



Date Submitted: _____
 Comments Due By: _____
 Minor Amendment # _____
 Zoning Facilitator: _____

 Effective Date: _____
THIS BOX IS FOR OFFICE USE ONLY

Minor Amendment Application Form - Zoning Department

The requested information on this application is required.

Project name: _____
Project Location (Street Address): _____
General Information: *List all property owners having a legal/equitable interest in the property (Attach separate sheets if necessary).*
Owner's Name (s): _____
Street Address: _____ **City/State/Zip:** _____
Telephone: _____ **Email:** _____
Applicant's/Consultant's Name: _____ **Name of firm:** _____
Street Address: _____ **City/State/Zip:** _____
Telephone: _____ **Email:** _____

SUBMITTAL REQUIREMENTS:

- 1) The initial submittal and additional rounds of review shall be electronic (one (1) copy on a CD or Flash drive) of the site, landscape, elevation, etc. - whichever sheets are being altered. A Legal Description is required. Changes on each sheet should be clouded.

Once all departments approve the proposed changes a Final Hard Copy will be required to be printed on 24"x36" Mylar sheets. Please ensure the electronic submittal can be printed to scale on 24"x36" sheets.

- 2) Complete and sign Minor Amendment application form and Transportation Development Review Fee application form (TDRF). The following link is to the TDRF application form:
<https://www.fcgov.com/engineering/pdf/TDRF2012applicationform.pdf?1365616099>
- 3) Application fee of \$350.

Note: an additional \$250 fee is required if the Poudre Fire Authority (PFA) needs to review the application. Typically, PFA fee is required for all changes of use, building additions and/or new buildings.

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:** _____