



PLANNING + NEIGHBORHOOD SERVICES

Land Use Review

Minor Modification to Development Plan Application Requirements

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This checklist is intended to assist in preparing a complete plan that will address all City development standards, requirements, and review criteria. The following information must be included with the plan submittal. If justified, the City may except any requirement. *The Land Use Review Division may require additional information in accordance with City Code Section 7.5.403* All documents should be neat and legible; inaccurate, incomplete, and poorly completed documents may be rejected.

Please submit via the Planning Department's [online submittal system](#).

Submittal Checklist

General Requirements

- Pre-application meeting summary
- [General Applicant and Owner Acknowledgement Form](#)
- Project Statement with a clear description of the proposed minor modification.
- Modification Plan Set
A modification 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 modification will replace the formerly approved plan, the final submittal for stamped approval must include all previously approved, as well as the modified plan sheets together as a complete plan.

Plan Content Requirements

Overall Page Layout

The content of the modified plan sheets must include the following information.

- Update or add the revision date(s) to each modified sheet
- Provide a Modification History Box on the cover sheet of the plan. Briefly describe the purpose of the amendment.
Example of a modification history box:

City File Number	Changes To Plans	Approval Date
AR PUD 21-00521	ORIGINAL DEVELOPMENT PLAN	DEC 2021
DEPN-23-0063	MINOR AMENDMENT FOR ACCESSIBLE VACUUM STALL ADJUSTMENTS	

- Remove old approval stamps
- Remove any clouding relating to previous modifications
- Ensure the plan sheets in the package are numbered correctly (e. g. 1 of X, 2 of X, etc.)
- Coordinated Sign Plan (CSP), if applicable



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Review Criteria

UDC 7.5.516.D(2) (Minor Modification)

A Minor Modification may be approved if the Manager determines that the request:

- a. Complies with the provisions of the UDC and all applicable City regulations;
- b. Is consistent with any conditions in the approval or permit proposed to be modified; and
- c. Does not create more adverse impacts on surrounding properties than the development approval or permit proposed to be modified.