



### **Instructions for Modifications to Approved Planned Development Districts.**

- I. The modification application is to be filed with the Department of Administration located in the City Administration building, 1791 Harshman Road.
- II. Application fees shall be as follows:
  - A. Modification to Final Plan - \$50.00  
**Each application shall be accompanied by the appropriate fee.**
- III. Because of the difficulty in being able to supply precise data at the time of approval of the final development plan, it may be necessary to make certain modifications to the final development plan at a date subsequent to approval.
- IV. Major Modifications:
  - A. Major modifications are modifications that will increase density or intensity, decrease parking and loading areas, reduce useable open space, reduce distance between structures and the perimeter property line, increase height of structures along the perimeter of the property, or lessen the height, depth, or density of perimeter buffers are major modifications to planned development districts. Such modifications require all the procedures of Codified Ordinance 1137.11 to be followed, including public hearings, prior to granting approval of such request.
- V. Minor Modifications:
  - A. Minor modifications are modifications to an approved final development plan that do not deter from the general intent and purpose as originally approved by the Council and do not propose changes such as those described for major modifications are minor modifications. Such modifications shall require approval by the Planning Commission without additional public hearings or review by Council. Adjacent property owners shall be mailed notice of the time and place at which the Commission will review the request for modification. Such notice shall be mailed at least seven days prior to such review by the Commission.
- VI. Approval of Modifications:
  - A. If the proposed modification to a planned development district is approved, the final development plan will be changed to reflect the modification and notice will be sent to the Zoning Inspector and Building Inspector.



## Modification to Final Plan Application

<b>OFFICIAL USE ONLY</b>	
Permit No.	
Date	

**Permit No. of Final Plan** \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Numbers(s): \_\_\_\_\_ E-mail: \_\_\_\_\_

**Applicant is the:**  Owner  Lessee  Optionee  Contractor/Architect

**Property Owner's Name:** (If different from applicant): \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Numbers(s): \_\_\_\_\_ E-mail: \_\_\_\_\_

**Local Agent:** \_\_\_\_\_ Phone: \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip Code

**Engineer:** \_\_\_\_\_ Phone: \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip Code

**Land Surveyor:** \_\_\_\_\_ Phone: \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip Code

**Attorney(s):** \_\_\_\_\_ Phone: \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip Code

**Development Information**

Street Address (if applicable) \_\_\_\_\_

Parcel Lot No(s). \_\_\_\_\_ Current Zoning \_\_\_\_\_

**Major Modification:** If so, please describe \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Minor Modification:** If so, please describe \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Required Information**

List names and mailing addresses of land owners within 200 feet of property (use separate sheet if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**List all contiguous holding in the same ownership:**

Parcel Lot No(s) \_\_\_\_\_  
\_\_\_\_\_

Attached hereto is an affidavit of ownership indicating the dates the respective holdings of land were acquired, together with the book and page of each conveyance into the present owner as recorded in the Montgomery County Recorder's Office. This affidavit shall indicate the legal ownership of the property, the contract owner of the property, and the date the contract of sale was executed.

**IN THE EVENT OF CORPORATE OWNERSHIP:**

A list of all directors, officers, stockholders of each corporation owning more than five percent (5%) of any class of stock must be attached.

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

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**To Be Completed By City**

Date application and fee received: \_\_\_\_\_ Staff Initials: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Application is:     APPROVED                       DENIED

Zoning Administrator: \_\_\_\_\_ Date: \_\_\_\_\_