Prince George's County
Department of Permitting, Inspections and Enforcement
PERMITTING AND LICENSING DIVISION
Permitting Center
9400 Peppercorn Place, 1st Floor
Largo, Maryland 20774
(301) 883–5900 ◆ FAX: (301) 883–7138

REQUEST FOR VALIDATION OF PERMIT ISSUED IN ERROR
(Section 27-3615, Prince George's County Code)

OFFICIAL USE ONLY

Validation of Permit #: _____ Application # ERR: _____

Issued in Error on: _____ Zoning Category: _____

Type of Permit: ❑ Building ❑ U&O ❑ Sign ❑ Apt. License

TO BE COMPLETED BY THE APPLICANT

Describe Use of Property: _____

_____

Applicant's Name: _____ Daytime Telephone #: _____

Owners: _____ Agent: _____

Address: _____
Street *City* *State* *ZIP Code*

The District Council needs to have evidence in the record upon which a final resolution can be made to validate the permit. At a minimum, two copies of the following data is to be supplied by the applicant for inclusion in the record.

1. A copy of the permit issued in error or apartment license to be validated.
2. A specific statement of the error alleged.
3. A written statement from appropriate agency/department that reviewed or issued the permit or license.
4. A copy of relevant materials from County/M–NCPPC files regarding the permit or license and property for which the permit or license was issued.
5. A copy of zoning map of subject and surrounding property.
6. A site plan for the subject property showing all existing improvements. The site plan shall provide information in accordance with page 2 of this application.

Along with the application, the applicant shall submit the following:

1. A statement listing the names of the individuals and their respective business and residential addresses having at least a five percent (5%) financial interest in the subject property;
2. If any owner is a corporation, a statement listing the officers of the corporation, their business and residential addresses, and the date on which they assumed their respective offices. The statement shall also list the current board of directors' names, their business and residential addresses, and the dates of each director's term. An owner that is a corporation listed on a national stock exchange shall be exempt from the requirement to provide residential addresses of its officers and directors; and
3. If the owner is a corporation (except one listed on a national stock exchange), a statement containing the names and residential addresses of those individuals owning at least five percent (5%) of the shares of any class of corporate security (including stocks and serial maturity bonds).

I hereby request that the above described permit or license be validated. No fraud or misrepresentation occurred in obtaining the permit or license. At the time of permit's or license's issuance, no appeal or controversy regarding its issuance was pending before any body. I have acted in good faith, expending funds or incurring obligations in reliance on this permit or license.

_____ _____
Applicant's Signature Date

The Zoning Ordinance of Prince George's County, Maryland, requires that applications for building permits and use and occupancy permits be accompanied by copies of a **current** site plan, **drawn to scale**. The following information **MUST** be included on this site plan:

1. The present configuration of the property, including bearings and distances, in feet, along all lot lines.
2. The name, location, distance to the center line, and right-of-way width of all abutting streets.
3. The subdivision name and lot and block number(s) of the subject property (if any) and, where applicable, the current and former names of the development project.
4. The total area of the subject property (in square feet or acres).
5. A north arrow and scale.
6. The location, height, dimensions, and use of **ALL** existing and proposed buildings and other structures (such as fences, walls, swimming pools, poles, etc.), and the **precise location** on the site to which the permit application is applicable.
7. The front, side and rear yard depths/widths (*i.e.*, setbacks from all lot lines).
8. The gross floor area of **ALL** buildings (except dwellings); and, if occupied by two or more uses, the gross floor area devoted to **each use**.
9. Any other information necessary to determine the number of off-street parking spaces required, such as:
   a. Gross leasable area for shopping centers/malls exceeding 25,000 square feet of gross leasable area;
   b. Bedroom percentages for multifamily dwellings, where applicable;
   c. Number of rooms/units within hotels, motels, tourist homes, country inns, boarding/rooming houses, dormitories, etc.;
   d. Number of seats within churches, eating and drinking establishments, spectator areas at sports facilities, etc.;
   e. Number of beds/doctors within hospitals and nursing homes;
   f. Number of students within private schools.
10. A complete off-street parking lot/loading area layout and table showing the numbers of spaces required and provided and landscaping area calculations, indicating compliance with PART 11, OFF-STREET PARKING AND LOADING, of the Zoning Ordinance. Of particular concern are the **design standards** and schedules of **numbers of spaces** required.
11. Ingress, egress, and internal circulation driveways, and widths thereof.
12. Delineation of the 100-year floodplain, if any.
13. The percentage of lot coverage/building coverage/green area, where applicable.
14. Any restrictions and/or conditions imposed by zoning, special exception, subdivision, or variance approval; and any variances/waivers previously granted.
15. For **sign permits**, the exact location, height, dimensions, square footage, and content of the signs.

FOR FURTHER INFORMATION AS TO WHETHER A PARTICULAR USE IS ALLOWED, AND UNDER WHAT CIRCUMSTANCES, ON A GIVEN PIECE OF PROPERTY, CONTACT THE ZONING INFORMATION OFFICE OF THE MARYLAND–NATIONAL CAPITAL PARK AND PLANNING COMMISSION AT (301) 952–3195 OR (301) 952–3208.