SPECIAL EXCEPTION ADMINISTATIVE MODIFICATION

Section 59-G1.3(c) Modification. The Board may amend or modify the terms of condition of a special exception on request of the special exception holder or recommendation of the Department, or after a show cause hearing held under subjection (e).

(1) If the proposed modification is such that the terms or conditions could be modified without substantially changing the nature, character or intensity of the use and without substantially changing the effect on traffic or on the immediate neighborhood, the board, without convening a public hearing to consider the proposed change, may modify the term or condition. *However, if the matter involves an accessory apartment, the Board can not act until 10 days after the posting of the property with a special exception sign for transfer of the accessory apartment, in accordance with Section 59-A-4.43. **The sign must remain posted until at least 15 days after the mailing of the Board's resolution.**

DOCUMENTS REQUIRED WITH AN ADMINISTRATIVE MODIFICATION

1. Letter detailing special exception modification (original plus 10 copies). [**NOTE:** If architectural drawings/site plans are submitted, 2 copies are required, one copy will be included in the special exception case file and one copy will be forwarded to the Department of Permitting Services, **if more than 3 documents are submitted, please include a list identifying the documents**].

2. List of adjoining and confronting property owners. [This information is available from the State Department of Assessments and Taxation, 30 West Gude Drive, Suite 400, Rockville, MD, 20850, Phone: 240.314.4510].

3. A filing fee (10% of the prevailing special exception fee, with a minimum of $500.00).