



MINOR AMENDMENT TO FINAL PLAN
FOR STAFF APPROVAL

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(b) of the Zoning Ordinance]

To Whom It May Concern:

The City of Gaithersburg Planning and Code Commission has received a request for a minor amendment to a 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.

The Planning and Code Administration staff reviews these applications on a weekly basis. Any comments which you wish to make (oral or written) should be directed to the Planning and Code Administration within **7 days** of the date of this letter. Please note that those comments which object to the application but do not specifically reference the proposed modifications and any adopted architectural standards will **not** be considered by staff. Copies of adopted architectural standards are available from the Planning and Code Administration, from 8AM to 5PM, Monday through Friday.

The Planning and Code Administration staff will make every effort to allow input by either phone or mail prior to taking action. However, if a response is not received within 7 days, the application will be processed.

Given to owners of abutting and confronting properties (see Section 24-172A(b) of the City Code) on _____ (date).

Owner: _____

Address: _____

or - Lot: _____ Block: _____ Subdivision: _____

NOTE: Any reproduction of this form must include the back side. Forms which are given to adjacent property owners but do not contain Sec. 24-172A(b) of the Zoning Ordinance will not be accepted as proper notification.

B. *Minor amendment requests.*

1. Requests for minor amendment shall be filed with the planning director or designee. Minor amendment requests shall be those requests specified in this subsection and shall be acted upon by the planning director or his/her designee.
2. The applicant for a minor amendment shall 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.
3. Requests for minor amendment include:
 - a. Resiting or relocation of buildings or structures including, but not limited to, garages and accessory structures on not more than three (3) contiguous lots, including moving or rotation of a building or structure's footprint, provided such moving or rotation does not shift a building or structure's footprint more than ten (10) feet in any direction.
 - b. Resiting of a lot with a house type previously approved by the city planning commission.
 - c. Approval of retaining walls/fences and other enclosures.
 - d. Minor revisions to building elevation and site plan details which do not add onto buildings or expand footprints of previously approved buildings (other than items (b) and (e) of this subsection).
 - e. Minor revisions to a single-family detached, semi-detached or attached dwelling that do not increase the square footage of a dwelling as originally constructed on any and/or all floors by more than fifteen (15) percent and that have been approved by the homeowner's association of the subject property, if applicable.
 - f. Minor signage changes or additions.
 - g. Minor landscaping or pedestrian and sidewalk access revisions.
 - h. Addition of easement and parking areas or correction of easement and parking area locations.
 - i. Revisions to forest conservation plan
 - j. Revisions or amendments delegated by the city planning commission.
4. Public reviews of the planning commission are not required for a minor amendment provided, however, the planning director or designee shall, upon request, meet with the applicant and interested parties or consider written comments on the amendment.
5. A minor amendment may only be granted if:
 - a. The amendment does not violate the development standards of the property's zoning or increase the lawful nonconformity of any lot or building; and
 - b. The amendment is in general harmony with the architectural and site design characteristics of the approved site development plan; and
 - c. The amendment will not substantially impair the intent, purpose or integrity of the neighborhood or the planning documents for the applicable area.
6. The decision of the planning director (or designee) may be appealed to the city planning commission if filed with the planning department, in writing, within fifteen (15) days after the decision is mailed by the planning director. The planning commission, in its discretion, may hold a public review of the planning director, or order written statements and oral arguments in lieu of public review. The planning commission may approve, approve with modifications, or disapprove the requested amendment(s) and shall state the reasons for its action in writing.