



Planning & Development Department



MODIFICATION FINANCIAL & SERVICE ACKNOWLEDGEMENT

- ✓ A modification is a change to a plan set in which the permit has been **ISSUED** or **REISSUED**.
- ✓ Modifications require another full review; therefore, additional fees for services from Planning & Development as well as any other reviewing One Stop Shop agency / department will apply.
 - *Example:* If the property is on septic, Environmental Services Dept. assesses an \$80 review fee for each submittal.
- ✓ Modifications are processed in order by the date in which the submittal was received.
- ✓ The proposed changes may not receive approval if standards are not met.
- ✓ Approval of the modification will result in a REISSUED permit.

RESIDENTIAL Projects – For modifications deemed as **minor changes** by the Building Official, a \$30 administrative review fee will be assessed each modification and payable upon REISSUANCE.

Those modifications where full reviews are required, the following fees will apply:

- A \$100 fee is assessed for changes to the site plan.
- A \$250 fee is assessed for changes to the building plans.
- Increased sq. footage or other components will be factored into the valuation calculation.
- If a drainage review is necessary, a \$250 fee will be assessed.
- If drainage requires in-progress inspections, a fee of \$150 per inspection will be assessed.
- While the modification is being reviewed, inspections on that project are suspended.

If repeated modifications are necessary, the Building Official may deem the continued changes as redesign and therefore, are **major changes**. Major changes will have the fees applied on **EACH** modified submittal.

COMMERCIAL Projects – **EACH** modification submitted will be assessed modification review fees.

- A \$250 fee is assessed by Zoning for each site plan review.
- An hourly building plan review rate will be assessed on each review of building plans.
- If classified as a minor accessory for a drainage review, a \$650 review fee will be assessed.
- If outside the scope of a minor accessory, drainage will assess \$2,000 plus \$125 per acre with a maximum of \$22,000.

PERMIT TRACKING #(s): _____ APN

SUBMITTED BY: _____ (Print) owner Contractor Agent

PHONE #: _____ EMAIL: _____

Describe the modification below:

I am the authorized agent or owner of the listed permit(s). I understand by submitting plans for review, I agree to pay all fees for services rendered in the processing of this modification.

Required Signature _____ **Date** _____

FOR OFFICE USE	# OF SITE PLANS: <input style="width: 50px;" type="text"/>	# OF BLDG PLANS: <input style="width: 50px;" type="text"/>	
RECEIVED BY: _____		DATE: _____	