

FORM P(4): SITE DEVELOPMENT PLAN REVIEW – ADMINISTRATIVE APPROVAL (AA)

AMENDMENT TO SITE DEVELOPMENT PLAN FOR BUILDING PERMIT (AA02)

- ___ Letters: four **(4)** copies describing and justifying the request
- ___ Four **(4)** copies of all applicable sheets of the approved Site Development Plan being amended, folded to fit into an 8.5" x 14" pocket. Approved site development plans should contain signatures of the Development Review Board (DRB).
- ___ **4** Copies of EPC or DRB *Official Notice of Decision* associated with the approved site development plan
- ___ Four **(4)** copies of the proposed Site Development Plan, with changes circled and noted, folded to fit into an 8.5" x 14" pocket. Refer to the Site Development Plan for Building Permit or Site Development Plan for Subdivision *Checklist* for information needed on the proposed Site Development Plan.
- ___ Maps: four **(4)** copies from the most recent Zone Atlas, with the entire property(ies) precisely and clearly outlined
- ___ Letter of authorization from the property owner, if the application is submitted by an agent
- ___ Fee (see fee schedule)
- ___ Any original and/or related file numbers must be listed on the cover application
- ___ Electronic copy (PDF) of approved and proposed Site Development Plans

NOTE: The next two items are also required if the square footage change is 2% or more of the approved square footage and/or if any person may be substantially aggrieved by the altered plan.

- ___ Notification letter addressed to owners of adjacent properties and certified mail receipts
- ___ Office of Neighborhood Coordination (ONC) inquiry response, notification letter to affected Neighborhood Associations and certified mail receipts

AMENDMENT TO SITE DEVELOPMENT PLAN FOR SUBDIVISION (AA03)

- ___ Letters: four **(4)** copies describing and justifying the request
- ___ Four **(4)** copies of all applicable sheets of the approved Site Development Plan being amended, folded to fit into an 8.5" x 14" pocket. Approved site development plans should contain signatures of the Development Review Board (DRB).
- ___ **4** Copies of EPC or DRB *Official Notice of Decision* associated with the approved site development plan
- ___ Four **(4)** copies of the proposed Site Development Plan, with changes circled and noted, folded to fit into an 8.5" x 14" pocket. Refer to the Site Development Plan for Building Permit or Site Development Plan for Subdivision *Checklist* for information needed on the proposed Site Development Plan.
- ___ Maps: four **(4)** copies from the most recent Zone Atlas, with the entire property(ies) precisely and clearly outlined
- ___ Letter of authorization from the property owner, if the application is submitted by an agent
- ___ Fee (see fee schedule)
- ___ Any original and/or related file numbers must be listed on the cover application
- ___ Electronic copy (PDF) of approved and proposed Site Development Plans

NOTE: The next two items are also required if the square footage change is 2% or more of the approved square footage and/or if any person may be substantially aggrieved by the altered plan.

- ___ Notification letter addressed to owners of adjacent properties and certified mail receipts
- ___ Office of Neighborhood Coordination (ONC) inquiry response, notification letter to affected Neighborhood Associations and certified mail receipts

I, the applicant, acknowledge that any information required but not submitted with this application will likely result in rejection of this application and/or deferral of actions.

Applicant's Name **(please print!)**

Applicant's Signature

Date



- Checklists complete Application case numbers:
- Fees collected _____ - _____
- Case #s assigned _____ - _____
- Related #s listed _____ - _____

Planner's Signature / D
Project #: _____