

“House Model Revision” for Approved Site Development Plans

What is a “House Model Revision”?

The “House Model Revision” procedure has been established as the process to make house model or generic house footprint changes on residential lots or footprint changes to a group of townhouses or apartment units on an approved site development plan (SDP). Such options include:

- To add or delete a house model provided the new house model footprint (to be used generically throughout the SDP) fits within the generic box.
- To change the elevation of a house model more than 1 foot.
- To “flip” the house so that the garage or driveway is relocated to another street, requiring a change of address (i.e., a corner lot).
- To change a house model or option on a single lot not necessarily within a generic box.
- To change the grading on a specific lot (e.g., to change from an in-ground basement to a walk-out basement).

**Note – For SDP’s using Generic Boxes, no revision is necessary for changing a house type/model which has been shown and previously approved for use on the SDP provided that the desired house type/model fits within the Generic Box footprint on the specific lot*

Other minor site revision items such as grading, driveway locations, building additions or deletions and retaining walls, etc. must also be shown and approved on the House Model Revision plan.

How to Apply?

The “House Model Revision” plan shall be submitted by appointment only to the Department of Planning and Zoning (DPZ), Division of Land Development. Please call (410) 313-2350 to schedule the submission appointment. Plan submission appointments are scheduled from 8:00 a.m. to 11:00 a.m., Monday thru Friday.

What are the Plan Submission Requirements?

All “House Model Revision” plans submitted to DPZ shall be prepared in accordance with the following minimum requirements to ensure acceptance for processing.

1. A letter of transmittal from the applicant or consultant explaining the proposed revisions.
2. The proposed revision plan must be prepared by a professional engineer, architect or surveyor licensed in the State of Maryland. It is recommended the original plan consultant prepare the “House Model Revision” plan. Should another professional consultant prepare the revision plan, then written permission from the original plan preparer must be obtained and submitted with the plan package to DPZ. The revised SDP must be signed and sealed by the new plan preparer and the revisions must be clearly noted in the revision block on the SDP.
3. The house model changes and all other site revision must be clearly marked in red on one (1) copy of the applicable approved SDP sheet along with two (2) 8 ½” x 11” paper copies of the appropriate lots, highlighted with the proposed changes. The “House Model Revision” plan shall show and label all available options such as decks, porches, sunrooms, fireplace chimneys and bay windows, etc. with dimensions to all property lines and public road right-of-way lines at the closest points. The revision plan shall include all proposed site grading changes, house elevation changes, tree clearing, driveway relocations, a typical house model profile with structure height dimensions from the average adjoining grade elevation to the mean height level of the roof, a typical outer wall house plan with all options labeled and dimensioned with the total forest floor square foot area and lot coverage information.

Copies of the signature approved SDP can be obtained at the DPZ Public Service Counter located on the First Floor of the George Howard Building, 3430 Court House Drive, Ellicott City, Maryland 21043. The Service Counter is open 8 a.m. to 5 p.m. Monday thru Thursday and 8 a.m. to 3 p.m. on Friday.

What is the Procession Fee?

The processing fee for SDP “House Model Revision” is based on the Schedule of Fees adopted each year by Resolution of the County Council and in accordance with the following:

- \$100 per lot for Single Family Detached Housing, OR
- \$400 per building for Single Family Attached Housing or Apartments, PLUS \$100 per revise plan sheet.

The fee is to be paid to the Department of Finance with checks made payable to the *Director of Finance*.

What is the Processing Time?

The Division of Land Development will review the SDP “House Model Revision” plan submission to verify compliance with County regulations and forward the revision plan package with comments to the Development Engineering Division (DPZ) for their review and approval.

Upon approval of the revision plan, the Development Engineering Division will provide the plan prepared with written authorization to make the approved revisions on the SDP original plans held on file with DPZ. The processing time from approving a SDP “House Model Revision” plan is approximately two (2) weeks from the date of submission.

For More Information, Contact:

The Howard County Department of Planning and Zoning at (410) 313-2350 or visit the Planning and Zoning Public Service Counter on the first floor of the George Howard Building, 3430 Court House Drive, Ellicott City, Maryland 21043. The Service Counter is open 8 a.m. to 5 p.m. Monday thru Thursday and 8 a.m. to 3 p.m. on Friday.