

ADMINISTRATIVE MODIFICATION APPLICATION

PLEASE ANSWER THE FOLLOWING QUESTION:

- Arcadia Municipal Code Section 9292.2.3 permits administrative approval for certain types of modifications provided that the modification satisfies at least one of the following purposes:
 - i. The modification will secure an appropriate improvement of a lot; or
 - ii. The modification will prevent an unreasonable, non-economic hardship; or
 - iii. The modification will promote uniformity of development.

Please fully explain how your request qualifies for a modification and which of the aforementioned purposes will be served by your proposal:

SIGNATURES:

The applicant and property owner hereby declare under penalty of perjury that all the information submitted for this application is true and correct.

Applicant's Signature

Date

Applicant's Name Printed

Property Owner's Signature

Date

Property Owner's Name Printed

ADMINISTRATIVE MODIFICATION APPLICATION

INSTRUCTIONS AND FILING REQUIREMENTS WORKSHEET

In order for an application for an Administrative Modification to be processed without delay, the application must include the following materials. To ensure that the application is complete, please check-off the boxes next to the following required materials:

- Completed application form
- Application fee of \$195
- One (1) set of scaled plans that include the following:
 - An accurately scaled plot plan showing the entire site, any easements, the parkways, all existing and proposed improvements, all trees 4" or greater in diameter that will be affected by the proposed project.
 - Floor plans, elevations, a roof plan, and sections to fully illustrate the proposed project and the requested modification(s).
 - Signatures by all adjacent property owners **on the plans and on page 4 of this application.** **The application is not complete and will not be processed without all of the signatures on both the plans and page 4.**
 - Photographs of the subject property and particularly of the area of the requested modification(s).
 - If the subject property is within a City-designated Homeowners' Association, the plans submitted for this application must be stamped "Approved" by the respective Architectural Review Board and their findings indicating their action with respect to the proposed project and modification request must accompany this application.

NOTE: The plans submitted for this application are to be in addition to any plans that have or will be submitted to the City's Building Services for plan check and permitting.

APPLICATION REVIEW PROCESS

STAFF REVIEW: Upon receipt in complete and proper form of an Administrative Modification Application, including the appropriately signed plans and other documents, City staff shall approve, conditionally approve, or deny the application within ten (10) working days.

APPEALS: If the application is conditionally approved or denied, the applicant and/or property owner may appeal staff's decision to the Modification Committee. The Modification Committee's decision may subsequently be appealed to the Planning Commission, and the Planning Commission's decision may be appealed to the City Council. Such appeals must be submitted in writing and delivered to Planning Services within five (5) working days of the respective decision. For each appeal, the appellant must pay the \$540 appeal fee and provide a 100-foot radius public hearing notice mailing list and labels, and 15 sets of any plans, documents and photographs that accompanied the application.

EXPIRATION: If, after a period of one year, any authorization granted by an Administrative Modification has not been implemented and/or completed, then the approval shall become null and void, and a new application is required.

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ADJACENT PROPERTY OWNERS REVIEW AND CONSENT – PLEASE READ CAREFULLY:

WE, THE UNDERSIGNED OWNERS OF THE PROPERTIES ADJACENT TO THE SUBJECT PROPERTY, CERTIFY THAT WE HAVE READ THE FOREGOING APPLICATION, HAVE REVIEWED THE PROPOSED PLANS, AND BY OUR SIGNATURES HEREON GRANT AND ACKNOWLEDGE OUR CONSENT TO THE PROPOSED PROJECT AND REQUESTED MODIFICATION(S):

NOTE: YOUR SIGNATURES ARE ALSO REQUIRED ON THE PLANS OF THE PROPOSED PROJECT.

No. on Diagram	Date Signed	Adjacent Property Owner's Name and Signature	Adjacent Property Address
2.		_____ Print _____ Signature	
3.		_____ Print _____ Signature	
4.		_____ Print _____ Signature	
5.		_____ Print _____ Signature	
6.		_____ Print _____ Signature	
—		_____ Print _____ Signature	

ADJACENT PROPERTIES ARE ALL THOSE WITH BOUNDARIES THAT ARE CO-TERMINUS AT EVEN ONE POINT WITH THE SUBJECT PROPERTY:

