



Minor Amendment #: _____
Effective Date: _____

THIS BOX IS FOR OFFI USE ONLY

Minor Amendment Application

All 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: _____

Consultant's Name: _____ Name of firm: _____

Street Address: _____ City/State/Zip: _____

Telephone: _____ Email: _____

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

- Will the Minor Amendment include landscaping updates? YES NO
 - If yes, is xeriscaping proposed? YES NO

- Please 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 the Development Review Coordinators 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 names 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 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_UTILILITY 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.



SUBMITTAL REQUIREMENTS Continued:

- Complete and sign this Minor Amendment Application form
- Fee total is \$1,750.00
 - Payments can be made by check or credit card.
 - This fee is Nonrefundable

PLEASE SELECT PAYMENT TYPE- Payments can be made by check, Debit/Credit Card or eCheck

If paying by **CHECK**, make payable to “City of Fort Collins”. This is accepted at the Development Review Center, 281 N College Ave, Fort Collins, CO 80524, by mail or can be placed in the blue drop box located at the west side of the building. Please mark it to the attention of the Development Review Coordinators and reference the project it is associated with.

If paying by **DEBIT/CREDIT CARD or ECHECK**, please go to fcgov.com/CitizenAccess, select Planning/Development Review and search by inputting your project's information*.

- Debit/Credit card payments include a convenience fee of 2% + \$0.25 added to all payments under \$2,500.00, and 2.75% added to all payments over \$2,500.00.
- ECheck payments include a convenience fee of \$0.50 added to all payments between \$0.00 - \$99,999.99.

**Please advise here in the MA Application as to which payment method will be used. If choosing to pay online, the Development Review Coordinators will provide you with the project information when the fees are available to be paid after application acceptance.*

- Reduced to \$1,500.00 if Poudre Fire Authority (PFA) does not need to review.

Note: PFA review requirement includes but is not limited to all changes of use, building additions and/or new buildings.

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 fees, correct materials, and format/naming conventions.**
- Comments will be sent to the applicant on the Friday 2 weeks after the routing date.
- Once all departments approve the proposed changes, the Minor Amendment will be recorded electronically.

MINOR AMENDMENT DESCRIPTION:

Detailed description of all changes (including but not limited to HVAC equipment, lighting, landscaping, etc.) *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: _____