

# Sketch/Preliminary/Site Plan Amendment Checklist

**Plan Name:** \_\_\_\_\_ **Existing Plan Number:** \_\_\_\_\_

**Applicant:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

## 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 - Please consult fee schedule

## 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 - Please consult fee schedule

## 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 - Please consult fee schedule

## 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 - No  
 Written application notice - Required  
 Written hearing notice - Not Required  
 Fee - Please consult fee schedule

## 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 - Please consult fee schedule

# 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:

## 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? \_\_\_\_\_ Yes  
 No

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 type="checkbox"/> Signage Information	Plan drawing showing proposed sign locations and draft copy of sign <i>(Do not post signs until requested)</i>	SIGN
<input 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 <i>(see amendment guide)</i>	BPREL, BSITE, BLL, BARCH, BFCP
<input type="checkbox"/> Markup of Approved Plans (Individual Redlined sheets)	Superimpose changes over previously approved plans; amendment list on every sheet to identify changes <i>(see amendment guide)</i>	RPREL, RSITE, RLL, RARCH, 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 type="checkbox"/> Traffic Study or Traffic Impact Statement	<i>(See submittal document for details)</i>	TS/TIS
<input 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 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 type="checkbox"/> WSSC Review Receipt	Receipt from WSSC must be provided if the amendment is going to DRC	WSSC
<input type="checkbox"/> DOT Receipt	Verification from DOT of whether a new review fee is required	DOT
<input type="checkbox"/> FDA Plan	Fire department access plan	FDA
<input type="checkbox"/> Legal Documents	Legal restrictions, deeds, easements, etc.	LEGAL
<input 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	SWM, BFDA, BSD, BUTIL, BCIRC, BWQP
<input 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	RSWM, RFDA, RSD, RUTIL, 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.

**\*\*IF THE AMENDMENT IS REQUESTED IN RESPONSE TO A NOTICE OF VIOLATION ISSUED BY THE DEPARTMENT OF PERMITTING SERVICES, ZONING AND SITE PLAN ENFORCEMENT DIVISION, THEN THE APPLICANT MUST SUBMIT THE APPLICATION AND PLANS WITHIN 30 DAYS FROM THE DATE BELOW. IF THE PLANS ARE NOT SUBMITTED WITHIN 30 DAYS, A MINIMUM \$500 CIVIL CITATION WILL BE ISSUED TO THE APPLICANT, ALONG WITH ADDITIONAL CORRECTIVE ACTIONS IF NECESSARY.\*\***

  
 \_\_\_\_\_  
 Area Team, Supervisor

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 Date