

AMENDMENT TO FINAL SITE PLAN  
PLANNING COMMISSION CONSENT AGENDA

**ADJACENT PROPERTY OWNERS NOTIFICATION**

In accordance with Chapter 24, Article V, Section 24-172A of the City Code

**To be completed by applicant:**

ADDRESS OF SUBJECT SITE: \_\_\_\_\_

LOT: \_\_\_\_\_ BLOCK: \_\_\_\_\_ SUBDIVISION: \_\_\_\_\_

CHANGES REQUESTED:

\_\_\_\_\_  
(see reverse side for appropriate references from Section 24-172A(a)(1) of the Zoning Ordinance)

To Whom It May Concern:

The City of Gaithersburg Planning and Code Commission has received an application for an amendment to an approved final site plan for the above property. The application was submitted by \_\_\_\_\_ (name of the applicant) to the City on \_\_\_\_\_ (date). For your reference a copy of the proposed site plan can be reviewed at City Hall, in the Planning and Code Administration, Monday through Friday, 8 a.m to 5 p.m.

This application is scheduled to be considered by the Planning Commission on \_\_\_\_\_ (insert date) as a consent agenda item. Consent agenda items are not public hearing items. Accordingly, no public testimony is taken at the meeting. Any comments you wish to make should be directed to the Planning and Code Administration by 5 p.m of the scheduled date of the Planning Commission Meeting. Please note that your comments should specifically address the proposed modifications.

**Given to owners of abutting and confronting properties (see Section 24-172A(a)(1) of the City Code) on \_\_\_\_\_ (date).**

Owner: \_\_\_\_\_

Address: \_\_\_\_\_

or - Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Subdivision: \_\_\_\_\_

**NOTE: Any reproduction of this form must include the back side.**

## GAITHERSBURG CITY CODE

### Chapter 24, Article V, Section 24-172A

a. ***Amendments requests, other than minor amendment.***

Amendment requests that are not minor amendment requests as set forth in subsection (b) of this section, are submitted to the planning commission and may be reviewed under either the consent agenda or the site plan agenda at the decision of the planning director or his/her designee. The planning commission, by a majority vote, may require a consent item to be placed on the site plan agenda with the required notification.

1. Consent agenda items shall require the applicant to provide, by mail or personal delivery, written notice in a form approved by the city planning department to owners of property abutting and confronting the property that is the subject of the amendment request within two (2) business days of filing the request, and shall certify the same to the planning department.