



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](mailto:planning@fcgov.com) or 970.416.4311
  
- All documents shall be emailed to Development Review Coordination at [drcoord@fcgov.com](mailto: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\_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.



**SUBMITTAL REQUIREMENTS Continued:**

- 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](http://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.

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 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: \_\_\_\_\_