



Minor Adjustment to an Approved Master Plan Application Requirements

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.

SUBMITTAL CHECKLIST: The following items will need to be included in any review submittal for a Minor Adjustment to an Approved Master Plan.

<u>Applicant</u>	<u>Planner</u>
<input type="checkbox"/> General Development Application Form	<input type="checkbox"/>
1 copy of a Project Statement identifying the following:	
<input type="checkbox"/> 1. A clear description of the proposed minor adjustment; and	<input type="checkbox"/>
<input type="checkbox"/> 2. A Justification explaining why the proposed minor adjustment to the master plan should be approved.	<input type="checkbox"/>
1 copy of a complete Master Plan identifying the areas to be amended. The adjustment must be <i>clouded</i> and identified on the <i>most recently approved</i> plan for the site. Since the minor adjustment will replace the formerly approved master plan, the submittal must include <i>all</i> of the master plan sheets. The plans must include all of the information set forth in the Master Plan Application Site Plan Content Requirements and must be folded no larger than 11" x 14" with the lower right-hand corner facing up.	<input type="checkbox"/>
<input type="checkbox"/> All plans, documents, and reports uploaded to Dropbox folder (Planner to send folder invite link through email)	<input type="checkbox"/>