



Comments Due By: _____
Minor Amendment # _____
Planner _____
Effective Date _____

## Minor Amendment Application Form

Date Submitted: _____	
Project Name: _____	
Project Location (Street Address): _____	<b>Minor Amendment Fee: \$192.00</b>
Legal Description: _____	
<b>General Information:</b> <i>List all property owners having a legal/equitable interest in the property (Attach separate sheets if necessary).</i>	
Owner's Name (s): _____	
Street Address: _____	City/State/Zip: _____
Telephone: _____	Fax: _____
Applicant's/Consultant's Name: _____ Name of firm: _____	
Street Address: _____ City/State/Zip: _____	
Telephone: _____	Fax: _____ Email: _____

**SUBMITTAL REQUIREMENTS:**

- 1) Six (6) copies of RECORDED plan (i.e. site, landscape, elevation, etc. - whichever is being altered) on 24" x 36" size (usually available at the Technical Services Department at 281 N. College) – RED-LINE THE CHANGES ON the six plans or provide six copies of revised drawings showing the changes in addition to the six originals;
- 2) Completed and signed application form; and
- 3) Application fee of \$192.00.

### MINOR AMENDMENT

Detailed description of the change and reason(s) for the request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CERTIFICATION**

I certify the information and exhibits submitted are true and correct to the best of my knowledge and that in filing this application, I am acting with the knowledge, consent, and authority of the owners of the property (including all owners having a legal or equitable interest in the real property, as defined in Section 1-2 of the City Code; which is the subject of this application) without whose consent and authority the requested action should not lawfully be accomplished. Pursuant to said authority, I hereby permit City officials to enter upon the property for the purpose of inspection, and if necessary, for posting a public notice on the property.

Name (please PRINT): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Signature: \_\_\_\_\_

# ACCESSING MINOR AMENDMENT INFORMATION THROUGH THE CITY'S WEB SITE

To check on approvals and conditions for Minor  
Amendments go to the City's web site at:  
[www.fcgov.com](http://www.fcgov.com)

Click on Inquire on a building permit or minor amendment on the LEFT side of the screen., under "How do I"..... This will take you to the next screen. From there you will enter the Minor Amendment number in the Permit Number field and select Search Permits.

The next screen will give you general information. To get more in-depth information click on the colored Minor Amendment number link on the left side of the screen.

At the next screen you will be able to view all of the current information by clicking on the appropriate links at the bottom of the screen.

If you need more details, go to instructions, general information or frequently asked questions (at the top of each screen) for more information.