



City of Redmond Minor Alteration Application

Original File Number: _____ File Number: MA _____

Total fee **\$1304.20**

If a hearing is required, a deposit*** of \$3,310.32 is required at the time of application

PLEASE NOTE: INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Applicant Name _____ Phone ____/____/____ Fax ____/____/____
Address _____ City _____ State _____ Zip Code _____
Email _____

Property Owner _____ Phone ____/____/____ Fax ____/____/____
Address _____ City _____ State _____ Zip Code _____
Email _____

Business Name _____ Phone ____/____/____ Fax ____/____/____
Address _____ City _____ State _____ Zip Code _____
Email _____

PROPERTY DESCRIPTION

Property Location (address, intersection of cross street, general area) _____

Legal Description - T15S, R13E, Section _____ Tax Lot(s) _____
Present Zoning _____ Total Land Area _____ (Square Ft.) _____ (acres)

PLEASE SUBMIT THE FOLLOWING WITH THIS APPLICATION

- A written request identifying the specific modification and a title report.
Five (5) copies of the site plan.
- Burden of Proof that demonstrates why the modification should be granted and the circumstances that have changed since the original decision was issued.
- Copy of the prior land use decision.

If your application does not include the above information, your application will not be accepted or your decision could be delayed.

FOR OFFICE USE ONLY

Date Received: _____
Rec'd By: _____
Fee Paid: _____
Receipt #: _____

*****DEPOSIT ONLY- Fee May Be Higher Based
On Actual Cost of Services**

8.1400 Modifications of Approval

2. Alteration to an Approved Plan:

- (a) Minor Alteration to an approved Site Plan or Preliminary Plat shall be processed as a Development Action provided for in Section 8.1205. Examples of such alterations include:
 - (1) Minor shifting of building location such that no setback is violated.
 - (2) Minor shifting of street alignments or easements which do not add or delete intersections or diminish road connectivity.
 - (3) Minor amendments to lot lines such that no new lots are created and all lots continue to meet lot size and frontage requirements.
 - (4) Minor changes to landscaping species or location of plant materials such that there is no change to the aesthetic improvement qualities of the landscaping.
 - (5) Minor changes to the building design including roof line.
 - (6) Minor amendments to phasing plans that would have no adverse effect on the phasing of public improvements.
- (b) Proposed changes to an approved Land Use Action shall be submitted in writing to the Community Development Department for approval. The department director shall grant approval to the proposed changes if it is determined that the change does not substantially alter the previous approval previously given, or the final conditions of approval. If the director determines that the proposed change does constitute a substantial alteration or a violation of the conditions the proposal shall be processed as a modification or in the same manner as a new application.
- (c) The decision may be appealed in the same manner as provided in Section 8.1500 - 1530.
- (d) An Alteration can only be considered if there are non substantive changes in the outward appearance of the development, impact on the surrounding properties is minimal, and the alteration is consistent with the conditions of the original approval and applicable criteria.

By signing, the undersigned certifies that he/she has read and understood the submittal requirements outlined above, and that he/she understands that omission of any listed item may cause delay in processing this application.

I (We) the undersigned acknowledge that the information supplied in this application is complete and accurate to the best of my (our) knowledge.

Applicant: _____ Date: _____
Signature

Owner/Agent: _____ Date: _____
(Circle One) Signature

NOTE: This may not be a complete list of land use requirements. Dependent on the specifics of the proposal, additional information may be required after further review.