



Minor Modification to 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 that includes the following items: <ol style="list-style-type: none"> 1. A clear description of the administrative relief request; AND, 2. A justification that addresses the four (4) review criteria listed below
<input type="checkbox"/>	A Development Plan with bubbles showing the area to be amended
<input type="checkbox"/>	An Amendment History Box that briefly describes the purposed amendment. Example of an Amendment History Box: <u>City File Number</u> <u>Changes to plan</u> <i><list file number(s)></i> <i><list changes to plan></i>

Review Criteria

Minor Modifications are changes which result in minimal impact to the overall site layout or adjacent properties and plans that do not require other agency comments or a public process. Planners, at their discretion, may determine if amendments can be processed as a Minor Modification based upon the following criteria, or may re-classify any Minor Modification as a Major or Minor Amendment.

Minor Modifications may include:

- a. Small changes to lighting plans such as the addition or relocation of a pole or wall pack;
- b. Reasonable relocation of a few parking spaces, accessible spaces, aisles and ramps, but not an increase in parking lot area;
- c. Minor retaining wall modifications;
- d. Trash dumpster relocation that does not impact site layout, landscaping or parking area;
- e. Minor relocation or modification to landscaping or the plant schedule, but not the deletion of landscape;
- f. Minor corrections or modifications to plan notes such as clarification of allowed uses;
- g. Small accessory structures such as generators, sheds, video drop boxes and ATMs;
- h. Rooftop equipment or mechanical systems and rooftop screening evaluation;
- i. Minor additions and modifications of sidewalks or relocation of parking areas that do not impact site requirements;
- j. Addition of phase lines for required landscape and specific site improvements; and
- k. Other changes deemed minor by the Manager.