



**Planned Development**  
**Administrative Modification Request**  
**Submittal Checklist**

	<b>APPLICANT MUST READ AND INITIAL EACH BOX TO THE RIGHT</b> →	<b>INITIALS</b>
a)	<p>The Planning Director may approve the following administrative modifications to an approved final plan when it is determined by the Planning Director that such changes are in substantial conformance with the approved final plan. The Planning Director, at his/her sole discretion, may choose to classify a modification that meets the criteria of this section as a minor modification subject to approval by the Planning Commission.</p> <ul style="list-style-type: none"> <li>a. Changes required during construction when related to final engineering issues such as topography, drainage, underground utilities, structural safety, or vehicular circulation, to be confirmed by the City Engineer.</li> <li>b. Changes in building location of no more than ten feet that continue to meet the requirements of this Code and any conditions of the final plan approval.</li> <li>c. Changes in the location of open spaces, walkways, vehicle circulation ways, and parking areas not exceeding ten feet and internal to the project that continue to meet the requirements of this Code and any conditions of the final plan approval.</li> <li>d. Changes in building design, including building materials, that continue to meet the requirements of this Code and any conditions of the final plan approval.</li> <li>e. Modification of existing accessory structures or the addition of new accessory structures when in conformance with the requirements of this Code.</li> <li>f. Modifications to the approved landscape plan that do not result in a reduction of the total amount of plant material required and conform with all landscape requirements of this Code.</li> <li>g. Modification of existing signs or the addition of new signs when in conformance with sign regulations.</li> </ul>	
b)	A pre-application meeting with City staff is recommended, but not mandatory.	
c)	Notice is not required for an Administrative Modification.	
	<b>For a PD Administrative Modification request, the following items shall be provided:</b>	

Applicant Name/Project: \_\_\_\_\_



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1	Show all improvements as they have currently been approved by the Planning Commission or approved administratively by staff	
2	Show all proposed modifications indicated with a clouded area	
3	Applications must include a written narrative of all proposed changes in a clear concise manner, specifically listing all requested changes, and providing the purpose and reasons for such changes	
4	Demonstrate compliance with <a href="#">Ordinance 25-29</a>	

Applicant Name/Project: \_\_\_\_\_