

# PLANNING BOARD APPLICATION



## REQUEST FOR MINOR AMENDMENT OF AN APPROVED SITE PLAN

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

<b><u>For Office Use:</u></b>	Date Stamp:
Date Received: _____ Project #: _____	
\$250.00 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):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Planning Board may take action on the *Minor Amendment* request without specific discussion as part of a slate of Consent Calendar items pursuant to the Code of Ordinances, Chapter 27, Zoning, Section 27-142. Items placed on the Consent Calendar may be moved to a Public Hearing by a vote of the Planning Board for specific discussion, postponed to a future date to enable a public notice, determined that the proposed changes do not qualify as Minor Amendments, approved or denied as the Board deems appropriate.

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

- **Applicant authorization letter if applicant is not the property owner**
- **Electronic plans in PDF format showing the proposed changes**

The application may be distributed to peer reviewers as necessary to evaluate whether the proposal is consistent with the Code of Ordinances and other applicable laws. 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)

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\_\_\_\_\_

**Print name, title, and company of signer**