



Zoning, Use, and Buildable Lot Verification Letter Procedures

The Planning Information Services office of The Maryland-National Capital Park and Planning Commission offers the service of preparing Zoning Verification letters. These letters can provide a variety of information for property located in Prince George's County (i.e., current zoning, current use, uses permitted, zoning and site plan approval, whether a proposed use is permitted within a zone or meets the minimum requirements of the zone, whether the property is buildable, and rebuild information regarding nonconforming uses and zoning history). The Zoning Verification letter will only address what is requested, so it is important your request provides as much detail(s) as possible to best assist you.

Any information you feel is pertinent (i.e., copies of deeds or surveys) should be attached, as this may facilitate the research.

NOTE: For property located in the City of Laurel, please call 301-725-5300.

The Zoning Verification letters do not address permit issuance, zoning violations, inspections related to permit issuance, or environmental and transportation issues. The letters are not a guarantee of permit approval and issuance, and are strictly a zoning opinion.

The fee for a Zoning Verification letter is \$50.00 per address or tax account. Please keep in mind developments such as shopping centers, apartment complexes, or office parks may contain more than one address or tax account, but may be considered one letter at \$50.00. **If you have a question about the cost of a property that includes multiple addresses or tax accounts, please call Helen Smith at 301-952-5401.**

We accept cash, business checks, personal checks (a driver's license and phone numbers are required), and Credit Cards. **If you wish to pay by check, the check should be made payable to M-NCPPC.** The turnaround time for all requests is 30 business days from receipt of the letter and payment.

For zoning only letters for Permit Renewal (**no change in zoning**), there is no fee.

The letter should be addressed to: Ms. Helen Smith, Supervisor
M-NCPPC, Development Review Division
Planning Information Services
County Administration Building, Room L2
14741 Governor Oden Bowie Drive
Upper Marlboro, MD 20772

Requests may also be e-mailed to helen.smith@ppd.mncppc.org. Assignment and research of the letter will begin once the payment is received.

If you have any questions, please contact Helen Smith at 301-952-5401 or helen.smith@ppd.mncppc.org.