



ADMINISTRATIVE MODIFICATION CHECKLIST

An Administrative Modification Request is a **staff level** application

GENERAL INFORMATION:

Applicant:	DESCRIPTION	Staff:
	MASTER APPLICATION FORM	
	DETAILED LETTER by the applicant fully describing the request or project and addressing the following:	
	Project Number:	
	Dates of original approval:	
	Owner of the property at the time of approval:	
	Current owner of the property:	
	Is the modification a relocation of the building pad: YES <input type="checkbox"/> NO <input type="checkbox"/>	
	Is the modification an increase in building square footage (not exceeding 20%): YES <input type="checkbox"/> NO <input type="checkbox"/>	
	Is this a minor modification to an approved parking, landscape, screening, sign, or outdoor lighting plan: YES <input type="checkbox"/> NO <input type="checkbox"/>	
	ORIGINAL CONDITIONS OF APPROVAL. One (1) copy	
	ORIGINAL APPROVED MASTER SITE PLAN. One (1) reduced copy to 8 1/2" x 11"	
	MODIFIED MASTER SITE PLAN. Full-sized, scaled plot plan, showing all existing and proposed easements, property lines, structures, septic and well locations, and existing and proposed driveways drawn to scale, including one copy reduced to 8 1/2" x 11."	

	APPLICATION FEE: \$100 <i>NOTE: Building, Engineering, and Surveying applications and fees may be required and are separate from Planning & Zoning Applications and Fees.</i>	
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Supplementary information at the discretion of the Director or County Engineer may be required to sufficiently detail the proposed development within any special development area, including but not limited to hillside, planned unit development, floodplain, southwest, WUFI, Boise River Greenway, airport influence, and/or hazardous or unique areas of development.

Application will not be accepted unless all applicable items on the form are submitted. This application shall not be considered complete until staff has received all required information.