



EZOP Planning Checklist REVISION TO AN APPROVED ACTION *Information Sheet*

GENERAL INFORMATION

The Director of Land Use Services may approve minor modifications/revisions of the conditions of approval or project design for a conditionally approved development project. However, should the Director determine that the modifications may be controversial, the requested modification shall be referred back to the reviewing authority who required the conditions. In this case, the review procedures that were originally used to review and approve the project, shall also be used to consider the proposed modifications.

FEES

MINOR Revision to an Approved Action: See Master Fee Schedule

A Minor Revision may be used to approve minor changes to an already approved project based on the following criteria:

- 1) An approved plot plan is on file in the Land Use Services Department.
- 2) The proposed use is consistent with the current land use zoning district regulations.
- 3) Parking and design standards are not affected.
- 4) The proposal is an expansion of the use of up to 1,000 sq. ft. or 10 percent of the ground area covered by the use or square footage of the structure, whichever is greater.

MAJOR Revision to an Approved Action: See Master Fee Schedule

Any revision that includes an expansion of the use greater than 25 percent of the ground area covered by the use or square footage of the structure and such expansion is greater than 10, 000 sq. ft. shall be processed using the review procedures outlined in Chapter 85.06 (Conditional Use Permit/Minor Use Permit)

PROCEDURES

- 1) Submit EZOP application. Technician will invoice you once it has been determined that all required documents have been submitted.
- 2) Project planner will review application submittal and notify you of any corrections and/or additional items needed.
- 3) If application is deemed complete, it will be routed to appropriate agencies for their review.
- 4) Any Minor Revision shall be processed using the Staff Review without Notice procedures.
- 5) Major Revisions to an Approved Action may require notification to surrounding property owners. Any revision that includes an expansion of the use of up to 10,000 sq. ft. or 25 percent of the ground area covered by the use or square footage of the structure, whichever is greater, shall be processed using the Staff Review with Notice procedures. The Procedures and appeal rights of Section 85.08.030 shall apply.
- 6) Project planner will perform review consolidation and draft approval documents.

CONTINUED ON NEXT PAGE





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SUBMITTAL MATERIALS CHECKLIST

Forms and Guidance Materials can be found at: <https://lus.sbcounty.gov/planning-home/handouts/>

- ☐ 1. Financially Responsible Party Information Form
- ☐ 2. Property Owner Certification Form
- ☐ 3. Proof of property ownership:
 - Recorded Grant Deed (or Quitclaim Deed with the previous Grant Deed) for each lot or parcel listed on the application **OR**
 - A copy of a current Preliminary Title Report (issued within 60 days of application submission).

NOTE: If a trustee is listed as the property owner, a copy of the trust agreement is required. For Grant Deeds that list Corporations, Partnerships, or Fictitious Firms as the Grantor or Grantee, a certified copy of each of the Articles of Incorporation including statement of officers; the Partnership Papers (limited or general); or the recorded Fictitious Business Name Statement naming the owner(s) of the firm is required.
- ☐ 4. Letter of Intent
- ☐ 5. Copy of Conditions of Approval
- ☐ 6. A revised map, for Mobile Home Parks and Subdivisions
- ☐ 7. A revised site/plot plan for Use Permit and Planned Developments