



Minor Amendment #: _____

Effective Date: _____

THIS BOX IS FOR OFFICE USE ONLY

Minor Amendment Application Form - Zoning Department

All of 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 – Electronic Only:

- 1) The initial submittal shall consist of the following:
 - a. Existing approved plans of the site, landscape, elevation, etc. - *whichever sheets are being altered*
All changes on each sheet should be **clouded/bubbled**
 - b. All proposed new plans
 - i. A Legal Description is required on all new plan sets
- 2) Complete and sign this Minor Amendment Application form
- 3) Fee total is \$1,750.00
 - a. 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.
- 4) All documents shall be emailed to the Development Review Coordinators at drcoord@fcgov.com.
 - a. A Development Review Coordinator will call the applicant for payment.
- 5) Projects will be routed on Thursdays each week. Comments will be sent to the applicant on the Friday 2 weeks after the routing date.
- 6) 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, 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: _____