



Design Review Process

All new development, signs, fencing, parking, lighting and exterior renovations occurring within the Riverdale Park Mixed-Use Town Center Zone will be reviewed by the Riverdale Park Local Design Review Committee (the committee) to ensure that the development plan's goal and design principles, standards and guidelines are met. The committee is advisory to the Prince George's County Planning Board and is assisted by staff from the M-NCPPC Planning Department's Community Planning Division. Committee members should be chosen from a pool of applicants solicited by the Town of Riverdale Park. The town will then forward a list of the recommended committee members to the Planning Board for approval. Each member of the committee serves a one- or two-year term.

Committee Membership

The seven-member committee shall be composed of six core members, who include two municipal government representatives, two residents, two business and/or property owners in the town center, and a seventh member having technical or design expertise in a related field such as planning, local history, architecture, landscape architecture, real estate, education, law, finance, or the building trades. One of the six core members shall also have design expertise in a related field such as architecture, landscape architecture, or urban design.

Building Permit Application Process

Prior to the filing of any building permit application to the Prince George's County Department of Environmental Resources, the applicant must submit his/her permit plans to the committee. A committee review application is contained in Appendix C and is also available at the Riverdale Park Town Hall. Applicants are encouraged to meet with municipal or Community Planning Division staff prior to preparing building plans to discuss the process and the applicant's building and site concepts. **All relevant building and site plan information necessary to show compliance must be submitted.** Such information may include:

- A site plan including property lines with bearings and distances, building location, parking and loading, landscaping, and vehicular and pedestrian access points to and from

the site. All planned improvements should be clearly marked and details provided.

- Elevation drawings showing all facades, including all relevant information such as building height, architectural features and detailing, openings (including windows and doors), materials, and color.

- Sign details including the dimensions, colors, materials and lighting.

- Parking plan and supporting documentation, particularly for shared parking or alternative transportation reductions.

- Additional details should be provided for other site elements such as lighting, screening, fencing and other amenities.

Committee meetings shall be called within 30 days of receipt of a completed application by the Town of Riverdale Park. The applicant shall be notified of the date, time and place of the committee meeting and is required to attend the meeting to present the application. The committee shall review the application as to the application's compliance with all relevant design recommendations and requirements in the Riverdale Park M-U-TC Zone development plan. The committee can take one of the following actions:

1. Recommend approval of the application as submitted.
2. Recommend approval of the application with conditions.
3. Defer the application until the next meeting, which must be held within 30 days (A deferral of an application by the committee can occur only once. However, the applicant may request an additional deferral, but final action must be taken within 90 days of receipt of the application).
4. Recommend denial of the application with explanation of what design criteria was not met by the building proposal.

The Town of Riverdale Park shall submit written documentation of the committee's action or recommendation within two weeks to the Planning Director of the Prince George's County Planning Department. If no correspondence is received, it will be assumed the town has no comments on the application.



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The committee shall make a recommendation to the Planning Director as to whether the proposed development is in compliance with the development plan's overall goals and design principles, as well as the specific design standards and guidelines. A copy of the committee's recommendations shall be submitted with all building permit applications and all pertinent building plans shall be stamped by the committee signifying that the plans are in compliance with all applicable development plan requirements and conditions recommended by the Local Design Review Committee. Consequently, any necessary revisions must be made to the plans prior to submitting them for a building permit unless the applicant is not in agreement with the committee's recommendations.

If a development application is recommended for denial, or approval with conditions that an applicant is not in agreement with, the applicant may appeal that decision to the Prince George's County Planning Board through the special permit process.

Special Permit Application Process

Special permits are required for certain designated uses and for departures from the development plan. The requirements for special permits are shown in Section 27-239.02 of the Zoning Ordinance (see Appendix A). All requests for special permits shall be in the form of an application filed with the Planning Board. The required application form, and fees associated with the application, may be obtained from the Planning Department's Development Review Division or directly from the Department's web site at www.mncppc.org/pgco. The application may be filed prior to or concurrently with an application for a building or use and occupancy permit. The applicant is also required to notify (by certified mail) any municipality and all adjoining property owners within seven days of filing the application and shall certify compliance with this provision as part of the application. A list of those municipalities and property owners so notified shall be included with the application.

The minimum submission requirements are one copy of each of the following:

- Application—A typed application signed by all owners of record.
- Statement of Justification—A typewritten statement of justification that demonstrates how the proposal complies with the development plan. The applicant or the designated correspondent must sign the statement.
- Map or Plat—An accurate plat prepared, signed and sealed by a registered engineer or land surveyor, with the subject property outlined in red.
- Site Plan—A site plan (drawn to scale) showing all existing and proposed improvements and uses with the subject property outlined in red. The site plan shall be in sufficient detail

so that a determination can be made that the proposal complies with the development plan.

- Landscape Plan—A detailed landscape plan with the subject property outlined in red. Landscape plans need not be separately prepared drawings but may be superimposed on the site plan.
- Zoning Sketch Map—A zoning sketch map with the property outlined in red.
- Draft letter to, and list of, adjoining property owners.
- Documentation on previous approvals for the site.

Please note that the above information is necessary prior to acceptance for processing. Additional copies of some or all of the documents will be requested at the time of acceptance of a completed application by the Development Review staff.

Prior to making a decision on a special permit application, the Planning Board shall hold a public hearing on the application. The Planning Board hearing shall be scheduled not less than 45 days from the date the application is accepted, unless waived by the applicant. The applicant is required to send (by certified mail) notice of the hearing at least 14 days before the scheduled hearing date to any municipality in which the site is located and all owners of abutting properties (including those directly across the street, alley or stream).

In order for the Planning Board to grant a special permit in the M-U-TC Zone for uses specified as such in the Use Table in Appendix A, it shall find that the site plan is in conformance with the approved town center development plan and the guidelines therein and any specific criteria set forth for the particular use.

To grant departures from the strict application of any standard or guideline approved in the Riverdale Park M-U-TC Zone development plan, the Planning Board must make the following findings listed in Section 27-548.00.01 of the Zoning Ordinance:

"A. A specific parcel of land has exceptional narrowness, shallowness, or shape, exceptional topographic condition, or other extraordinary situation or conditions;

"B. The strict application of the development plan will result in peculiar and unusual practical difficulties to, or exceptional or undue hardship upon, the owner of the property; and

"C. The departure will not substantially impair the intent, purpose, or integrity of the General Plan, Master Plan, or the town center development plan."

All special permit applications are referred to the Town of Riverdale Park for review by the mayor and town council, as well as the Local Design Review Committee. The Planning Board may only approve a special permit contrary to the recommendation of a municipality containing the subject land within its boundaries upon the affirmative vote of four-fifths of the members of the full Planning Board.



Inventory of Uses

Riverdale Park Mixed-Use Town Center November 2002

Baltimore Avenue

5731 Jey's Auto Care
5803 Benny's Carryout
5811 T & G Janitorial
5817 Paul Koko's Fashions
6001 Realtor, Bright Associates
6009 Used Books and Coffee Bar
6019 Dino's Used Cars/Freedom Rent a Car
6033 Subway
6035 Friendly Computer Store
6037 Single-family house
6100 Restaurant
6103 Office building—multi-office uses
6117 Gas station
6124 Vacant house
6130 Rite Aid
6200 Professional offices
6201 Emergency dental care
6211 Calvert House Inn
6215 Lynn's Animal Hospital
6228 McDonald's
6309 J. D. Williams Real Estate/office building
6315 Dental lab
6411 Post Office
6419 Church

Cleveland Avenue

5801 Chambers Funeral Home
5802 S & S Auto Repair

Queensbury Road

4415 Doctor's office
4500 Ernie's Lock and Key
4503 Green's Chevy Chase Bicycle Circle
4505 Gepetto Catering
4611 Vacant
4616 Vacant
4620 Vacant
4622 Vacant
4701 Riverdale Bookshop and Coffee Depot
4705 IR Federal Credit Union

Rhode Island Avenue

6008 Office
6100 American Residential Service
6105 Riverdale Club
6108 S & J Tavern
6202 Vacant
6204 Vacant
6206 Vacant
6208 Vacant
6210 Vacant
6212 Vacant
6214 Second Time Around
6216 Iglesia Pentecostal Church
6218 Speros' Video
6220 Taylor's Antiques and Aunt Emily's Dolls
6313 Gregg's Towing and Mid County Fluid Air and Supply Inc.
6323 Brasbol Motor Inc. & Romerio Auto Parts
6401 Dunbar Armored, Inc.
6405 Diamond Core Drilling and Sawing Co.
6407 Puebla Construction
6409 Pittcon Industries
6501 Pittcon Industries

Riverdale Road

4700 Dumm's Corner Market
4702 Apartment
4704 Dumm's Pizza and Subs

Lafayette Avenue

6009 Rooming house

Natoli Place

6201 Apartment
6205 Apartment

Madison Street

4507 Jey's Auto Sales
4529 PEPCO station



Existing and Proposed Rights-of-Way

Riverdale Park Mixed-Use Town Center

(In feet)

Baltimore Avenue (above MD 410)	65-67 existing; 90-110 proposed
Baltimore Avenue (below MD 410)	60-67 existing; 90-110 proposed
Rhode Island Avenue (above MD 410)	40 existing and proposed
Rhode Island Avenue (below MD 410)	66 existing and proposed
Queensbury Road	50 existing and proposed
Riverdale Road (east of US 1)	50 existing and proposed
Riverdale Road (west of the railroad tracks)	50 existing and proposed
Riverdale Road (east of Lafayette Avenue)	50 existing and proposed
Sheridan Street	50 existing and proposed
Madison Street	50 existing and proposed
Harrison Street	50 existing and proposed
Cleveland Avenue	50 existing and proposed
Beale Circle	50 existing and proposed
Natoli Place	50 existing and proposed
Lafayette Avenue	40 existing and proposed
Rittenhouse Street	50 existing and proposed