



# MINOR MODIFICATION

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## PURPOSE

In order to save the resident or developer time and also insure zoning objectives are met, the City has determined that some minor exceptions to code requirements may be processed by administrative review (Municipal Code Section 25.55). The development subject to a Minor Modification involves minor percentage or dimension changes and may be residential, commercial or industrial. The intent is to allow neighbors, the Planning Commission, and City Council an opportunity to review the requested minor change before the project is granted a building permit.

## REVIEW PROCEDURE

1. A complete application for a Minor Modification includes an application form and submittal of a site plan, floor plan and building elevations. Two (2) full size and three (3) half size sets of plans for plan check are required at the time of submittal. A filing fee of \$1190 is required upon submittal of an application.
2. A cover letter notice and plans will be sent to all property owners within 100 feet of the project, Planning Commissioners and City Council members for a 7-day review period.
3. If no person receiving initial notice or otherwise aware of the application calls the project up for a public hearing by the Planning Commission within seven (7) days of the postmark on the notice, the Minor Modification is approved and the applicant may commence with an application for a building permit. A granted Minor Modification is valid for one year, and a building permit must be issued before the approval expires.
4. If an application is called up for review at a public hearing, the project will be scheduled on a Planning Commission agenda for study, public hearing and review action. The applicant will be responsible for meeting all application requirements. No additional fee is charged for the public hearing. The project will be scheduled according to the date of the appeal and the completion of a submittal by the applicant.