



Planned Development Minor Modification Request **Submittal Checklist**

	APPLICANT MUST READ AND INITIAL EACH BOX TO THE RIGHT →	INITIALS
a)	<p>The Planning Commission may approve the following minor modifications to an approved final plan when it is determined by the Planning Commission that such changes are in general conformance with the approved final plan. When calculating percentages, all fractions are rounded up to the nearest whole number. Upon review of the proposed modifications, the Planning Commission may determine that the proposed modifications constitute a new planned development and the final plan must be resubmitted as a preliminary plan and follow the procedures of approval of this Section.</p> <ul style="list-style-type: none"> a. An increase or decrease in building height of up to 10%. b. An increase or decrease in building coverage up to 10%. c. A change in the location of walkways, vehicle circulation ways, and parking areas over ten up to 20 feet. d. An increase or decrease in the number of parking spaces of up to 10 parking spaces. e. A change to the landscape plan that results in a reduction of plant material but does not violate the landscape requirements of this Code. f. Altering any final grade by no more than 20% of the originally planned grade. g. Any request for an extension of time of the approved final plan. 	
b)	A pre-application meeting with City staff is recommended, but not mandatory.	
c)	Notice is not required for a Minor Modification.	
	For a PD Minor Modification request, the following items shall be provided:	
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 Ordinance 25-29	

Applicant Name/Project: _____