



## DEVELOPMENT SERVICES CENTER – PLANNING DIVISION

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### Filing Requirements for DEVELOPMENT APPROVAL AMENDMENT

#### **PURPOSE**

The Development Approval Amendment process is intended to allow for review and modification of plans previously approved through any of the City's discretionary approval process.

#### **FILING REQUIREMENTS**

An application shall be made by the property owner or agent thereof and must be accompanied by the following information in order to be accepted for processing.

1. Uniform Application
2. **Six (6)** full size sets of submittal plans (See Plan Specification Handout for details required on plans)
  - Submit plans that pertain to the specific amendment requested. They may include:
    - Site Plan
    - Landscape Plan
    - Conceptual Grading Plan
    - Illustrative Building Elevations
3. **Three (3)** sets of submittal plans reduced to 11" x 17" in size
4. **One (1)** cd containing submittal plans in pdf format
5. Additional plan sets may be required upon request
6. Letter of Request - The application for development agreement amendment shall be accompanied by a letter of request to include:
  - What amendments are being requested
  - Why the amendments are being requested
  - Provide specific information indicating why the project cannot be completed as approved and needs to be revised
7. Public Hearing Noticing Requirements (See Public Hearing Requirement Examples attached to the Uniform Application)
  - Typed list of all property owners within 300' of the perimeter of the proposed project site pursuant to most recent equalized assessment rolls (including Assessor's Parcel Numbers)
  - One set of stamped, addressed, legal size envelopes (4 1/8" x 9 1/2") of all property owners from the list above
    - Use forever stamps, **do not use postage meter**
    - Be sure to include Assessor's Parcel Number **above** owner's name
    - Do not put return address on envelopes
  - Mailing List Affidavit (attached to Uniform Application)
8. Filing Fee (see Fee Schedule attached to the Uniform Application)