

COUNTY COUNCIL OF PRINCE GEORGE'S COUNTY, MARYLAND**SITTING AS THE DISTRICT COUNCIL****2025 Legislative Session**Bill No. CB-077-2025

Chapter No. _____

Proposed and Presented by Council Member Oriadha

Introduced by _____

Co-Sponsors _____

Date of Introduction _____

ZONING BILL

1 AN ORDINANCE concerning

2 Municipalities - County Use and Occupancy Permits - Application Documentation

3 For the purpose of providing that the Department of Permitting, Inspections and Enforcement is
4 required at the time a County use and occupancy permit application is made to provide a certain
5 municipality with certain documents; and generally regarding use and occupancy permits in
6 Prince George's County.

7 BY repealing and reenacting with amendments:

8 Sections 27-3403 and 27-3608,

9 The Zoning Ordinance of Prince George's County, Maryland,

10 being also

11 SUBTITLE 27. ZONING.

12 The Prince George's County Code

13 (2023 Edition; 2024 Supplement).

14 SECTION 1. BE IT ENACTED by the County Council of Prince George's County,
15 Maryland, sitting as the District Council for that part of the Maryland-Washington Regional
16 District in Prince George's County, Maryland, that Sections 27-3403 and 27-3608 of the Zoning
17 Ordinance of Prince George's County, Maryland, being also Subtitle 27 of the Prince George's
18 County Code, be and the same is hereby repealed and reenacted with the following amendments:

SUBTITLE 27. ZONING.

PART 27-3. ADMINISTRATION.

Section 27-3403. Application Submittal

(f) Application Submittal and Notice

- (1) All development applications, except those identified below, shall be submitted to the Planning Director, along with the fees required for the application.
 - (A) The following development applications shall be submitted to the District Council, along with the fees required for the application:
 - (i) Authorization of permit within proposed right-of-way (ROW) (Section [27-3617](#)); and
 - (ii) Reconsideration and amendment of decision.
 - (B) The following development applications shall be submitted to the Board of Appeals, along with the fees required for the application:
 - (i) Variances (Section [27-3613](#));
 - (ii) Appeals to the Board of Appeals (Section [27-3616](#));
 - (iii) Zoning enforcement actions ([PART 27-8](#)); and
 - (iv) Extension of zoning violation grace periods (Section [27-8207](#)).
 - (C) The following development applications shall be submitted to the DPIE Director, along with the fees required for the application:
 - (i) Sign permits (Section [27-3606](#));
 - (ii) Temporary use permits (Section [27-3607](#));
 - (iii) Use and occupancy permits (Section [27-3608](#));
 - (iv) Grading permits (Section [27-3610](#));
 - (v) Building permits (Section [27-3611](#)); and
 - (vi) Validations of permits issued in error (Section [27-3615](#)).
 - (D) The following development applications shall be submitted to the Zoning Hearing Examiner, along with the fees required for the application:

(i) Expedited Enforcement Procedures (Section 27-8204)

(E) The following development applications shall be submitted to the municipality from the DPIE Director:

(i) Use and occupancy permits (Section 27-3608).

(ii) DPIE is required at the time a County use and occupancy permit application is made to provide the municipality in which the building is located a copy of the County use and occupancy permit application and supporting documents provided no separate use and occupancy permit is required by the municipality. If the municipality requires a separate use and occupancy permit, the applicant shall file a municipal use and occupancy permit application.

(2) The applicant shall obtain an application number from the Planning Department before sending an informational notice of application submittal. This information notice shall contain at least the following: the application number; a description of the property and its location; the nature of the applicant's request; the justification statement, if required with the application; the Planning Department section, with telephone number, to obtain more information about the application after it is filed; a statement to recipients that the applicant will meet, to explain the application; an applicant telephone number and email address, for persons willing to meet; an explanation of the procedures and the necessity for becoming a person of record in the pending application; and a statement that no government agency has reviewed the application. A municipality, civic association, or other party entitled to an informational mailing may request a copy of the site plan from the applicant. Information mailings required by this Section are in addition to all postings and notices required by law.

Section 27-3608. Use and Occupancy Permit.

(d) Use and Occupancy Permit Procedure

This Subsection identifies additions or modifications to the standard review procedures in Section 27-3400, Standard Review Procedures, that apply to development applications for a use and occupancy permit. Figure 27-3608(c) identifies key steps in the use and occupancy permit procedure.

**Figure 27-3608(c): Use and Occupancy Permit
Procedure (Illustrative)**

↓	27-3403	Application Submittal	To DPIE Director <u>and DPIE Director to Municipality</u>
↓	27-3404	Determination of Completeness	DPIE Director makes determination
↓	27-3406	Staff Review and Action	DPIE Director makes decision (conditions allowed)
↓	27-3416	Notification	DPIE Director notifies
→	27-3417	Appeal	Optional (to BOA)

(1) Application Submittal

See Section 27-3403, Application Submittal and 27-3608(c), Use and Occupancy Permit Submittal Requirements. Applications for use and occupancy permits shall be submitted to the DPIE Director. DPIE is required at the time a County use and occupancy permit application is made to provide the municipality in which the building is located a copy of the County use and occupancy permit application and supporting documents provided no separate use and occupancy permit is required by the municipality. If the municipality requires a separate use and occupancy permit, the applicant shall file a municipal use and occupancy permit application.

1 SECTION 2. BE IT FURTHER ENACTED that this Ordinance shall take effect forty-five
2 (45) calendar days after its adoption.

Adopted this ____ day of _____, 2025.

COUNTY COUNCIL OF PRINCE GEORGE’S
COUNTY, MARYLAND, SITTING AS THE
DISTRICT COUNCIL FOR THAT PART OF
THE MARYLAND-WASHINGTON REGIONAL
DISTRICT IN PRINCE GEORGE’S COUNTY,
MARYLAND

BY: _____
Edward P. Burroughs III
Chair

ATTEST:

Donna J. Brown
Clerk of the Council

KEY:
Underscoring indicates language added to existing law.
[Brackets] indicate language deleted from existing law.
Asterisks *** indicate intervening existing Code provisions that remain unchanged.

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