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.
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-UTC 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-UTC 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 Jenny’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

#### 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. & Romero Auto Parts
- 6401 Dunbar Armored, Inc.
- 6405 Diamond Core Drilling and Sawing Co.
- 6407 Puebla Construction
- 6409 Pittcon Industries
- 6501 Pittcon Industries

#### 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

#### 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 Jenny’s Auto Sales
- 4529 PEPCO station
<table>
<thead>
<tr>
<th>Street</th>
<th>Existing and Proposed Rights-of-Way</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baltimore Avenue (above MD 410)</td>
<td>65-67 existing; 90-110 proposed</td>
</tr>
<tr>
<td>Baltimore Avenue (below MD 410)</td>
<td>60-67 existing; 90-110 proposed</td>
</tr>
<tr>
<td>Rhode Island Avenue (above MD 410)</td>
<td>40 existing and proposed</td>
</tr>
<tr>
<td>Rhode Island Avenue (below MD 410)</td>
<td>66 existing and proposed</td>
</tr>
<tr>
<td>Queensbury Road</td>
<td>50 existing and proposed</td>
</tr>
<tr>
<td>Riverdale Road (east of US 1)</td>
<td>50 existing and proposed</td>
</tr>
<tr>
<td>Riverdale Road (west of the railroad tracks)</td>
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</tr>
<tr>
<td>Riverdale Road (east of Lafayette Avenue)</td>
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</tr>
<tr>
<td>Sheridan Street</td>
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<tr>
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<td>Harrison Street</td>
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<td>Cleveland Avenue</td>
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<tr>
<td>Beale Circle</td>
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<td>Natoli Place</td>
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<tr>
<td>Lafayette Avenue</td>
<td>40 existing and proposed</td>
</tr>
<tr>
<td>Rittenhouse Street</td>
<td>50 existing and proposed</td>
</tr>
</tbody>
</table>

(Riverdale Park Mixed-Use Town Center)

(In feet)