

MINOR/MAJOR MODIFICATION INFORMATION SHEET

The City recognizes that revisions may be necessary to approved discretionary cases such as Conditional Use Permits, Master Plans, Park Plans or to development case types no longer in use, such as Site Development (SD), and Park Modification (PK) cases. Such revisions are sometimes minor, and may be reviewed by staff. Major Modifications must be reviewed in the same manner

as the original case. For example, if the Planning Commission approved your Conditional Use Permit, the Planning Commission must also review a Major Modification. City staff will determine whether your proposed modification is major or minor, based on criteria contained in Section 2-19 of the Zoning Ordinance.

The cost of processing a Modification is charged according to the hours spent by staff in reviewing the project. This review may include checking plans, writing a staff report, preparing an environmental analysis, notifying the public and attending the public hearing. Total cost varies according to the complexity of the project. A Major Modification will generally cost more than a Minor Modification. Your deposit check creates a Developer Deposit Case account to which processing time is charged. See the Developer Deposit Case Setup form for more specific information. At the City's sole discretion, a planning consultant may process your application.

Please use this information sheet as a checklist to assemble the materials required for your Modification application, and bring it with you at the time of submittal. Be sure the appropriate person has signed all letters and forms. If you have any questions about the items requested or if you wish to obtain information on processing schedules, please call the Development Assistance Center at (949) 724-6308.

| Center at (949) 724-6308. | |
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| SECT | ION A - City Documents |
| | Development Case Application |
| | Developer Deposit Case Setup Form |
| SECT | ION B - Letter of Explanation |
| | This letter should be addressed to the City. It should clearly describe the nature of the change requested and explain how the proposed modification meets the original intent of the approved project. As a guideline for your letter of explanation, consider that the Zoning Ordinance defines a Major Modification as a change that meets any of the following criteria: |
| | A Proposed addition deletion and/or relocation of approved structures and/or land uses |

A. Proposed addition, deletion, and/or relocation of approved structures and/or land uses which would cause significant or potentially significant environmental impacts, based on staff's analysis in accordance with City policy.

B. Proposed addition, deletion, and/or relocation of approved structures and/or land uses which would cause significant or potentially significant on-site and off-site traffic impacts, based on staff's analysis of the transportation issues prepared in accordance with City policy.

- C. The intent of the findings and conditions of approval for the original project would not be preserved.
- D. Proposed addition, deletion, and/or relocation of approved structures and/or land uses which would result in an impact to or introduction of sensitive uses not previously considered within the site. This includes but of not limited to uses such as child care centers, schools, residential areas and medical establishments.
- E. Reconfiguration of the site resulting in a significant reduction in landscaping or a significant change in parking.

| SECTION C - Deposit Check payable to the City of Irvine | | |
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| | A deposit of \$1,500.00 is required. | |
| SECTION D - Project Modification Plans | | |
| | These must be legible and drawn to scale to clearly illustrate the components of the project. Refer to the information sheet for the case type to be modified (e.g. Master Plan, Conditional Use Permit) for a complete list of items that must be included in the plans. If you are not requesting any physical change (for example, if you wish to extend hours of a business operation that were limited by a condition placed on your approved project) it may not be necessary to include drawings in your submittal. If you are not sure whether you need plans, consult the Development Assistance Center at (949) 724-6308. | |
| | one set of 11" x 17" reduced project site plan | |

SECTION E - Public Notice Materials It is not necessary to submit public notice labels with your initial materials. If staff determines that your proposed change is a Major Modification, and therefore requires a public hearing, you will be advised to submit labels as described on the information sheet for the appropriate case type.

SECTION F - Additional Materials

____ Technical studies for noise, traffic, parking, hazardous materials or other issues may be required in order to determine the potential impacts of the proposed change to the project.

As stated in section 2-19-3 of the Zoning Ordinance, the Director of Community Development may require additional materials to determine that your application is complete.

You will be notified within 30 days of the date you submit your application if any additional materials will be necessary to complete this Modification application.