

## MODIFICATION OF DEVELOPMENT STANDARDS CHECKLIST

**INSTRUCTIONS** → Submit the following items listed in the checklist below. Online submittal via the [Permitting Portal](#) is preferred. Hard copies may be submitted by mail or in person however, digital files of all hard copies will be required to be submitted.

[Online Submittal Instructions](#)

[Hard Copy \(paper\) Submittal Instructions](#)

<p><b>1) <input type="checkbox"/> Fee</b></p>	<p>Fees are noted in the <a href="#">Planning, Zoning and Land Use Fee Schedule</a>. Fees are non-refundable and payable by cash, check or credit card.</p>
<p><b>2) <input type="checkbox"/> Land Use Application</b></p>	<p>The <a href="#">Land Use Application</a> must be filled out completely and signed by the owner, applicant, or primary contact.</p>
<p><b>3) <input type="checkbox"/> Site Plan</b></p> <p>Your project may require building elevations, floor plans, landscaping plan and/or color renderings as necessary to review the application</p>	<p>Must be drawn in accordance with the <a href="#">Residential Site Plan Checklist</a> or <a href="#">General Site Plan Checklist</a>. May require survey to verify setbacks and/or height. Plan(s) must be legible and drawn to scale at 1"=20'. 11" x 17" preferred.</p>
<p><b>4) <input type="checkbox"/> Mailing List</b></p>	<p>A mailing list is only required for modification requests subject to a Review Process II, as detailed in <a href="#">EMC 15.02.070.B.2</a>. If applicable, this must be completed per the <a href="#">Mailing List Instructions</a>.</p>
<p><b>5) <input type="checkbox"/> Narrative Statement</b></p>	<p>Provide a typed narrative statement addressing each of the modification criteria set forth in <a href="#">EMC 15.03.060</a>.</p>

If this checklist or any of the items above are not included with your application submittal, your application may be deemed "incomplete" and returned to you in accordance with [EMC Title 15.01](#).