



MINOR AMENDMENT TO MAJOR SITE PLAN/PAD FINAL DEVELOPMENT PLAN APPLICATION

(Electronic Version Available at: www.casagrandeaz.gov/web/guest/devforms)

1. PROJECT NAME _____
 Site Address _____
 Assessor Parcel # (s) _____
 Existing Zoning _____ Acreage _____

2. APPLICANT INFORMATION:
 Name _____
 Address _____ City _____ State _____ Zip Code _____
 Phone _____ Fax _____ Email Address _____
Status (Owner, Lessee, Agent, etc.) _____

3. PROPERTY OWNER(S):
 Name _____
 Address _____ City _____ State _____ Zip Code _____
 Phone _____ Fax _____ Email Address _____

OWNER/APPLICANT ACKNOWLEDGEMENT OF RESPONSIBILITIES:

The signature(s) hereby certify that the statements made by myself and constituting part of this application are true and correct. I am fully aware that any misrepresentation of any information on this application may be grounds for denial of this application. I agree that if this request is issued on the representations made in this submittal, and any approval or subsequently issued building permit(s) or other type of permit(s) may be revoked without notice if there is a breach of representations.

 Signature of Property Owner Date Signature of Applicant Date

*** Applicants who are not the property owner of record are required to have the application co-signed by the property owner and provide a signed statement by the property owner authorizing the submittal of the application on their behalf by the applicant. See attached Owner Authorization Form.*

CITY INTAKE:
 Date Accepted & Logged In: _____ Intake Staff: _____
 Fee Receipt # _____ Assigned Planner: _____
Planner Approval for Submittal: _____



Amendment Process

A request for a Minor Amendment to an approved Major Site Plan/PAD Final Development Plans shall be filed in accordance with the following code requirement:

Section 17.68.090.C

Amendments to major site plans/PAD Final Development Plans previously approved by the Planning and Zoning Commission may be approved by the Planning Director and the Chairperson of the Commission upon finding by the Planning Director and Chairperson of the Commission that the amended site plan is in substantial compliance with the originally approved site plan. If it is determined that the amended site plan is not in substantial compliance with the originally approved site plan, the application shall be re-submitted and shall be subject to Sections 17.68.030, 17.68.050 and 17.68.070 of the City Code.

* Bolded language may be classified and processed as a minor amendment to an approved Major Site Plan/PAD Final Development Plan.

Fees

Minor Amendment to Major Site Plan/PAD Final Development Plan: \$550

Technology Recovery Fee: 5% of Review Fee



Minor Amendment to Major Site Plan/PAD Final Development Plan - Application Intake Checklist

- | | Applicant | Planner |
|--|--------------------------|---------|
| 1) Owners Authorization Form _____ | <input type="checkbox"/> | _____ |
| 2) Project Narrative (Provide a clear description of the proposed minor amendment) _____ | <input type="checkbox"/> | _____ |
| 3) Amendment Plan Set (2 Copies- 11 X 17) Folded _____ | <input type="checkbox"/> | _____ |
| <ul style="list-style-type: none"> ▪ Copy of the originally approved site plan ▪ Recently approved site plan, architectural elevations, etc which clearly identifies the portions of the plan proposed to be modified with easily recognizable "clouds" and/or applicable notes. Since the 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. | | |
| 4) CD containing all Major Site Plan/PAD Final Development Plan submittal Documents _ <input type="checkbox"/> | | _____ |
| <ul style="list-style-type: none"> ▪ (1 CD with all documents in PDF format) | | |
| 5) Application Fees _____ | <input type="checkbox"/> | _____ |

****Prior to submittal the applicant is required to meet with the Project Planner to confirm the complete submittal of all required items.****



Owners Authorization Form

This sheet must be completed if the applicant is **not** the owner of the property.

The Undersigned, do hereby grant permission to: _____

to act on my behalf for the purpose of obtaining an amendment to a Major Site Plan/PAD Final Development Plan on the following described property: _____

Owner(s) Name: _____

Signature

Address: _____

Telephone: _____

STATE OF ARIZONA)
County of _____) ss

On this _____ day of _____, 20____, before me, the

undersigned Notary Public, personally appeared _____
known to me to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged that
executed the same.

IN WITNESS WHEREOF, I hereto set my hand and official seal.

My commission expires:

Notary Public