



## Minor Adjustment to an Approved Master Plan Application Requirements & Checklist

### Submittal Checklist

General Requirements	
<input type="checkbox"/>	General Applicant and Owner Acknowledgement form
<input type="checkbox"/>	Project Statement identifying the following: <ol style="list-style-type: none"> <li>1. A clear description of the proposed minor adjustment; and</li> <li>2. A justification based on the review criteria addressing why the proposed minor adjustment to the master plan should be approved.</li> </ol>
<input type="checkbox"/>	Master Plan identifying the areas to be amended. The adjustment must be <b>clouded</b> and identified on the <b>most recently approved</b> plan for the site. Since the minor adjustment will replace the formerly approved master plan, the submittal must include all sheets in the master plan.

### Review Criteria

**MINOR ADJUSTMENT TO AN APPROVED MASTER PLAN REVIEW CRITERIA:**

All amendments shall conform to the intent, purpose, and requirements of the Zoning Code. A Minor Adjustment shall be characterized by the following:

Master plans are generalized guides for land use, drainage, transportation and public facilities. When the more detailed plans of the various portions of the master plan are developed, there may be a need to make minor adjustments to the master plan. The Manager may approve adjustments to a master plan to maintain consistency between the master plan and the more detailed plans. These adjustments can be approved when they are reviewed in conjunction with a rezoning, concept plan and/or development plan. Examples include minor adjustments to a road alignment, street intersections and parcel configurations. The landowner shall submit a written letter to the Land Use Review Manager stating the reason for requesting the adjustment and why the requested adjustment is minor. Upon review of the written request, the Manager may approve the request if it is found to be minor.