

MINOR AMENDMENT TO A DEVELOPMENT PERMIT APPLICATION

Date Submitted: _____

Submitted By: _____

Owner's Name: _____

Project Name: _____

Location of Site: _____

Parcel Number: _____ Alt. Key #: _____

Proposed Amendment: _____

Size: _____ Percent of Requirement: _____

Other Explanation: _____

Contact Information (if other than Owner)

Name: _____

Address: _____

Phone #: _____ Fax #: _____ Cell #: _____

Email Address: _____

Attachments:

1. Standard Application Form
2. Any required Federal, State, County or Regional Agency permit or exemption
3. Submit one (1) copy of the approved site plan, subdivision plat, or PUD master plan, indicating the proposed minor amendments, folded. *Highlight* changes on plan.
4. Deed, or other proof of ownership

Minor Amendment to a Permit Checklist

When a major development permit has been issued and an applicant wishes to modify the site plan, subdivision plat, or the PUD master plan to which the major development permit applies, the procedures of this section shall apply. (Amendments to minor development permits shall be governed by the applicable building or technical codes, or City permit procedures. Sec. 10.05.00)

Check all that Apply	Minor Amendment (Sec. 10.05.01)
	1. Changes in the types and locations of landscaping materials, provided that:
	a) Such changes do not reduce total amount of landscaping material;
	b) Any required buffer area complies with the standards of this LDC; and
	c) The proposed landscaping materials comply with the specifications of this LDC.
	2. The addition of a deck, patio, porch, or other appurtenance to a building, provided that:
	a) Such additions are less than 300 square feet; and
	b) Such additions comply with the required setbacks for the zoning district.
	3. A minor adjustment in the location and design of parking lots and access drives, provided that:
	a) Such adjustment does not encroach into any required buffer or other landscaped area;
	b) Such adjustment does not increase the approved impervious surface ratio for the project;
	c) Such adjustment does not reduce the number of parking spaces; and
	d) Such adjustment continues to comply with all standards of this LDC and the Public Works Manual.
Date	Procedures (Sec. 10.05.02)
	The City Manager shall determine that the amendment is consistent with:
	a) The requirements of Section 10.05.01;
	b) The standards and criteria of the LDC; and
	c) That such amendment is compatible with the surrounding area.
	No minor amendment for development within the CRA Overlay District shall be approved until such amendment has been considered by the CRA at a regular meeting and a recommendation of approval provided by the CRA.