

Minor Amendment Application

Purpose & Applicability

Please see LUC 6.3.10(A) Minor Amendments [and Changes of Use]. The Minor Amendment section of the Land Use Code outlines the procedures for approving minor adjustments to approved development plans within the defined regulatory framework. It provides guidelines for administrative approval by the Director, ensuring compliance with zoning standards and facilitating feasible modifications while minimizing over processing. This section aims to streamline the process for minor alterations, balancing the need for flexibility in development with the maintenance of community standards and safety protocols.

FIRST TIME APPLICANT(S) – contact Zoning@fcgov.com before completing application

- The submittal deadline for Minor Amendments is Wednesday at 4:00PM MST each week
- Projects will be routed on Thursdays each week- pending a complete submittal including correct materials and format/naming conventions
- Comments and markups will be sent on the Friday two-weeks after the routing day
- Once all departments approve the proposed changes, the Minor Amendment will be recorded electronically

Project Information

Project Name: _____

Project Description: Detailed description of all changes (including but not limited to HVAC equipment, lighting, landscaping etc.) *and* reason(s) for the request.

Project Location

Address: _____
Parcel #: _____
Cross Streets: _____
Zoning: _____

Owner Applicant Information

Name: _____

Address: _____

Email: _____
Phone: _____

General Information

Accompanied by application for Minor Subdivision? _____
Previous Project# or AKA: _____
CDR? _____ If Yes, Date _____
Landscaping Updates? _____ Xeriscaping Proposed? _____

Consultant Information

Name: _____
Organization: _____
Address: _____

Email: _____
Phone: _____



Submittal Requirements – Electronic Only

The initial minor amendment submittal shall consist of the following:

- ☐ Existing approved plans of the site, landscape, elevation, etc. – Whichever sheets are being altered
 - All changes on each sheet should be clouded / bubbled
- ☐ Any / All proposed new plans
 - A Legal Description is required on all new plan sets
- ☐ Complete and include the [Water Adequacy Determination Application](#) and associated materials
 - If you have any questions about [Water Adequacy](#) or the materials, please contact City Planning at planning@fcgov.com or 970.416.4311

All documents shall be emailed to development review coordination at drcoord@fcgov.com

- ☐ All submitted documents are required to be in PDF format and named appropriately.
- ☐ Correct file naming is required as part of a complete submittal.
- ☐ Materials submitted in an incorrect format or with an incorrect naming convention could cause delays with the routing and review of the minor amendment.

File name should have the corresponding number, followed by the file type prefix, project information, and round number. For example: 2_SITE PLAN_Project Name_MA_RD1. A list of numbers and prefixes for each file type can be found at the link below

Some examples of commonly submitted files / file names are:

- Application: 1_APP_Project Name_MA_Rd1.pdf
- Site plan: 2_SITE PLAN_Project Name_MA_Rd1.pdf
- Landscape Plan: 2_LANDSCAPE PLAN_Project Name_MA_Rd1.pdf
- Utility Plan: 4_UTILITY PLAN_Project Name_MA_Rd1.pdf

For other commonly used file names please view the [Minor Amendment Electronic Submittal Requirements & Filing Naming Standards](#) document on our website.

Complete and sign this [Minor Amendment Application form](#)

FEES: Fee amount for a Minor Amendment Application is typically \$1,750.00 but may vary depending on the scope of the project. Development Review Coordination will contact you after receiving your submittal to confirm the applicable fee amount.

- ☐ The fee is nonrefundable
- ☐ Payments will be made online via DEBIT/CREDIT CARD or ECHECK
- ☐ Convenience Fees Apply:
 - Debit/Credit card payments: 2% + \$0.25 for payments under \$2,500.00, and 2.75% for payments over \$2,500.00.
 - ECheck payments: \$0.50 for payments between \$0.00 - \$99,999.99.

Once the amount due is confirmed from Development Review Coordination, please visit fcgov.com/CitizenAccess. Select Planning/Development Review and input your project's information **[project number provided by Development Review Coordination]** to proceed with the payment.

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 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.

Authorized Signer (printed): _____

Email: _____ Phone: _____

Signature: _____ Date: _____