

APPLICATION REQUIREMENTS

Revised 05/02/12

Minor or Major Amendment to a Master Plan

REVIEW CRITERIA: A request to amend an approved master plan shall be filed in accord with the following requirements. All amendments shall conform to the intent, purpose and requirements of Section 7.5.403 of the City Code, the underlying zone district and the Zoning Code. Any changes in a master plan shall occur only with the approval of an amendment to the plan.

Minor Amendments:

A request for a change that will have a slight impact on the City's infrastructure and facilities. These requests are generally less than fifty (50) acres and would not increase trip generation off the parcel or parcels by more than ten percent (10%). A change from one land use category to another may be considered if the impact of the requested change remained minimal. The Manager may determine the amendment is minor if, upon consideration of the facts concerning the amendment, the Manager believes the request is not substantially contrary to the above criteria.

Major Amendments are requested changes that potentially have a significant impact upon one or all of the following:

1. The transportation system,
2. Utility infrastructure,
3. Public facilities, such as parks and schools, and
4. The provision of public safety services and facilities.

These requests generally are for areas in excess of fifty (50) acres and are changes in master plan land use category designations.

File Number to be Amended:

SUBMITTAL CHECKLIST: The following items will need to be included in any review submittal for a Major or Minor Amendment to an approved master plan.

Applicant

Planner

- | | |
|---|--------------------------|
| <input type="checkbox"/> A Project Statement with a clear description of the proposed minor or major amendment. (<i># TBD by Planner</i>) | <input type="checkbox"/> |
| <input type="checkbox"/> Amendment Plan Sets (<i># TBD by Planner</i>). An amendment plan set includes <u>only</u> the most recently approved plan sheets which clearly identify the portions of the plan proposed to be modified with easily recognizable " <u>clouds</u> " and/or applicable notes. Since the major or minor amendment will replace the formerly approved plan, the final submittal for stamped approval must include all previously approved, as well as the amended plan sheets together as a complete plan. | <input type="checkbox"/> |
| <input type="checkbox"/> A copy of the Pre-Application Meeting Summary from the assigned City Planner. | <input type="checkbox"/> |
| <input type="checkbox"/> 1 copy of a Black Line of the proposed project, reduced to 11" x 17", or a .pdf | <input type="checkbox"/> |
| <input type="checkbox"/> General Development Application Form | <input type="checkbox"/> |

PLAN CONTENT REQUIREMENTS: The content of the amended plan sheets must include the following information.

- | | |
|--|--------------------------|
| <input type="checkbox"/> Modify or add the revision date(s) to each amended sheet | <input type="checkbox"/> |
| <input type="checkbox"/> Provide an Amendment History Box (p.2) on the cover sheet of the plan. Briefly describe the purpose of the amendment. | <input type="checkbox"/> |
| <input type="checkbox"/> Remove old approval stamps | <input type="checkbox"/> |
| <input type="checkbox"/> Remove any clouding relating to previous amendments | <input type="checkbox"/> |
| <input type="checkbox"/> Ensure the plan sheets in the package are numbered correctly (e. g. 1 of X, 2 of X, etc.) | <input type="checkbox"/> |
| <input type="checkbox"/> Coordinated Sign Plan (CSP) , if applicable | <input type="checkbox"/> |