



## Site Plan Minor Modification Submittal Checklist

	APPLICANT MUST READ AND INITIAL EACH BOX TO THE RIGHT <span style="color: red;">—————▶</span>	INITIALS
a)	<p>An application for a modification to an approved site plan must be submitted to the Planning Department. The Planning Director may approve the following as minor modifications to approved site plans:</p> <ul style="list-style-type: none"> <li>a. Minor changes required during construction, as related to final engineering issues such as topography, drainage, underground utilities, structural safety, or vehicular circulation.</li> <li>b. Exterior renovations to a building facade.</li> <li>c. The modification of existing accessory structures or the addition of new accessory structures when in conformance with the requirements of this Code and any conditions of approval.</li> <li>d. The construction of additional bicycle or parking spaces.</li> <li>e. The addition of any open space.</li> <li>f. A reduction in the amount of bicycle or parking spaces so long as the remaining number of spaces is in conformance with the requirements of this Code and any conditions of approval.</li> <li>g. Modifications to the approved landscape plan and site features that does not result in a reduction of the total amount of plant material required and remains in conformance with all landscape requirements.</li> <li>h. The modification of existing signs or the addition of new signs when in conformance with the requirements of the Code and any conditions of approval.</li> </ul>	
b)	The Planning Director may also choose to forward any minor modification, regardless if it fits the above criteria, to the Planning Commission for approval.	
c)	Any modification not considered a minor modification must be approved by the Planning Commission in a public meeting as a Major Amendment.	
d)	A pre-application meeting with City staff is recommended, but not mandatory.	
	<b>For a Minor Amendment request, the following items shall be provided:</b>	
1	Provide the site plan sheets approved by the City of Spring Hill that changes are being requested on	
2	Provide all 'revised' sheets containing proposed modifications, showing all proposed modifications with color and/or a clouded area	
3	Applications must include a written description of the proposed change, including the reason for such change and an itemized list of all changes requested	
4	Demonstrate compliance with <a href="#">Ordinance 25-29</a>	

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