



Amendment Request Checklist

In order for staff to process an amendment request, please provide the following information in writing. Your request cannot be processed unless and until all of this information is provided.

1. Identify the original permit or order for variance number.
2. Provide date, book, and page when the permit was recorded in the County Clerk's Office. You may call or go to the County Clerk's Office to obtain this information. If the permit was not recorded within 60 days of its issuance, the permit is void and a new permit application must be submitted.
3. Identify the town and current tax map parcel number(s) of the involved project site.
4. Please explain your legal interest in the project (i.e., are you the owner, a prospective purchaser, or leasee of the parcel). If you have new legal interest since the permit was issued, provide a copy of the legal instrument such as the new recorded deed, executed contract or lease.

If this is part of a subdivision with common facilities, and the request affects the common facilities, all owners of the subdivision must provide written consent to the proposal.

5. Describe the extent to which the project originally authorized has been undertaken to date (e.g, which lots have been sold, which buildings constructed, and the nature, extent, location and costs of roads, driveways, utilities and other necessary improvements that have been installed or completed and efforts to sell lots).
6. Identify the specific term(s) or condition(s) in the permit that you request to be changed. Describe in detail why and how you want the permit to be amended and provide supporting site plans, construction details and documents, including proposals to avoid or mitigate potential impacts.
7. Please have your written request signed by all persons to whom the amended, permit is to be issued, including all persons listed on the current deeds of record. The request cannot be processed without all of the necessary signatures.

Review Process

Send all of the above information to the address shown at the bottom of this letter. When all of the above information is received, an Agency Environmental Program Specialist (EPS) will be assigned to review your request. If necessary, the EPS may arrange for a meeting at the project site to determine the current site conditions and to review the scope and location of any proposed new or modified site development.

If a proposed permit amendment request to a project or permit condition is determined to be a Non-Material change the amended permit will usually be issued within 15 calendar days of receipt of a complete written request and a site visit by an Agency Environmental Program Specialist (if one is needed), whichever is later, providing that no additional information is needed to support the request.

If the proposed change is determined by the Deputy Director of Regulatory Programs to be a Material change, the request will be treated as initiating a new permit application. In this case, you would be informed of this by certified mail and a new permit application or additional information request, if needed, would be sent to you within 15 calendar days of receipt of your written request.

Further information can be found in Agency regulations Part 572.

If you have questions please contact the Agency's Regulatory Program's Division at 518-891-4050.