



MODIFICATION REQUEST PROCEDURES AND REQUIREMENTS

*ALL MODIFICATIONS MUST BE IN CONJUNCTION WITH AN **ACTIVE SUBDIVISION CURRENTLY BEING PROCESSED**, OR WITH AN **ACTIVE BUILDING/GRADING PERMIT**, with the exception of a **modification to skip the Preliminary Plan, Site Development Plan (if Preliminary Plan not required), or Sketch plan processes**. Note: Floodplain Modifications are a separate application.*

For Time Extension Modifications, Contact the Development Division directly at 410-222-7458.

For all other Modifications, Contact the Permit Center at 410-222-7725 to schedule an appointment.

The following items are required with the application:

**!!! Because they will be scanned,
DO NOT STAPLE OR BIND ANY OF THE REQUESTED DOCUMENTS !!!**

1. The [Modification Application Form](#). For Modifications not associated with a project (e.g., skipping SDP or Sketch) a [Development Application](#) is required as well.
2. A letter of explanation that explicitly states the reason and justification for the request(s). Identify each Code Section to be modified. Reference the applicable permit, subdivision, or site development plan project numbers and Tax Map, Block and Parcel.
3. One site plan, drawn to an engineer scale, on either 8 ½ x 11, 8 ½ x 14, or 11 x 17 paper. The plan should include all information relevant to the Modification request including but not limited to:
 - A vicinity map;
 - Site Data Tabulations (such as zoning, forest conservation worksheet data, landscaping, etc.);
 - Topography;
 - Roads;
 - Surrounding properties;
 - Soil Types;
 - Environmentally sensitive areas (steep slopes, streams/stream buffers, wetlands/wetland buffers, critical area buffers, etc.);
 - Existing and proposed structures.
4. An 8 ½ x 11, 8 ½ x 14, or 11 x 17 copy of the Plat if available (Plats are available at the County Courthouse or at www.plats.net).
5. For Modifications to skip a process involving Adequacy of Public Facilities review, such as skipping Preliminary Plan, Site Development Plan, or Sketch, include the required APF information such as the EDU worksheet, Traffic analyses (trip generation letter), etc. so that APF may be reviewed and tested.
6. For Modifications to subdivision, all necessary deeds dating back to July 1, 1952 are required. A cover sheet must accompany the deed package outlining the history of the entire site.
7. For Modifications to street tree requirements provide pictures taken of trees abutting County or State roads.

8. For specimen tree Modifications provide information substantiated by qualified professionals reflecting the locations, type and health of trees, and reasons for removal.
9. For Modifications to storm drainage, road improvements, utility lines, grading, etc., provide a detailed engineering justification or statement. Provide one copy of all backup computations **UNBOUND** with **NO STAPLES**, references cited and maps clearly reproduced and signed and sealed by a Professional Engineer.
10. For Modifications to sketch or those that impact environmentally sensitive areas, the applicant must have gone thru the pre-submission community process. (See AA County Code-Article 17 Section 2-107) - Link to form and instructions
11. **\$250.00 – effective May 12, 2005**; \$100.00 fee applies if the project is being reviewed under the pre-2005 subdivision regulations (subdivisions and permits applied for prior to April 4, 2005).