

# APPLICATION REQUIREMENTS

Revised 07/31/14

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

Major Amendments are characterized by the following:

1. Creation of new freestanding buildings;
2. An increase in gross floor area of the established square footage by more than fifteen percent (15%);
3. Major relocation of buildings, lot lines, and/or easements;
4. Relocation of points of access that are not clear improvements;
5. Changes to established land uses or building types;
6. Increase of established building height;
7. Decrease of perimeter landscape or building setbacks; and
8. Renewal of an expired development plan in which major design changes are necessary to comply with current development standards.

File Number to be Amended:

**SUBMITTAL CHECKLIST:** The following items will need to be included in any review submittal for a Major or Minor Amendment to an approved concept plan, development plan, conditional use or use variance.

Applicant	Planner
<input type="checkbox"/> <b>General Development Application Form</b>	<input type="checkbox"/>
<input type="checkbox"/> <b>A Project Statement</b> with a clear description of the proposed minor or major amendment. ( <i># TBD by Planner</i> )	<input type="checkbox"/>
<input type="checkbox"/> <b>Amendment Plan Sets</b> ( <i># TBD by Planner</i> ). An amendment plan set includes <u>only</u> 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 major or 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"/>
<input type="checkbox"/> A copy of the <b>Pre-Application Meeting Summary</b> from the assigned City Planner.	<input type="checkbox"/>
<input type="checkbox"/> 1 copy of a <b>Black Line</b> of the proposed project, reduced to 11" x 17", or a <b>.pdf</b>	<input type="checkbox"/>

**PLAN CONTENT REQUIREMENTS:** 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"/>
<input type="checkbox"/> Provide an Amendment History Box (p.2) on the cover sheet of the plan. Briefly describe the purpose of the amendment.	<input type="checkbox"/>
<input type="checkbox"/> Remove old approval stamps	<input type="checkbox"/>
<input type="checkbox"/> Remove any clouding relating to previous amendments	<input type="checkbox"/>
<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"/>
<input type="checkbox"/> <b>Coordinated Sign Plan (CSP)</b> , if applicable	<input type="checkbox"/>