



Minor Modification to a CP, DP, CU or UV Application Requirements

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. Changes that typically are contained to one small area on plan sheet and can be reasonably reviewed by redlining
- b. Small changes to lighting plans such as the addition or relocation of a pole or wall pack;
- c. Reasonable relocation of a few parking spaces, handicap spaces, aisles and ramps, but not an increase in parking lot area;
- d. Minor retaining wall modifications;
- e. Trash dumpster relocation that does not impact site layout, landscaping or parking area;
- f. Minor relocation or modification to landscaping or the plant schedule, but not the deletion of landscape;
- g. Minor façade changes, materials, feature and architectural design elements that are clearly not a significant design change or the addition of building awnings, that do not exceed setbacks, impact landscaping, impact parking areas or require a revocable permit;
- h. Minor corrections or modifications to plan notes such as clarification of allowed uses;
- i. Small accessory structures such as generators, sheds, video drop boxes and ATM's;
- j. Roof top equipment or mechanical systems and rooftop screening evaluation;
- k. Minor additions and modifications of sidewalks or relocation of parking areas that do not impact site requirements; and
- l. Addition of phase lines for required landscape and specific site improvements.

File Number of Approved Plan to be Amended:

SUBMITTAL CHECKLIST: The following items will need to be included in any review of a Minor Modification to a CP, DP, CU or UV.

Applicant	Planner
<input type="checkbox"/> General Development Application Form	<input type="checkbox"/>
<input type="checkbox"/> 1 copy of a Revised Plan showing the affected area, either 24" x 36" or 11" x 17", folded no larger than 8 1/2" x 14".	<input type="checkbox"/>
<input type="checkbox"/> All plans, documents, and reports uploaded to Dropbox folder (Planner to send folder invite link through email)	<input type="checkbox"/>

PLANNING & COMMUNITY DEVELOPMENT APPROVAL / DENIAL:

- APPROVAL** **DENIAL**

Review Planner: _____ Date: _____

Conditions / Reasons / Justification :

New File Number : _____

Planner Note: Upon approval include General Application Form, Minor Modification Checklist and stamped approved plan in DRE and LUR File.