COUNTYWIDE SECTIONAL MAP AMENDMENT

Rezoning Request Packet

Prince George’s County
September 2019
# Countywide Sectional Map Amendment (CMA)
## Rezoning Request Packet

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The Countywide Sectional Map Amendment (CMA) is the second phase of the Zoning Ordinance Rewrite project that will apply the new zones to properties in the County. The CMA covers all of Prince George’s County except for the City of Laurel. The CMA will apply the new zoning regulations to land in the County and transition the existing zones to the most similar zones contained in the new Zoning Ordinance.

Pursuant to Section 27-1902(c) in Part 19 of the Prince George’s County Zoning Ordinance, this request form is provided to allow any property owner or property owner’s agent to request that an alternative zone be considered for their property/properties during the preparation of the CMA intended to implement the zones contained in the prospective Zoning Ordinance adopted by the Prince George’s County Council, sitting as the District Council, on October 23, 2018.

Property owners or property owner’s agents may request any specific zone contained in the new Zoning Ordinance, except Planned Development Zones and Overlay Zones. Zones included in the current Zoning Ordinance, also known as Subtitle 27 of the Prince George’s County Code (2015 Ed., 2017 Supp.), may not be requested, and will not be approved through the CMA.

This rezoning request form, in-person testimony at the Joint Public Hearing on the CMA, and/or a statement for the official record, where your intent is to request or support intensifying the zone classification of your property, must be accompanied by a completed affidavit in accordance with the State Public Ethics Law, §§5-833 through 5-839, General Provisions Article, Annotated Code of Maryland. As required by law, the completed affidavit must be received by the Clerk of the Council at least thirty (30) days prior to the joint public hearing on the CMA. **Failure to file an affidavit may prohibit consideration of this rezoning request by the District Council.**

Additionally, communication concerning a pending zoning request between a property owner or agent and a member of the County Council or County Executive outside of the public hearing process is prohibited by law and must be disclosed (§5-836, General Provisions Article, Annotated Code of Maryland). An Ex Parte form must be filed by all parties regarding any such communication within five (5) days after the communication was made or received.

Affidavit and Ex Parte forms are included in this packet and are also available on the Maryland State Ethics Commission’s website: [https://ethics.maryland.gov/local-government/forms/](https://ethics.maryland.gov/local-government/forms/). Questions concerning affidavit or Ex Parte requirements should be directed to the Clerk of the Council at 301-952-3600.

Completed forms must be delivered in person or mailed to the Clerk of the County Council (Prince George’s County Administration Building, Room 2198, 14741 Governor Oden Bowie Drive, Upper Marlboro, Maryland 20772. Faxes or emails will not be accepted. **Failure to file an affidavit may prohibit consideration of an intensification of zoning by the District Council.**
**Countywide Sectional Map Amendment (CMA) Rezoning Request Form**

### Property Owner Information

<table>
<thead>
<tr>
<th>Property Owner(s)</th>
<th>Mailing Address Including City, State, and ZIP Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email Address</td>
<td>Telephone</td>
</tr>
<tr>
<td>Is the property owner(s) an individual or a business entity?</td>
<td>☐ Individual ☐ Business Entity</td>
</tr>
<tr>
<td>Property Owner’s Agent</td>
<td>Agent’s Mailing Address Including City, State, and ZIP Code</td>
</tr>
<tr>
<td>Email Address</td>
<td>Telephone</td>
</tr>
</tbody>
</table>

### Property Information

<table>
<thead>
<tr>
<th>Property Address or location</th>
<th>Tax Account Number(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Description (Subdivision/Plat)</td>
<td>Tax Map/Grid</td>
</tr>
<tr>
<td>Councilmanic District</td>
<td>Lot/Block/Parcel</td>
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<tr>
<td>Other Pertinent Information</td>
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</tr>
</tbody>
</table>

### Property Zoning Information

<table>
<thead>
<tr>
<th>Current Zone <em>per the existing zoning Map</em></th>
<th>Zone Proposed <em>per the Approved Guide to New Zones</em></th>
<th>Zone Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Uses</td>
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</table>
Provide a statement describing the basis for any disagreement with the application of the decision matrix as to the subject property (provide here or via separate attachment to this form):

Signature

Name

Date of Signature

MM DD YY
Individual Applicant Affidavit
(Form PG 1)

General Information

The Prince George's County land use ethics law (General Provisions Article, §§ 5-833 to 5-839, Annotated Code of Maryland) (“Public Ethics Law”) requires applicants to file this affidavit with applications filed with the District Council. This form should be submitted only by an individual who is: (i) a title owner or contract purchaser of land that is the subject of an application; (ii) a trustee who holds an interest in land that is the subject of an application, excluding a trustee described in a mortgage or deed of trust; or (iii) a holder of at least a 5% interest in a business entity that has an interest in the land that is the subject of an application, provided the individual has substantive involvement in directing the affairs of the business entity regarding the disposition of the land, or is engaged in substantive activities specifically pertaining to land development in Prince George’s County as a regular part of the business entity’s business activities. In short, this form should be used whenever an individual, rather than a business entity, is required to file an affidavit as part of an application. All other applicants should file the Business Entity Applicant Affidavit (Form PG 2).

In completing this form, you should also review §§ 5-833 to 5-839 of the Public Ethics Law. These provisions of the Public Ethics Law include the affidavit requirement, define applicants and agents, set out District Council member disqualification requirements, and specify ex parte disclosure procedures. Please note that a single application may result in the filing of one or more affidavits. For example, if the application involves a partnership, one or more partners may be required to file. As another example, if the applicant filer has a corporate interest attributable to him making the corporation also an applicant, then the corporation must file a Business Entity Applicant Affidavit. You may direct questions about the affidavit or other requirements of the Law to the State Ethics Commission office by phone, at 410-260-7770, or in writing, to the State Ethics Commission at the above address. Copies of the Public Ethics Law may be obtained at the Commission’s website http://ethics.maryland.gov/public-ethics-law/. Additionally, there is a Special Ethics Law Memo on the Prince George’s County land use ethics law at http://ethics.maryland.gov/download/local-gov/local-gov-forms/PG%20County%20Zoning%20Memo.pdf that contains additional filing information, including timing requirements.

Filing Deadline

You must file a signed original of this affidavit with the Clerk of the County Council no later than 30 days prior to the District Council’s consideration of the application. You should file a supplemental affidavit as expeditiously as possible whenever a payment/contribution is made after the filing of the original affidavit and prior to the Council’s consideration. Please note that under §5-835(a) of the Public Ethics Law, payments/contributions during the pendency of an application are generally prohibited.

Identifying Information

Name of Applicant _____________________________________________  Case No. (where applicable)______

Address of Applicant _____________________________________________

Identity of the Property/Subject of Application ____________________________ Type of Application ______________
(see §5-833(d))

1Section 5-833 of the Public Ethics Law defines a business entity as a corporation, a general partnership, a joint venture, a limited liability company, a limited partnership or a sole proprietorship.
Applicant Payment/Contribution to Member Information (check or complete applicable blanks)

1. Was a payment/contribution made by the applicant to a treasurer or a continuing committee, either directly or through a political action committee (PAC), during the 36 months before the application filing or during the pendency of the application? _____ Yes _____ No

If the answer to #1 is yes, list below the name of the member or members and the date or dates of the payment/contribution:

<table>
<thead>
<tr>
<th>Name of Member</th>
<th>Date</th>
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If the payment/contribution above was through a PAC, identify the PAC and the date of the transfer to the treasurer or continuing committee:

________________________________________________________________________

Solicitation and other Payment/Contribution Information

2. Did the applicant solicit a person or business entity to make a payment/contribution to a member during the 36 months before the application filing or during the pendency of the application? _____ Yes _____ No

If the answer to #2 above is yes, and a payment/contribution was made, list below the name of the member or members, the date or dates of the payment/contribution, and the name of the contributor:

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<thead>
<tr>
<th>Name of Member</th>
<th>Date</th>
<th>Name of Contributor</th>
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3. Did a member of the applicant's household make a payment/contribution to a member during the 36 months before the application filing or during the pendency of the application? _____ Yes _____ No

If the answer to #3 above is yes, list below the name of the member or members, the date or dates of the payment/contribution, and the name of the household member who made the contribution/payment:

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<thead>
<tr>
<th>Name of Member</th>
<th>Date</th>
<th>Name of Contributor</th>
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I hereby make oath or affirmation that the contents of this affidavit are true and correct to the best of my knowledge, information and belief.

__________________________________________
Signature (original to be filed with the Clerk) Date

__________________________________________
Printed Name of Signer

__________________________________________
Title of Signer (if applicable)

August 28, 2015
Page 2 of 2
Agent Affidavit
(Form PG 3)

General Information

The Prince George's land use ethics law (General Provisions Article, §§ 5-833 to 5-839, Annotated Code of Maryland) (“Public Ethics Law”) requires agents involved in applications filed with the District Council to submit this affidavit. This includes the following: any individual, sole proprietorship, corporation, partnership or joint venture hired by an applicant for purposes relating to land that is subject to the application and who is an accountant, attorney, architect, engineer, land use or economic consultant, real estate agent or broker, or traffic consultant or engineer. In addition to those listed above, "agent" includes the following:

- for a corporation, officers, directors and majority stockholders that are regularly engaged in substantive land development activities in Prince George's County;
- for a partnership, any partner regularly engaged in substantive land development activities in Prince George's County; and
- for a joint venture, principal members regularly engaged in land development activities in Prince George's County.

Agents are not required to file negative affidavits. In accordance with § 5-835(d) of the Public Ethics Law, individuals or entities listed above are required to file affidavits if they meet the following criteria:

- the individual or entity has acted on behalf of the applicant with regard to the specific application, and has made or solicited a payment/contribution as disclosed below, or
- the individual or entity made a payment/contribution by prearrangement or in coordination with one or more applicants before becoming an agent, or
- the individual or entity made a payment/contribution before becoming an agent and acted as agent as to any other application during the 36-month period before the filing of the application.

In completing this form you should review §§ 5-833 to 5-839 of the Public Ethics Law. These provisions include the affidavit requirement, define applicants and agents, set out the District Council disqualification requirements, and specify the ex parte disclosure requirements. Agents should pay close attention to the sections of the Law that define agents, restrict contributions, and determine what must be disclosed. You may direct questions about the affidavit or other requirements of the Public Ethics Law to the State Ethics Commission by phone, 410-260-7770, or in writing to the above address. Copies of the Public Ethics Law may be obtained at the Commission’s website http://ethics.maryland.gov/public-ethics-law. Additionally, there is a Special Ethics Law Memo on the Prince George’s County land use ethics law at http://ethics.maryland.gov/download/local-gov/local-gov-forms/PG%20County%20Zoning%20Memo.pdf.

Timing of Filing

You must file a signed original of this affidavit with the Clerk of the County Council as expeditiously as possible after you become an agent required to file. When possible, you should file your agent affidavit with the application or 30 days prior to Council’s consideration of an application, but, in any event, you must file it prior to Council’s consideration. In accordance with § 5-835(a) of the Public Ethics Law, an agent may not make a payment/contribution to a member during the pendency of the application.

Identifying Information

Name of Agent _________________________________________

Address of Agent ________________________________________
Identity of Property/
Subject of Application __________________________________

Identity of Client or Employer ______________________________ Case No. (where applicable) ___________

1. **Agent Payment/Contribution to Member Information**

   A payment/contribution was made to a candidate or to a continuing committee, either directly or through a political action committee (PAC), during the 36 months before the application filing or during the pendency of the application to the member or members on the date or dates listed below:

<table>
<thead>
<tr>
<th>Name of Member</th>
<th>Date</th>
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<tbody>
<tr>
<td>______________________</td>
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</tbody>
</table>

   If the transfer was through PAC, identify the PAC and the date of the transfer to the candidate of continuing committee:

   | ______________________ | ______ |
   | ______________________ | ______ |

2. **Solicited Payment/Contribution Information**

   An individual or business entity was solicited to make a payment/contribution to a treasurer or continuing political committee during the 36 months prior to the application or during the pendency of the application as listed below:

<table>
<thead>
<tr>
<th>Name of Member</th>
<th>Date</th>
<th>Name of Contributor</th>
</tr>
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<tbody>
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<td>______________________</td>
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</tbody>
</table>

3. I hereby make oath or affirmation that the contents of this affidavit are true and correct to the best of my knowledge, information, and belief.

   Signature (original to be filed with the Clerk) ________________________________ Date ____________

   Printed Name of Signer ______________________________________________________

   Title of Signer (if applicable) _______________________________________________
Business Entity¹ Affidavit
(Form PG 2)

General Information

The Prince George's County land use ethics law (General Provisions Article, §§ 5-833 to 5-839, Annotated Code of Maryland) (“Public Ethics Law”) requires this affidavit to be filed where a business entity is deemed to be an applicant in an application filed with the District Council. This can occur, for example, when a business entity is a title owner or contract purchaser of land that is the subject of an application, a trustee having an interest in the land (except those described in a mortgage or deed of trust), or the holder of 5 percent or more interest in an entity having an interest in the land (provided that it has substantive involvement in the disposition of the land, or substantive activities pertaining specifically to land development in Prince George’s County). Applicant can also include a business entity in which a 5 percent or greater interest is held by another applicant.

In completing this form, you should also review §§ 5-833 to 5-839 of the Public Ethics Law. These provisions include the affidavit requirement, define applicants and agents, set out District Council member disqualification requirements, and specify ex parte disclosure procedures. Please note that there may be situations where there is more than one applicant involved, requiring one or more submissions of this form (or Form PG 1 Individual Applicant Affidavit). You may direct questions about the affidavit or other requirements of the Law to the State Ethics Commission office by phone, at 410-260-7770, or in writing, at the above address. Copies of the Public Ethics Law may be obtained at the Commission’s website http://ethics.maryland.gov/public-ethics-law/. Additionally, there is a Special Ethics Law Memo on the Prince George’s County land use ethics law at http://ethics.maryland.gov/download/local-gov/local-gov-forms/PG%20County%20Zoning%20Memo.pdf, that contains additional filing information, including timing requirements.

If the applicant business entity is a corporation listed on a national stock exchange or regulated by the Securities Exchange Commission, then its officers, its directors, or its shareholders having a 5 percent or greater interest in the corporation are required to file an affidavit only if these persons have made a payment or have solicited a payment as outlined in the Public Ethics Law and if the corporation itself completes Part B of the affidavit. If required to file, these persons will file the Individual Applicant Affidavit, Form PG 1.

Filing Deadline

You must file a signed original of this affidavit with the Clerk of the County Council no later than 30 days prior to the District Council’s consideration of the application. You must file a supplemental affidavit as expeditiously as possible whenever a payment/contribution is made after the original affidavit was filed and prior to Council’s consideration. Please note that under § 5-835(a) of the Public Ethics Law, payments/contributions during the pendency of an application are generally prohibited.

PART A. Business Entity Applicant

Identifying Information

Name of Applicant _____________________________________________ Case No. (where applicable)______

Address of Applicant ___________________________________________

Identity of the Property/ Subject of Application __________________________ Type of Application __________________________

(see § 5-833(d))

¹Section 5-833 of the Public Ethics Law defines a business entity as a corporation, a general partnership, a joint venture, a limited liability company, a limited partnership or a sole proprietorship.
Applicant Payment/Contribution to Member Information (check or complete applicable blanks)

1. Was a payment/contribution made by the applicant to a treasurer or a continuing committee, either directly or through a political action committee (PAC), during the 36 months before the application was filed or during the pendency of the application? _____ Yes _____ No

   If the answer to #1 above is yes, list below the name of the member or members and the date or dates of the payment/contribution:

<table>
<thead>
<tr>
<th>Name of Member</th>
<th>Date</th>
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</table>

   If the payment/contribution was through a PAC, identify the PAC and the date of the transfer to the treasurer or continuing committee:

   ___________________________  ____________

Solicitation and other Payment/Contribution Information

2. Did the applicant solicit a person or business entity to make a payment/contribution to a member during the 36 months before the application filing or during the pendency of the application? _____ Yes _____ No

   If the answer to #2 above is yes, and a contribution was made, list below the name of the member or members, the date or dates of the payment/contribution, and the name of the contributor:

<table>
<thead>
<tr>
<th>Name of Member</th>
<th>Date</th>
<th>Name of Contributor</th>
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</table>

PART B. Directors, Officers and Stockholders (see § 5-838(b)) (For Corporations Only)

*Note: For a corporation’s application to be processed, this section must be completed in full (place a check at the beginning of each question to indicate the action has been completed).

1. _____ All directors, officers, and stockholders with a 5 percent or greater interest have been notified of the disclosure requirement as provided in the Law and are identified as follows (list name and title – if the corporation has no directors, officers or stockholders with a 5 percent or greater interest, so state):

   ______________________________________________________
   ______________________________________________________
   ______________________________________________________

2. _____ Affidavits (Form PG 1 Individual Applicant Affidavit) from those individuals identified in question #1 above, who have made or solicited contributions and are therefore required to disclose, are either attached or on file with the Clerk of the County Council OR there are no individuals required to file affidavits.

I hereby make oath or affirmation that the contents of this affidavit are true and correct to the best of my knowledge, information and belief.

_________________________  ______________________
Signature (original to be filed with the Clerk)  Date

_________________________  ______________________
Printed Name of Signer  Title of Signer (Authorized to sign for the business entity)
Ex Parte Disclosure Form
(Form PG 4)

The Prince George's County land use ethics law (General Provisions Article, §§ 5-833 to 5-839, Annotated Code of Maryland) ("Public Ethics Law") requires an applicant, agent, Member of the County Council or County Executive who has an ex parte communication concerning a pending application to file this form with the Clerk of the County Council. You must file the form within 5 working days after the communication was made or received whichever is later. You must file this form if you communicate with a Member or the County Executive or where the County Executive or Member communicates with an applicant or agent. Each person who is a party to the communication must file a separate form for each communication. The Public Ethics Law also sets out other requirements that may apply to the filer's situation. You may direct any questions about the Ex Parte Disclosure Form to the State Ethics Commission office by phone, 410-260-7770, or in writing to the above address. Copies of the Public Ethics Law may be obtained at the Commission’s website http://ethics.maryland.gov/public-ethics-law/. Additionally, there is a Special Ethics Law Memo on the Prince George’s County land use ethics law at http://ethics.maryland.gov/download/local-gov/local-gov-forms/PG%20County%20Zoning%20Memo.pdf.

Name of Filer _____________________________________

Address of Filer ___________________________________

Type of Filer (Applicant, Agent, Member, or County Executive) ________________     Case No. (where applicable) ________________

Communication Information

1. Identify below the name of the other party to the communication, that is, the individual (other than the filer) from whom or to whom the communication was made. State also the capacity of the individual as agent, applicant, member, or County Executive, and the date.

<table>
<thead>
<tr>
<th>Name of Individual</th>
<th>Capacity (Agent, Applicant, Member)</th>
<th>Date</th>
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<tbody>
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2. Include on the lines below a summary of the content of the ex parte communication. Be specific as to substantive content, positions taken, issues raised or recommendations made. Identify the pending application. Attach a separate sheet if more space is needed.

_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________

I hereby make oath or affirmation that the contents of this form are true and correct to the best of my knowledge, information, and belief.

Signature of Filer (original to be filed with the Clerk) ____________________ Date ____________

Printed Name of Filer ____________________________________________

October 1, 2014
Page 1 of 1