



ADMINISTRATIVE AMENDMENT SUBMITTAL CHECKLIST

Section 18-37

Applications must contain the following information in the format described. Applications will not be accepted if required items are missing or incomplete.

The purpose of this section is to establish a process by which the director may review minor amendments to previously approved Conceptual Site Plans, Planned Development Overlay Standards, or Overall Development Plans and/or Planned Development Standards for Planned Development Legacy Districts for conformance with the Development Code. The director may authorize minor changes to these documents that do not:

- a. Alter the basic relationship of the proposed development to adjacent property;
- b. Change the uses permitted;
- c. Increase the maximum density, floor area ratio, or height;
- d. Decrease the amount of required off-street parking; or
- e. Reduce the minimum setbacks required at the boundary of the site.

1. **Application Form** – must be signed by the property owner or be accompanied by an authorization letter
2. **Application Fee** - refer to the application form
3. **Letter of Intent** – narrative describing the Administrative Amendment request in detail, including the review criteria in Section 18-37(d).
4. **Plan Set** – in a format, size, and scale to accurately depict the nature of the request. Please include only applicable plan sheets containing the proposed amendments. Cloud callouts of the proposed revisions may be requested. Include as necessary:
 - Site Plan
 - Landscape Plan
 - Architectural Elevations
 - Grading Plan
 - Utility Plan
 - Photometric Plan
 - Existing Conditions Survey
5. **PD Zoning Standards** (if applicable) – red-lined and clean versions
6. **Other Plans or Reports as Necessary**

This is a general list of requirements. Some projects may require more or less information.