



Minor Amendment to a Conditional Use, Use variance or Development Plan Application Requirements

Submittal Checklist

General Requirements	
<input type="checkbox"/>	General Applicant and Owner Acknowledgement form
<input type="checkbox"/>	Project Statement with a clear description of the proposed minor amendment.
<input type="checkbox"/>	Amendment Plan Set - An amendment plan set includes only the most recently approved plan sheets which clearly identify the portions of the plan proposed to be modified with easily recognizable "clouds" and/or applicable notes. Since the minor amendment will replace the formerly approved plan, the final submittal for stamped approval must include all previously approved, as well as the amended plan sheets together as a complete plan.
<input type="checkbox"/>	Pre-Application Meeting Summary

Plan Contents

Overall Page Layout	
The content of the amended plan sheets must include the following information.	
<input type="checkbox"/>	Modify or add the revision date(s) to each amended sheet
<input type="checkbox"/>	Provide an Amendment History Box on the cover sheet of the plan. Briefly describe the purpose of the amendment. Example of an Amendment History Box: <u>City File Number</u> <u>Changes to plan</u> <list file number(s)> <list changes to plan>
<input type="checkbox"/>	Remove old approval stamps
<input type="checkbox"/>	Remove any clouding relating to previous amendments
<input type="checkbox"/>	Ensure the plan sheets in the package are numbered correctly (e. g. 1 of X, 2 of X, etc.)
<input type="checkbox"/>	Coordinated Sign Plan (CSP) , if applicable

Review Criteria

MINOR AMENDMENT TO A CP, DP, CU OR UV REVIEW CRITERIA:

A request to amend an approved concept plan, or development plan shall be filed in accord with the following requirements. All amendments shall conform to the intent, purpose and requirements of Section 7.5.503 of the City Code, the underlying zone district and the Zoning Code. Any changes in a concept plan or development plan shall occur only with the approval of an amendment to the plan.

Minor Amendments are characterized by the following:

1. Additions to an existing structure which do not increase the gross floor area by more than fifteen percent (15%);
2. Minor relocation or reorientation of buildings, lot lines and/or easements;
3. Relocation of points of access which will improve traffic circulation on adjacent public rights-of-way as determined by the Traffic Engineer;
4. Relocation of internal access and circulation;
5. Relocation or rearrangement of parking areas;
6. Reduction of established square footage and/or density limitations;
7. Increase of landscape or building setbacks; and



Edited 8/22

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8. Renewal of an expired development plan for which no major design changes to comply with current development standards are necessary.