

PLANNING BOARD APPLICATION



REQUEST FOR DeMINIMIS CHANGE TO AN APPROVED SITE PLAN

**Submit pages 1 & 2
and Exhibits (as necessary)**

<u>For Office Use:</u>	Date Stamp:
Date Received: _____ Project #: _____	
\$150.00 Fee Paid: _____ Check #: _____	
Engineering Escrow Paid (if necessary): _____	
Legal Escrow Paid (if necessary): _____	

Applicant(s) Name and Company: _____

Applicant(s) Address: _____

Name of Approved Project: _____

Street Name and Number of project: _____

Project's Map number: _____ Lot number: _____

Person to contact with questions concerning this application:

Name: _____

Address: _____

Telephone #: _____ Fax #: _____

Cell #: _____ E-mail: _____

Proposed Change to Plan (please be specific and use separate sheet if necessary):

If at any time it becomes necessary or desirable to make *de minimis* modifications to an approved project, plan subdivision, or development, the Planning Director shall place the *de minimis* change application on the Consent Calendar of the Planning Board meeting for action by the Planning Board. The Planning Board may approve the *de minimis* modifications if they:

- i. do not amount to a waiver or substantial alternation of any condition or requirement previously set by the Planning Board;
- ii. do not affect any approval standard;
- iii. meet all applicable ordinances and laws;
- iv. are reviewed by all appropriate City staff and consultants; and
- v. do not involve any change to lot lines.

The Planning Board may take action on the *de minimis* change request without specific discussion as part of a slate of Consent Calendar items, take the item off the Consent Calendar for specific discussion, postpone the item to enable the provision of public notice, determine that the proposed change or set of changes are not *de minimis* and do not qualify for the *de minimis* change review procedure, or take such other action as it deems appropriate.

As part of this application, the applicant shall submit the following items:

- **Applicant authorization letter if applicant is not the property owner**
- **Three (3) redlined plans showing the proposed changes**

The *de minimis* change application may be distributed to as many as nine (9) department heads depending on the scope of the proposed change. If the proposed change is for an inactive project (one that no longer holds performance guarantees), additional financial guarantees may be required as part of any approval.

I certify that all the information provided in this application form and accompanying materials is true and accurate

_____ Date: _____

Signature of applicant or authorized agent (Use of blue ink for signature is required)

-

Print name, title, and company of signer