



COMMUNITY DEVELOPMENT DEPARTMENT  
Supplement AA-A

**Additional Required Information for an Application for  
Administrative Amendment to a Planned Development**

This is the second part of a two-part application. This part requests specific information for an Administrative Amendment to a Planned Development. Include this form with the Request for Administrative Action Form.

Original Project Name: \_\_\_\_\_

Current Project Name: \_\_\_\_\_

Applicant: \_\_\_\_\_

Original Rezoning Case Number: \_\_\_\_\_

Subsequent Zoning Actions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Development Order Project Number(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Date of acquisition by current owner(s): \_\_\_\_\_



# COMMUNITY DEVELOPMENT DEPARTMENT

## Supplement AA-A

### Request

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### Justification

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#### Additional Requirements:

1. Copies of previous Public Hearing and Administrative approvals and/or denials.
2. One electronic copy of the approved Master Concept Plan and one copy of the proposed Master Concept Plan, with detailed drawings of any deviation or other changes being proposed.
3. Fees in the amount of: \$1500.00



# COMMUNITY DEVELOPMENT DEPARTMENT

## Supplement AA-A

### **Administrative amendments to an approved master concept plan and/or its attendant documentation**

The director may approve amendments to an approved master concept plan or its attendant documentation that do not increase height, density, or intensity (i.e. number of dwelling units, hotel units, or floor area), decrease buffers or open space, or add additional land uses. The director shall not approve any change that results in a reduction of total open space, buffering, landscaping, and preservation areas or that adversely impacts surrounding land uses.

### **Explanatory Notes**

1. Include the original project name.
2. Provide the current project name if different from the original name.
3. Identify the applicant (must match the request for administrative action form)
4. Provide the number of the original rezoning resolution.
5. Provide resolution numbers and/or case numbers for any zoning actions granted for the project since the original rezoning.
6. Provide the Development Order case numbers for any development orders issued for the project.
7. Give the date of purchase if the property has been sold since the original master concept plan was approved.

Under “request” provide a written statement describing exactly what is proposed to be changed about the master concept plan. Refer to sections of the Land Development Code from which any deviations are being requested, and explain how any changes will affect the project.

Under “justification” explain what conditions warrant the request for changes to the current approval and/or further deviations from the requirements of the Land Development Code. Explain how these changes comply with the requirements for planned development rezoning in LDC Sections 34-85 and 34-216.