

# MINOR MODIFICATION

Includes:

- 20% reduction in rear yard, side yard, lot coverage, FAR, driveway width, and parking stall size requirements
- 20% reduction of fence, wall, hedge, sign, swimming pool, and storage regulations
- Reduction of non-ADA required accessible parking by two spaces (not to exceed 10%)

Submit

- Application
- Fee: \$335
- 5 full sets of drawings at 24" by 36"
- 1 PDF set of drawings
- 1 material board (if applicable)
- Notarized property owner agreements noting their consent for the minor mod, for all property owners within a 65-foot radius of the property

Staff assigns a case number and routes to Planning, Building, Fire, and Engineering

Staff reviews the application for completeness and mails comments Up to 30 days

Incomplete

Complete

Applicant Resubmits Revised Plans

Staff recommends approval or denial of modification to Community Development Director, and the Community Development Director makes a determination

Approved

Denied

Proceed to the Building Plan Check Process

May be appealed to City Council within 10 business days. Appeals are filed through the City Clerk Department. Fees are to be paid in the amount of \$1,115. (\$565 for appeal, \$150 for posting, \$400 for advertising)

OR

Submit

- Application
- Fees: \$335 (Minor Mod), \$150 (Posting)
- Mailing labels for property owners and residents within a 65-foot radius of the property
- 7 full sets of drawings at 24" by 36"
- 1 PDF set of drawings
- 1 material board (if applicable)

Staff assigns a case number and routes to Planning, Building, Fire, and Engineering

Staff reviews the application for completeness and mails comments Up to 30 days

Incomplete

Complete

Applicant Resubmits Revised Plans

Staff schedules a meeting for a public hearing 10 to 40 calendar days from the determination of completeness

Staff mails notices of hearing to neighbors, and posts notice on site at least 10 calendar days prior to the public hearing

Applicant presents case to Community Development Director at public hearing, and determination is made

Approved

Denied

Proceed to the Building Plan Check Process

May be appealed to City Council within 10 business days. Appeals are filed through the City Clerk Department. Fees are to be paid in the amount of \$1,115 (\$565 for appeal, \$150 for posting, \$400 for advertising)