

**Executive Regulation
of
Town of Chevy Chase**

December 5, 2007

Subject: Final Regulation 2007-3; establishing requirements for making modifications to a document submission (application, permit, plan, proposal, variance or appeal request) before the Town.

Effective Date: This final regulation shall become effective on December 20, 2007.

Authority: Article IV of Chapter 2 of the Municipal Code (“Code”) of the Town of Chevy Chase (the “Town”) generally authorizes the Town to adopt regulations. In addition, Section 4-15 of the Code authorizes the Town to adopt Executive Regulations deemed proper to effectuate the purpose and intent of Chapter 4 of the Code concerning building permits and restrictions, signs, fences, walls, earth berms, hedges, trees and other forms of plant growth, and Section 28-15 of the Code authorizes the Town to adopt Executive Regulations deemed proper to effectuate the purpose and intent of Chapter 28 of the Code concerning water drainage plans.

Legal Sufficiency: The Town Attorney has reviewed the final regulation for legal sufficiency on the 3rd day of December 2007.

TOWN OF CHEVY CHASE

David Podolsky, Town Attorney
Town of Chevy Chase

Summary: The final regulation would require a person making any modification to a document submitted to the Town, or board, panel or committee established under the Code or by the Town, for consideration of Town approval, to provide a cover sheet or other form prepared by the Town with the modified document outlining such modifications with reasonably sufficient specificity. In addition, the final regulation would require a person making any modification to indicate on the cover sheet or other form prepared by the Town where, within a document, such modifications have been made and how such modifications are identified. The final regulation would stipulate that any modification submitted to the Town without identifying changes on a cover sheet or such other form shall not be considered for approval by the Town.

Notice: On December 5, 2007, this final regulation was published in the Chevy Chase Register, and the Town Manager posted notice of this final regulation at the Town Hall in a conspicuous place and on the Town Website. The Town Manager has also provided that notice be published in the December edition of *The Forecast*. The notice at the Town Hall, on the Town Website, and in *The Forecast* state where a copy of the final regulation may be reviewed, indicate the topic of the regulation, and the effective date of the regulation.

Consideration of Comments: The proposed regulation was published in the Chevy Chase Register on September 5, 2007. Notice was provided as set forth in Sections 2-403 and 2-404 of the Code and the deadline for submitting comments to the proposed regulation was October 22, 2007. The comment is available for review at the Town Hall.

One comment was received for the proposed regulation, which indicated support for it. As a result, there are no modifications to text of the Executive Regulation below.

Approval. The Mayor has reviewed and approved publication of the following final regulation on the ____ day of December 2007.

TOWN OF CHEVY CHASE

Linna Barnes, Mayor
Town of Chevy Chase

Final Regulation. Under the authority set forth above, the Town promulgates the following executive regulations:

Chapter 1 General Provisions

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Section 1.3	Reserved
Section 1.4	Reserved
Section 1.5	Reserved
Section 1.6	Reserved
Section 1.7	Reserved
Section 1.8	Reserved
Section 1.9	Reserved
Section 1.10	Reserved
Section 1.11	Making Modifications to a Document Submission

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Section 1.3 Reserved.

Section 1.4 Reserved.

Section 1.5 Reserved.

Section 1.6 Reserved.

Section 1.7 Reserved.

Section 1.8 Reserved.

Section 1.9 Reserved.

Section 1.10 Reserved.

Section 1.11 Making Modifications to a Document Submission.

.01 For purposes of this section 1.11, the term “town” shall mean the Town of Chevy Chase, Maryland, and any board, panel or committee established under the Code or by the town.

.02 In the event a person submits to the town any modification to a document submission, the person shall complete a form prepared by the town or provide a cover sheet with such modification. On such town form or cover sheet, the person shall:

(a) Clearly state all modifications made to the original, or previously amended, document submission with reasonably sufficient specificity;

(b) Indicate with reasonably sufficient specificity where such modifications have been made within the original, or previously amended, document submission; and

(c) Indicate the manner by which such modifications have been identified (e.g. highlighted, color coded, underlined, etc.) within the original, or previously amended, document submission.

.03 Any modification made to an original, or previously amended, document submission not provided to the town in the manner set forth in section 1.11.02 may not be considered to be before the town for any decision that may be made with respect to such original, or previously amended, document submission.

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