

Sketch/Preliminary/Site Plan Amendment Checklist

Plan Name: National Park Seminary **Existing Plan Number:** 120050540 & 820050240
Applicant: Mike Razavi **Phone:** 301-775-4394 **Email:** mike@raztecengineers.com

MAJOR AMENDMENT (Section 50.4.2.F.1.a, Section 59.7.3.4.J.1 & Section 59.7.3.3.I)

What qualifies as a MAJOR AMENDMENT?

- Increase in density
- Increase in height
- Change of use
- Decrease in open space
- Deviation from a binding element
- Deviation from condition of approval or binding element
- Alteration of a basic element of the plan

Pre-application community meeting - Not Required
Pre-submittal meeting with Area Team staff - Required
Action Type - Full public hearing
Sign posting - Required
Written application notice - Required
Written hearing notice - Required
Fee - Full site plan or preliminary plan fee

LIMITED MAJOR AMENDMENT (Section 50.4.2.F.1.a & Section 59.7.3.4.J.1)

What qualifies as a LIMITED MAJOR AMENDMENT?

- Changes that fit the description for a major amendment (shown above), but that staff considers de minimis and determines do not alter the intent or objectives of the approved plans.

Pre-application community meeting - Not Required
Pre-submittal meeting with Area Team staff - Required
Action Type - Full public hearing in cases where public objection is filed or staff determine one is necessary; in all other cases, board action is through the Consent Agenda
Sign posting - Required
Written application notice - Required
Written hearing notice - Required
Fee - \$4500 (Site Plan); \$2500 - \$8500 (Preliminary Plan)

MINOR AMENDMENT (Section 50.4.2.F.2 & Section 59.7.3.4.J.2)

What qualifies as a MINOR AMENDMENT?

- Change to parking or loading area
- Change to landscaping, sidewalk, recreational facility or area
- Change to the configuration of open space
- Change to any other plan element that will have a minimal effect on the overall design, layout, quality, or intent of the plan
- A reduction in approved parking to satisfy Article 59-6

Pre-application community meeting - Not Required
Pre-submittal meeting with Area Team staff - Required
Action Type - To be determined after intake by Director
Sign posting required? - No
Written application notice - Required
Written hearing notice - Required if going to Planning Board
Fee - \$2500

DIRECTOR-LEVEL PRELIMINARY/SITE PLAN AMENDMENT FOR FCP (FC REGS 22A-11.a.2)

What qualifies as a DIRECTOR-LEVEL FCP AMENDMENT?

- Correction of minor inadequacies revealed by field inspections or other evaluation
- Modifications that are minor and do not remove more than 5,000 square feet of forest
- Action impacting tree variances
- Action required by an emergency situation

Pre-application community meeting - Not Required
Pre-submittal meeting with Area Team staff - Required
Action Type - Director Approval
Sign posting - Required
Written application notice - Required
Written hearing notice - Not Required
Fee - \$750

BOARD-LEVEL PRELIMINARY/SITE PLAN AMENDMENT FOR FCP (FC REGS 22A-11.a.2)

What qualifies as an FCP AMENDMENT FOR BOARD ACTION?

- Modifications that remove more than 5,000 square feet of forest
- Modifications to forest conservation easements

Pre-application community meeting - Not Required
Pre-submittal meeting with Area Team staff - Required
Action Type - Planning Board Approval
Sign posting - Required
Written application notice - Required
Written hearing notice - Required
Fee - \$1500

Amendment Description

The following is the amendment list, containing all changes included in this application. This list must be recreated in its entirety on each plan drawing of the amended application:

Amendments to updating/revising the townhouse unit lots, updating the addition to the condo building, updating grading changes, etc, addition of stormwater management, and other minor changes to the plans as a result of the amendments.

The same number of units as per the original Preliminary plan is proposed, which is:

- 8 Townhouses
- 14 Condo Units
- 1 Single Unit residential

Amendment Checklist

(Check all that apply; add items if necessary.)

NOTE: If determined to be a major amendment, site or preliminary plan should be submitted as if it is a new application. Submission requirements for major amendments are the same as those found in our Upload Checklist for new applications.

Development Review Committee required? _____



Submittal Item	Description	File Name Code
<input checked="" type="checkbox"/> Fee	<i>(Submit when requested after application prescreen)</i>	
<input checked="" type="checkbox"/> Application Form	Complete application with original signatures <i>(Submit with fee)</i>	
<input checked="" type="checkbox"/> Statement of Justification	Letter detailing changes being requested and justification for plan approval	SOJ
<input checked="" type="checkbox"/> Certificate of Compliance	Completed by applicant certifying that application is complete, accurate and ready for processing	COC
<input checked="" type="checkbox"/> Notice List	Excel spreadsheet	NLIST
<input checked="" type="checkbox"/> Application Notice Letter	Draft copy of application notice letter on letterhead	NLTR
<input type="checkbox"/> Pre-submission Meeting Minutes	Minutes from meeting with staff, if applicable	PMTG
<input checked="" type="checkbox"/> Signage Information	Plan drawing showing proposed sign locations and draft copy of sign (Do not post signs until requested)	SIGN
<input checked="" type="checkbox"/> Amended Plans (Individual Black & White Sheets)	New title information and plan numbers; updated sheet index; amendment list on every sheet with change triangles showing changes (see amendment guide)	<input checked="" type="checkbox"/> BPREL, <input checked="" type="checkbox"/> BSITE, <input checked="" type="checkbox"/> BLL, <input checked="" type="checkbox"/> ARCH, <input checked="" type="checkbox"/> FCP
<input checked="" type="checkbox"/> Markup of Approved Plans (Individual Redlined sheets)	Superimpose changes over previously approved plans; amendment list on every sheet to identify changes (see amendment guide)	<input checked="" type="checkbox"/> RPREL, <input checked="" type="checkbox"/> RSITE, <input checked="" type="checkbox"/> RLL, <input checked="" type="checkbox"/> RARCH, <input checked="" type="checkbox"/> RFCP
<input type="checkbox"/> Original Certified Plans and Resolution	Original certified plans (entire set as multipage file) with Opinion/Resolution for all prior approvals	PB/PBRES
<input checked="" type="checkbox"/> Checklist	Copy of this checklist, including signed second page	CHKLIST
<input checked="" type="checkbox"/> Traffic Study or Traffic Impact Statement	<i>(See submittal document for details)</i>	TS/TIS
<input checked="" type="checkbox"/> Tree Variance/Tree Save Plan	<i>(When required)</i>	VAR/TSP

Potential Submittal Items

Submittal Item	Description	File Name Code
<input type="checkbox"/> Stormwater Management Approval Letter	Letter must be applicable to the proposed amendment not be a copy of the approval from the original application.	SWML
<input type="checkbox"/> Stormwater Management Exemption Letter	Letter must cover the proposed amendment, not be a copy of the previous approval	SWMEX
<input checked="" type="checkbox"/> Stormwater Concept Receipt	Verification from DPS that revised concept is under review	SWMR
<input type="checkbox"/> Storm Drain Analysis Calcs.	Submit if calculations are not part of a revised Storm Drain plan; follow DOT/DPS requirements.	SDCAL
<input type="checkbox"/> Site Distance Evaluation Form	Use appropriate county or state form	SIGHT
<input checked="" type="checkbox"/> WSSC Review Receipt	Receipt from WSSC must be provided if the amendment is going to DRC	WSSC
<input checked="" type="checkbox"/> DOT Receipt	Verification from DOT of whether a new review fee is required	DOT
<input checked="" type="checkbox"/> FDA Plan	Fire department access plan	FDA
<input type="checkbox"/> Legal Documents	Legal restrictions, deeds, easements, etc.	LEGAL
<input checked="" type="checkbox"/> Amended Support Plans (Individual Black & White Sheets)	New title information and plan numbers; cover sheet for entire set (sheet index and amendment list(s)); amended sheets with list of items amended on those sheets	<input checked="" type="checkbox"/> SWM, <input checked="" type="checkbox"/> BFDA, <input type="checkbox"/> BSD, <input type="checkbox"/> BUTIL, <input checked="" type="checkbox"/> BCIRC, <input type="checkbox"/> BWQP
<input checked="" type="checkbox"/> Markup of Approved Support Plans (Individual Redlined Sheets)	Highlight changes or changed areas in red on previously approved plans; list items changed on each sheet	<input checked="" type="checkbox"/> RSWM, <input checked="" type="checkbox"/> RFDA, <input type="checkbox"/> RSD, <input type="checkbox"/> RUTIL, <input type="checkbox"/> RUTIL
<input type="checkbox"/> Other Documents	_____	_____

NOTE: All preliminary and site plan amendments require a certified plan to be processed after the amended plans are approved. This amendment checklist is only valid for 90 days from the signature and date below. Expiration requires a new meeting with the Area Team supervisor and a new checklist.

Stephanie Dickel
Area Team, Supervisor

10/17/2019
Date