hearing: No notice is included in Clarion's notice table.</p> <p><i>Staff believes this is an oversight, as page 27-2—49 requires public notice.</i></p> <p>District Council Hearing: 30 days prior to property owners subject to proposed zoning change</p>	<p>Joint Public Hearing: 27-213.26(c) 30 Days prior in newspaper of general circulation and on County's website</p>	<p>Planning Board Hearing: 30 days prior to the hearing</p> <p>District Council Hearing: 30 days prior to the hearing</p> <p>MD code § 5-883 through § 5-839; notice regarding Affidavit requirement</p> <p><i>Staff notes the current Clarion language on the</i></p>	<p>NONE</p>	<p>NONE</p>

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Amendments and Planned Developments

				MD code § 5-833 through § 5-839; notice regarding Affidavit requirements <i>Staff notes the current Clarion language on the Affidavit notification may not be sufficiently robust – it does not require a comprehensive notice to all property owners within the SMA boundaries of the Affidavit requirements, only those owners subject to rezoning.</i>		<i>Affidavit notification may not be sufficiently robust – it does not require a comprehensive notice to all property owners within the SMA boundaries of the Affidavit requirements, only those owners subject to rezoning.</i>		
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Chesapeake Bay Critical Area Overlay (CBCA-O) Zoning Map Amendment		Chesapeake Bay Critical Area Overlay (CBCA-O) Zone Map Amendment <i>Staff notes Clarion may have combined CBCA-O comprehensive rezoning with individual requests to rezone; clarity will be sought regarding ZHE role and overall procedures</i>	Planning Board Public Hearing: 27-213.10(a)(1) Mail notice to all property owners and municipalities within 1 mile 30 days prior Send copy of proposal at least 60 days prior to the hearing to all public agencies and any municipality with operational or planning responsibilities within the boundaries of the proposed CBCA-O Zoning Map Amendment, and to the Historic Preservation Commission if any property is a historic site or resource	Planning Board Public Hearing: 30 days prior to all property owners, municipalities within 1 mile, persons of record, and all other persons who requested (in writing) a copy of the technical staff report. Send copy of proposal at least 60 days prior to the hearing to all public agencies and any municipality with operational or planning responsibilities within the boundaries of the proposed CBCA-O	Planning Board Public Hearing: 27-213.10(a)(1) 1 time, 30 days prior in County newspapers of record	30 Days prior to hearing	NONE	30 days prior to hearing
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Amendments and Planned Developments

				Zoning Map Amendment, and to the Historic Preservation Commission if any property is a historic site or resource					
			NONE	ZHE Hearing: 30 days prior to persons of record	NONE	NONE	NONE	NONE	ZHE Hearing: 30 days prior to hearing
			District Council Hearing: 27-213.11(a)(1) Mail notice 30 days prior to hearing to all property owners and municipalities within 1 mile	District Council Hearing: 30 days prior to all property owners, municipalities within 1 mile, and persons of record	District Council Hearing: 27-213.11(a)(1) 1 time, 30 days prior in County newspapers of record	District Council Hearing: 30 days prior to the hearing	NONE	District Council Hearing: 30 days prior to the hearing	
			Approval: 27-213.11(f)(1) Notice to all property owners, the Planning Board, the Commission, and any municipalities within 1 mile	Approval: Send to the Planning Board, the Critical Area Commission for the Chesapeake and Atlantic Coastal Bays, any municipalities within 1 mile	Approval: 27-213.11(f)(1) 1 time in newspaper of record	Approval: at least one time in the County newspaper of record	NONE	NONE	

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Amendments and Planned Developments

Architectural Conservation Overlay Zone (ACOZ) Zoning Map Amendment	Removed	N/A	<p>Joint Public Hearing: 27-213.20(c) Mail notice to all property owners and the affected municipality 30 days prior to hearing</p> <p>Final Action: 27-213.22(c) Notice to all property owners</p>	N/A	<p>Joint Public Hearing: 27-213.20(c) 30 days prior in County newspapers of record</p> <p>Final Action: 27-213.22(c) Post in County newspapers of record</p>	N/A	NONE	N/A
Zoning Map Amendment (ZMA)	Combined	<p>Parcel-Specific Map Amendment</p> <p>Planned Development (PD) Map Amendment</p>	<p>Informational Mailing – Sec. 27-125.01(a) 30 days before the Commission accepts an application, notice by first class mail is sent to: all adjoining property owners, including owners whose properties lie directly across a street, alley, or stream, to every person of record in a previous zoning, site plan or other application listed in Section 27-125.01(a)(1) within ten years of filing the current application, every municipality located within one mile of the applicant's property, and to all civic associations registered with the Commission for the area which includes the property.</p> <p>Acceptance Mailing – Prior to acceptance of the application, the applicant sends notification of acceptance to all parties listed above in the</p>	NONE <i>Staff will need to review state enabling laws to determine if notification of adjacent property owners is required.</i>	NONE	30 days prior to hearing	30 days prior to hearing	30 days prior to hearing

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Amendments and Planned Developments

			informational mailing, indicating that the application is ready to be accepted						
Text Amendment		Text Amendment	Hearing Notice – Sec. 27-125.04(b)(1) the Planning Board, ZHE, and District Council shall mail written notice to all persons of record at least 30 days prior to a hearing	NONE	NONE	Not legislated in the Zoning Ordinance. In accordance with Section 317 of the Charter, notice of the public hearing is placed in the County papers of record and media (as defined in Section 1008 of the Charter) within 10 days of introduction	30 days prior to the hearing	Not legislated in the Zoning Ordinance. In accordance with Section 317 of the Charter, notice of the public hearing is posted on an official bulletin board set up by the Council in a public place within 10 days of introduction.	NONE

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Use Permits

Special Exceptions (SE)		Special Exception (SE)	<p>Informational Mailing -30 days before the Commission accepts an application, notice is sent to: all adjoining property owners, including owners whose properties lie directly across a street, alley, or stream, to the Prince George's Chamber of Commerce and the Greater Prince George's Business Roundtable, to every person of record in a previous zoning, site plan or other application listed in Section 27-125.01(a)(1) within ten years of filing the current application, every municipality located within one mile of the applicant's property, and to all civic associations registered with the Commission for the area which includes the property.</p> <p>Acceptance Mailing -Prior to acceptance of the application, notification of acceptance is sent to all parties listed above in the informational mailing, that the application is ready to be accepted</p>	30 days prior to the hearing to: Parties of record; owners of land adjoining, across the street from, on the same block as, or in the general vicinity of the land subject to the application; and every municipality located within one mile of the land subject to the application.	NONE	NONE	30 days prior to the hearing	30 days prior to the hearing
Special Exception – Major Change	Removed	N/A	Same as original SE application	N/A	NONE	N/A	30 days prior to hearing	N/A
Special Exception – Minor Changes Delegated to Planning Board	Revised	Minor Changes to Approved Special Exception (Approved by ZHE)	Sec. 27-325 indicates the Planning Board shall hold a public hearing in accordance with its rules of	A copy of the ZHE's decision shall be sent to all persons of record, the Clerk of	NONE	N/A	30 days prior to hearing	Within 10 days of date application is

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Use Permits								
			procedure. It is unclear if the current Zoning Ordinance requires specific notice. The current practice is to notify parties with the same process as an original SE application.	the Council, and every municipality within 1 mile of the land subject to the application.				determined to be complete
Special Exception – Minor Changes Delegated to Planning Director	Revised	Minor Changes to Approved Special Exception (Approved by Planning Director)	NONE	A copy of the Planning Director's decision shall be sent to all persons of record, the Clerk of the Council, and every municipality within 1 mile of the land subject to the application.	NONE	NONE	20 day posting (optional) Appeals to the Planning Board: 30 days prior to the hearing	Within 10 days of date application is determined to be complete

Site Plans								
Conceptual Site Plan	Removed	N/A	Informational Mailing -30 days before the Commission accepts an application, notice is sent to: all adjoining property owners, including owners whose properties lie directly across a street, alley, or stream; to every person of record in a previous zoning, site plan or other application listed in Section 27-125.01(a)(1) within ten years of filing the current application; every municipality located within one mile of the applicant's property; and to all civic associations registered with	N/A	NONE	N/A	30 days prior to the hearing	N/A

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Site Plans

			the Commission for the area which includes the property. Acceptance Mailing -Prior to acceptance of the application, notification of acceptance is sent to all parties listed above in the informational mailing, that the application is ready to be accepted.					
Detailed Site Plan (DSP)	Revised	Major Site Plan (Decided by Planning Board)	Informational Mailing – 30 days before the Commission accepts an application, notice is sent to: all adjoining property owners, including owners whose properties lie directly across a street, alley, or stream; to the Prince George's Chamber of Commerce and the Greater Prince George's Business Roundtable; to every person of record in a previous zoning, site plan or other application listed in Section 27-125.01(a)(1) within ten years of filing the current application; every municipality located within one mile of the applicant's property; and to all civic associations registered with the Commission for the area which includes the property. Acceptance Mailing -Prior to acceptance of the application, notification of	30 days prior to the hearing to parties of record; owners of land adjoining, across the street from, on the same block as, or in the general vicinity of the land subject to the application; and every municipality located within one mile of the land subject to the application.	NONE	NONE	30 days prior to the hearing	30 days prior to the hearing

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Site Plans

			acceptance is sent to all parties listed above in the informational mailing, that the application is ready to be accepted.					
		Minor Site Plan (Decided by Planning Director)	N/A	Appeal only: 30 days prior to the hearing to parties of record; owners of land adjoining, across the street from, on the same block as, or in the general vicinity of the land subject to the application; and every municipality located within one mile of the land subject to the application.	N/A	NONE	N/A	10 days prior to the date of the Planning Director's decision Appeal only: 30 days prior to the Planning Board's hearing
Amendment to Approved Detailed Site Plan (Planning Board)	Revised Clarion Associates recommend that amendments to Major Site Plans and Minor Site Plans should be reviewed only in accordance with the procedures and standards established for the original approval.	Major Site Plan Amendment	Same mailing as original site plan review process.	30 days prior to the hearing to parties of record; owners of land adjoining, across the street from, on the same block as, or in the general vicinity of the land subject to the application; and every municipality located within one mile of the land subject to the application.	NONE	NONE	30 days prior if a hearing is required	30 days prior to the hearing

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Site Plans

Amendment to Approved Detailed Site Plan (Planning Director)	Revised Clarion Associates recommend that amendments to Major Site Plans and Minor Site Plans should be reviewed only in accordance with the procedures and standards established for the original approval.	Minor Site Plan Amendment	No mailing required for limited amendments approvable by Planning Director Appeal only - follow the same mailing procedure as a new Detailed Site Plan	Appeal only - 30 days prior to the hearing, mailing to parties of record; owners of land adjoining, across the street from, on the same block as, or in the general vicinity of the land subject to the application; and every municipality located within one mile of the land subject to the application	NONE	NONE	20 day posting (optional); may be waived by Planning Director Appeal only – Same posting procedure as original site plan review process	10 day posting prior to the date of Planning Director's decision
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Relief Procedures

Departures	Renamed and Revised	Major Adjustments (Planning Board)	Informational Mailing – 30 days before the Commission accepts an application, notice is sent to all adjoining property owners, including owners whose properties lie directly across a street, alley, or stream; to every person of record in a previous zoning, site plan or other application listed in Section 27-125.01(a)(1) within ten years of filing the current application; every municipality located within one mile of the applicant's property; and to all civic associations registered with the Commission for the area which includes the property.	Seven days prior to the Planning Board hearing to parties of record; owners of land adjoining, across the street from, on the same block as, or in the general vicinity of the land subject to the application; and every municipality located within one mile of the land subject to the application.	NONE	NONE	No explicit requirement found in Sec. 27-239.01. The current practice is to post the site 30 days prior to the hearing in accordance with general Planning Board procedures.	30 days prior to the hearing
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Relief Procedures

			Acceptance Mailing – Prior to acceptance of the application, notification of acceptance is sent to all parties listed above in the informational mailing, that the application is ready to be accepted.					
		Minor Adjustments (Planning Director)	No mailing required for limited Departures approvable by Planning Director	Minor Adjustment – Appeal only: Seven days prior to the Planning Board's hearing to: parties of record, owners of land adjoining, across the street from, on the same block as, or in the general vicinity of the land subject to the application; and every municipality located within one mile of the land subject to the application.	NONE	NONE	Within 10 days of the Planning Director's acceptance of the filing	10 days prior to the date of the Planning Director's decision
Variance		Variance (Board of Zoning Appeals)	Per Section 27-231(d), mailing is required via certified mail at least 15 days prior to the hearing, to the appellant, the agency whose decision is subject to the appeal, abutting property owners, and the municipality in which the property is located.	7 days prior to the hearing to the appellant, owners of all lands contiguous to or opposite the land subject to the application, and any municipality in whose boundaries the property is located.	Optional – one ad may be required by the Board of Zoning Appeals at least 5 days prior to the public hearing in the 3 County newspapers of record	NONE	At least 15 days prior to the hearing	7 days prior to the hearing

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Relief Procedures

Variance – concurrent with underlying entitlement application (such as a Detailed Site Plan decided by the Planning Board or a rezoning decided by the District Council)	Removed Clarion Associates recommend, as a best practice, all variances be decided by the Board of Zoning Appeals as a separate application.	Variance (Board of Zoning Appeals)	Same as underlying entitlement case	N/A	NONE	N/A	Same as underlying entitlement case	N/A
Alternative Compliance (concurrent with permit)		Alternative Compliance	NONE	NONE	NONE	NONE	NONE	NONE
Alternative Compliance (concurrent with site plan)		Alternative Compliance	Same as underlying site plan mailing	Same as site underlying site plan mailing	NONE	NONE	Same as underlying site plan posting	Same as underlying site plan posting
Authorization of Permit Within Proposed Right-of-Way		Authorization of Permit within Proposed Right-of-Way	The Zoning Hearing Examiner shall designate a date for the public hearing and shall notify the applicant of the date.	Prior to the ZHE hearing to the applicant and any municipality in whose boundaries the property is located.	30 days prior to the hearing, at least 1 time in the County newspapers of record	30 days prior to the District Council hearing	NONE	NONE
Certification of Non-Conforming Use Also includes certification of nonconforming junk yard or automobile salvage yard	Removed	Determination of Nonconformity Status (Planning Director administrative decision)	NONE	The Planning Director shall submit its determination to the applicant or party subject to enforcement in writing. Appeal only: 7 days prior to the Board of Zoning Appeals hearing, notice shall be mailed to the appellant, owners of all lands contiguous to or	NONE	N/A	NONE	N/A

SUMMARY COMPARISON CHART OF CLARION ASSOCIATES' PROPOSED CHANGES TO PUBLIC NOTIFICATION

PREPARED BY THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION, PRINCE GEORGE'S COUNTY PLANNING DEPARTMENT, OCTOBER 14, 2016

Existing Application/Procedure	Change	Clarion's Proposed Application/Procedure	Mail		Publication		Posting	
			Current	Proposed	Current	Proposed	Current	Proposed

Relief Procedures

				opposite the land subject to the application, and any municipality in whose boundaries the property is located.				
Alteration, extension, or enlargement of a non-conforming building, structure or use	Removed as a Separate Process Clarion's proposals would allow for alternation, extension, or enlargement of certain nonconformities under defined circumstances as an administrative matter.	Alteration, Enlargement or Expansion (Generally; Within Building; Within Lots)	Same as Special Exception requirements	NONE	NONE	NONE	Same as Special Exception requirements	NONE
N/A	New Procedure	Change of Nonconforming Use to Another Nonconforming Use Clarion proposes this new procedure only within the Capital Beltway (including the municipal corporate boundaries of any municipality spanning the Beltway); it is intended to encourage reinvestment and prevent blight. It requires the approval of a Special Exception by the ZHE.	N/A	30 days prior to the hearing to: Parties of record; owners of land adjoining, across the street from, on the same block as, or in the general vicinity of the land subject to the application; and every municipality located within one mile of the land subject to the application.	N/A	NONE	N/A	30 days prior to the hearing

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Relief Procedures								
N/A	New Procedure	Intensification of Nonconforming Use	N/A	NONE	N/A	NONE	N/A	NONE

Subdivision								
Text Amendment		Text Amendment	NONE	NONE	Not legislated in the Subdivision Regulations. In accordance with Section 317 of the Charter, notice of the public hearing is placed in the County papers of record and media (as defined in Section 1008 of the Charter) within 10 days of introduction	30 days prior to the hearing	Not legislated in the Subdivision Regulations. In accordance with Section 317 of the Charter, notice of the public hearing is posted on an official bulletin board set up by the Council in a public place within 10 days of introduction.	NONE
Major Preliminary Plan of Subdivision		Major Preliminary Plan of Subdivision	Information Mailing: 30 days prior to acceptance, sent to all adjoining property owners, including owners whose properties lie directly across a street, alley, or stream. Notice to prior parties of record shall be required if the applicable case was approved within ten (10) years of filing the current	10 days prior to the hearing, to the address included on the application; parties of record; owners of land adjoining, across the street from, on the same block as, or in the general vicinity of the land subject to the application; and every municipality	NONE	NONE	30 days prior to the hearing	30 days prior to the hearing

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Subdivision

			<p>preliminary plan of subdivision.</p> <p>At the same time and in the same manner, the applicant shall send an informational mailing to every municipality located within 1 mile of the applicant's property and to all civic associations registered with the Commission for the area which includes the property.</p> <p>Acceptance Mailing: The Commission shall notify the applicant in writing, preferably by e-mail, when the application is ready for processing.</p> <p>The applicant shall notify in writing and via first class mail municipalities, civic associations, and other persons entitled to receive informational mailings that the application is ready to be accepted.</p>	located within 1 mile of the land subject to the application					
Conservation Subdivision Sketch Plan	Combined	Major Preliminary Plan of Subdivision	NONE	NONE	NONE	NONE	NONE	NONE	NONE
Major Subdivision: Final Plat		Final Plat of Major Subdivision	NONE	10 days prior to hearing, to the address including on the application	NONE	NONE	NONE	NONE	NONE
Zero Lot Line Development		Major Preliminary Plan of Subdivision	Information Mailing: 30 days prior to acceptance, sent to all adjoining	10 days prior to the hearing, to the address included on	NONE	NONE	30 days prior to the hearing	30 days prior to the hearing	

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Subdivision								
<p>This is an optional design approach that requires a Major Preliminary Plan of Subdivision.</p>			<p>property owners, including owners whose properties lie directly across a street, alley, or stream.</p> <p>Notice to prior parties of record shall be required if the applicable case was approved within ten (10) years of filing the current preliminary plan of subdivision.</p> <p>At the same time and in the same manner, the applicant shall send an informational mailing to every municipality located within 1 mile of the applicant's property and to all civic associations registered with the Commission for the area which includes the property.</p> <p>Acceptance Mailing: The Commission shall notify the applicant in writing, preferably by e-mail, when the application is ready for processing.</p> <p>The applicant shall notify in writing and via first class mail municipalities, civic associations, and other persons entitled to receive informational mailings that the application is ready to be accepted.</p>	<p>the application; parties of record; owners of land adjoining, across the street from, on the same block as, or in the general vicinity of the land subject to the application; and every municipality located within 1 mile of the land subject to the application</p>				

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Subdivision

Minor Preliminary Plan of Subdivision		Minor Preliminary Plan of Subdivision	NONE	NONE	NONE	NONE	NONE	10 days prior to the date of the Planning Director's decision
Minor Subdivision: Final Plat		Final Plat of Minor Subdivision	NONE	NONE	NONE	NONE	NONE	NONE
Reservations		Reservations Reviewed and decided concurrent with either a major subdivision or a minor subdivision.	Same as the accompanying subdivision application. If a reservation appears desirable, the Planning Board shall refer the preliminary plan to the public agency concerned with acquisition for its consideration and report, and to the County Executive, County Council, and any municipality within which such property is located, for their comments. Upon receipt of an affirmative report from a public agency as provided above, the Planning Board shall notify the property owner, the County Executive, and the County Council. If the location of the proposed reservation is not reflected, or differs substantively from that shown, on the General Plan or master plan, the Planning Board shall hold a public	Same as the accompanying subdivision application. Certified copies of the resolution of reservation shall be sent to the land owner(s), the County Executive, the District Council, any municipality within which the land is located, and to the agency concerned with acquisition. If the location of the proposed reservation is not reflected, or differs substantively from that shown, on the General Plan or master plan, the Planning Board shall hold a public hearing and give notice to the property owners, County Executive, and County Council at least 15 days prior to the hearing date.	Same as the accompanying subdivision application. If the location of the proposed reservation is not reflected, or differs substantively from that shown, on the General Plan or master plan, the Planning Board shall hold a public hearing advertise in each County newspaper of record at least 15 days prior to the hearing date.	Same as the accompanying subdivision application. If the location of the proposed reservation is not reflected, or differs substantively from that shown, on the General Plan or master plan, the Planning Board shall hold a public hearing and give notice to the property owners, County Executive, and County Council at least 15 days prior to the hearing date. Notice of the reservation shall be carried once in each of the County newspapers of record.	Same as the accompanying subdivision application.	Same as the accompanying subdivision application.

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Subdivision

			hearing and give notice to the property owners, County Executive, and County Council at least 15 days prior to the hearing date.					
Variation		Major Variation (Planning Board; reviewed concurrently with Major Preliminary Plan of Subdivision but decided first)	<p>Information Mailing: 30 days prior to acceptance, sent to all adjoining property owners, including owners whose properties lie directly across a street, alley, or stream.</p> <p>Notice to prior parties of record shall be required if the applicable case was approved within ten (10) years of filing the current preliminary plan of subdivision.</p> <p>At the same time and in the same manner, the applicant shall send an informational mailing to every municipality located within 1 mile of the applicant's property and to all civic associations registered with the Commission for the area which includes the property.</p> <p>Acceptance Mailing: The Commission shall notify the applicant in writing, preferably by e-mail, when the application is ready for processing.</p>	10 days prior to the hearing, to the address included on the application; parties of record; owners of land adjoining, across the street from, on the same block as, or in the general vicinity of the land subject to the application; and every municipality located within 1 mile of the land subject to the application	NONE	NONE	30 days prior to the hearing	30 days prior to the hearing

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Subdivision

			The applicant shall notify in writing and via first class mail municipalities, civic associations, and other persons entitled to receive informational mailings that the application is ready to be accepted.					
		Minor Variation (Planning Director; review concurrently with Minor Preliminary Plan of Subdivision but decided first)	NONE	NONE	NONE	NONE	NONE	10 days prior to the date of the Planning Director's decision
Vacation		Minor Vacation	Acceptance Mailing Provide written evidence that all owners of abutting properties have been notified.	Appeal only: 7 days prior to the hearing to: parties of record; owners of land adjoining, across the street from, on the same block as, or in the general vicinity of the land subject to the application; and every municipality located within 1 mile of the land subject to the application	NONE	NONE	NONE	NONE
		Major Vacation	Acceptance Mailing Provide written evidence that all owners of abutting properties have been notified.	7 days prior to the hearing to: parties of record; owners of land adjoining, across the street from, on the same block as, or in the general vicinity of the land subject to the application; and every	NONE	NONE	30 days prior to the hearing	30 days prior to the hearing

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Subdivision								
				municipality located within 1 mile of the land subject to the application				
Variance (concurrent with Subdivision application)	Removed	N/A	Same as parent case (e.g. Major Preliminary Plan of Subdivision)	NONE	NONE	NONE	Same as parent case (e.g. Major Preliminary Plan of Subdivision)	NONE
Major Subdivision Sketch Plan (optional)	Removed	N/A	NONE	NONE	NONE	NONE	NONE	NONE

PRE-APPLICATION NEIGHBORHOOD MEETING

In addition to the above public notification recommendations, Clarion Associates proposes a mandatory pre-application neighborhood meeting for the following applications:

- Parcel-specific Map Amendments
- Planned Development Map Amendments
- Chesapeake Bay Critical Area Overlay (CBCA-O) Zone Map Amendments
- Special Exceptions
- Major Site Plans
- Major Adjustments
- Major Preliminary Plans of Subdivision

These pre-application neighborhood meetings require the applicant to meet after 6:00 p.m. on a weekday at a location that is convenient and generally accessible to neighbors residing in proximity to the land subject to the proposed application. The notice for these meetings requires the applicant to:

Mail	Posting
Mail notice at least 10 days before the meeting to: <ol style="list-style-type: none"> 1. The Planning Director 2. All persons to whom mailed notice of a public hearing on the subject development application is required 3. Any municipality in which the land subject to the application is located, and every municipality located within 1 mile of the land subject to the application 4. All registered civic associations 	Post the notice of the pre-application neighborhood meeting on the land subject to the application at least 10 days before the meeting date

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