

ADMINISTRATIVE AMENDMENT PLAN CHECKLIST



This checklist will help to assure that your submitted plan is consistent with Arapahoe County Regulations. On the attached checklist, please check the box when the requirement has been met. When all items are complete, please read and sign the checklist at the bottom, and submit it with your application and submittal materials.

ADMINISTRATIVE AMENDMENT To provide an abbreviated amendment process for minor modifications to Preliminary, Master Development Plan, Final and/or Subdivision Development Plans that do not substantially alter approved development standards. The Administrative Amendment must preserve the intent of the original Preliminary, Final, Subdivision or Master Development Plan it modifies. This administrative amendment process is intended to be accomplished within **thirty (30) business day** period, however, this time frame may vary depending upon the circumstances of each individual case.



Public Works and Development

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AN ADMINISTRATIVE AMENDMENT CHECKLIST

Please check off the following items to assure your application is complete. The Administrative Amendment exhibit shall comply with the requirements set forth in the underlying zoning, which will be either a PDP, MDP, FDP or SDP. If staff determines a complete set of mylars (required for the underlying zoning) is unnecessary, an abbreviated set of mylars may be submitted including:

Applicant

Staff

		A title block centered at top of all pages including subdivision name, amendment number, legal description, township, range, county, state and sheet number (ex. 1 of 1, or 1 of 2).
		A legal description including description of boundaries in distances and bearings.
		A vicinity map with location of proposal identified.
		An amendment history including case number(s) of previous Final Development Plan(s) and detailed information about the changes proposed. In these cases, the history should include a detailed description of the original and proposed element.
		A Certificate of Ownership signature block.
		The Planning Division Manager Approval signature block.
		The current case number in lower left corner of all pages.
		A detailed graphic representation if change can be graphically illustrated. The description should include all changed data, together with enough of the underlying plan as is necessary to understand the effect of the change. Other than the listed elements, the mylar should not contain any information that is not essential to understanding the effect of the amendment.
		A note stating, "All other original terms, conditions and notes of the (PDP, MDP, FDP, and SDP) approved on (DATE) will remain in full force and effect as previously executed by Owner and Arapahoe County."

I _____ state that the above submittal requirements have been provided in completion of the requirements for submission as required by Arapahoe County, and that all documents provided have been submitted in accordance with the requirements and guidelines of Arapahoe County Government.

I also understand that submitting erroneous information or an incomplete submittal may delay the processing of my application.

Signature

Date