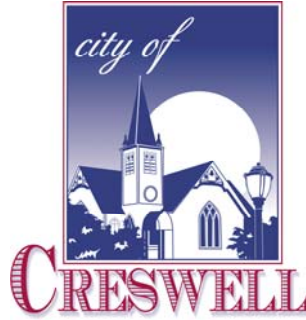


Supplemental Form: MODIFICATION TO APPROVAL: Minor and Major Modification



Submittal Requirements: Modification to Approved Plans applies to Site Design Review approvals, Subdivisions, Partitions, Property Line Adjustments, Consolidation of Lots, Conditional Use Permits, Master Planned Developments and previously approved Planned Unit Developments. An application for approval of a minor modification shall be reviewed by the City Administrator using a Type I or a Type II review procedure under Section 4.1.200 or 4.1.300. The City Administrator is responsible for determining the appropriate review procedure based on clear and objective code standards listed in Section 4.6.400 of the Creswell Development Code.

The City Administrator shall determine that a major modification(s) is required if one or more of the changes listed in Section 4.6.300 are proposed. A Type II or Type III review procedure will be used to review a major modification, as determined by the City Administrator. Creswell Code Sections 4.1.200, 4.1.300, 4.1.400 establish application requirements and procedures for Type I, Type II, and Type III decisions respectively.

The scope of review and all submittal requirements shall be limited to the modification request. For example, a request to modify a parking lot shall require site design review only for the proposed parking lot and any changes to associated access, circulation, pathways, lighting, trees, and landscaping. Please note additional submittal requirements may apply depending on the complexity of the modification

All items listed below must be submitted, checking the appropriate box as you include it in your application packet. A complete application includes the Development Application Form, this Supplemental Form, and **(5) copies drawn on a sheet not less than 18 inches by 24 inches plus and one (1) 8-1/2" x 11" or 11" x 17" scaled reduction** for any map requested below, and a **narrative statement** addressing how the proposal meets all applicable review criteria. Additional copies of materials may be required upon review. Thank you for your cooperation.

Applicant Use

Minor Modification

Minor Modification Submittal Requirements:

- A.** A narrative describing:
 - The proposed modification and reasons for modification.
 - How modification meets all applicable review criteria.
- B.** A site plan using the same plan format as in the original approval. The City Administrator may require other relevant information, as necessary, to evaluate the request.
- C.** A Non-refundable fee or deposit.

Major Modification

Check the box that describes the proposed Major Modification:

- 1. A change in land use
- 2. An increase in density by more than 10 percent, provided the resulting density does not exceed that allowed by the land use district
- 3. A change in setbacks or lot coverage by more than 10 percent, provided the resulting setback or lot coverage does not exceed that allowed by the land use district;
- 4. A change in the type and/or location of access-ways, drives or parking areas affecting off-site traffic;
- 5. An increase in the floor area proposed for non-residential use by more than 15 percent where previously specified
- 6. A reduction of more than 10 percent of the area reserved for common open space
- 7. Change to a condition of approval, or a change similar to items 1-6, that could have a detrimental impact on adjoining properties.

Official Use

A¹

B¹

C¹

1

2

3

4

5

6

7

Major Modification Submittal Requirements (4.6.3.00)

- A. Narrative statement addressing
 - The proposed modification and reasons for modification.
 - How modification meets all applicable review criteria.
- B. A Non-refundable fee or deposit.
- C. One set of pre-stamped and preaddressed envelopes for all real property owners of record who will receive a notice of the application as required by section 4.1.400. C of the Creswell Development code.

A²

B²

C²

Information on the Review Criteria for Minor and Major Modification to Approval

When your application is reviewed, staff will check to make sure that all relevant criteria listed in the Creswell Development Code have been met. The following review criteria will be used in making the final determination regarding the approval of your application.

Minor Modification Approval Criteria (4.6.300). Type I or Type II decisions shall be based on written findings that the modification is in compliance with all applicable requirements of the Development Code and conditions of approval on the original decision, and the modification is not a major modification as described in Section 4.6.300.A. Approval criteria and applicable requirements of the Development Code are as defined for Land Use Review Section 4.2.300. Land Use Review or Site Review is required for all new developments and modifications of existing development. The modification shall be approved, denied, or approved with conditions.

Major Modification Applications; Approval Criteria. An applicant may request a major modification using a Type II or Type III review procedure, as determined by the City Administrator, as follows:

1. The application shall be subject to the same review procedure (Type II or III), decision making body, and approval criteria used for the initial project approval, except that adding a conditional use to an approved project shall be reviewed using a Type III procedure.
2. The scope of review shall be limited to the modification request. For example, a request to modify a parking lot shall require site design review only for the proposed parking lot and any changes to associated access, circulation, pathways, lighting, trees, and landscaping. Notice shall be provided in accordance with Chapter 4.1.
3. The decision making body shall approve, deny, or approve with conditions an application for major modification based on written findings on the criteria.

Updated 05/15/07