Application checklist

**Minor Modification – LEVEL 1**

**A. Please include with your application:**

1. [ ]  One (1) electronic PDF location map showing the location of the property. This can be an aerial copy from an online source.
2. [ ]  One (1) electronic PDF of the site plan illustrating the proposed modifications.
3. [ ]  One (1) hard copy (24” x 36”) illustrating fire engine turn radius
4. [ ]  Other information deemed necessary by the Director of Development Services for the review of the proposed project.

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

1. A site plan showing existing conditions and proposed changes to the site. An aerial image or map should be included detailing the improvements.
2. [ ]  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.
3. [ ]  Address of the site.
4. [ ]  North arrow.
5. [ ]  Name, address and contact information of owner(s) of subject property and applicant (if not the owner)
6. [ ]  Dimension the setbacks from the property line to existing and proposed improvements, if improvements are in proximity to a boundary.
7. [ ]  Total area of impervious surface to be added and/or removed.
8. [ ]  Show the location of utilities and/or easements in the vicinity (+/-30 feet) of the proposed improvements.
9. [ ]  One (1) set of manufacturer cut-sheets or light fixture details for all exterior light fixtures, if applicable.
10. [ ]  If parking spaces are proposed to be added, note number of parking spaces existing on the site and number to be added. Or, if parking spaces are proposed to be eliminated, note the number of parking spaces existing and the number to be eliminated. Show the parking spaces on the site plan drawing.
11. [ ]  Provide existing and proposed elevation drawings for trash enclosures, fences, etc.
12. [ ]  Note landscape changes affected by the improvements. Landscaping will need to meet City Code requirements.

**C. 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.
3. [ ]  Paint chips or materials samples as appropriate. In lieu of materials samples, manufacturers’ information regarding the product may be submitted.