

Development Services

Planning Division

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Application Checklist MINOR MODIFICATION – LEVEL 1 & 2

If proposing site or building improvements, please provide drawing(s) with the following information:

1. A site plan with a cover sheet showing proposed changes to the site. Please see below for cover sheet requirements.
2. North arrow
3. Dimension the setbacks from the property line to existing structures and proposed improvements, if improvements are in proximity to a boundary.
4. If parking spaces are proposed to be added, note number of existing parking spaces on the site and number to be added. Or, if parking spaces are proposed to be eliminated, note the number of existing parking spaces and the number to be removed. Illustrate the parking spaces on the site plan drawing.
5. Note landscape changes (trees/shrubs removed and percent of open space existing and proposed) affected by the improvements. Landscaping will need to meet City Code requirements.
6. Location and screening methods for mechanical equipment, ground and roof-mounted, if adding this equipment
7. Identification of the type of surfacing, curbing, etc., used for parking areas, drives, sidewalks and trails, if applicable.
8. Show the location of parking areas, parking lot setbacks, loading zones, access drives, ingress/egress points, and parking lot islands, if applicable.
9. When proposing grade changes or additions to buildings, structures, or paving, the following information shall be provided:
 - a. Location of utilities and/or easements, labeled with depth, size, type, existing or proposed and whether public or private.

Minor Modification proposals involving architectural changes must be submitted with the following:

1. Colored elevation drawings or photograph of all existing buildings or structures on site
2. Colored elevation drawings of proposed changes including trash enclosures, fences, etc.
3. Paint chips or materials samples as appropriate. In lieu of materials samples, manufacturers' information regarding the product may be submitted.
4. One set of manufacturer cut-sheets or light fixture details for all exterior light fixtures, if applicable.

Your cover sheet should include the following:

1. Vicinity map that accurately represents the area including recent developments. Address of the site.
2. Date, compass point, legend of symbols, scale (written and graphic).
3. Name, address and contact information of owner(s) of subject property and applicant (if not the owner)
4. Total area of impervious surface to be added and/or removed.
5. Legal description of property including total area of property (in both square feet and acres). Legal description must also be provided in a Word document.
6. Total area of impervious surface (in sq. ft. and acres) to be added and/or removed.