

Application for Minor Modification
 LDC Section 8.8.D (Minor Modification)
 Fillable PDF available at
www.sedonaaz.gov/zoning



City Of Sedona
Community Development Department
 102 Roadrunner Drive Sedona, AZ 86336
 (928) 282-1154 • www.sedonaaz.gov/cd

****A pre-application meeting is required prior to application submittal. Please contact the Community Development Department at the number above to schedule a meeting.****

| | | | |
|--------------------------------|---|----------------|--|
| Owner Name: | | Permit Number: | |
| Owner Phone: | | Date Rec'd: | |
| Owner Email: | | Deposit Rec'd: | |
| Property Address: | | Initials: | |
| Parcel Number: | | | |
| Legal Description of Property: | <input type="checkbox"/> Attached | | |
| Summary of Request: | | | |
| Letter of Intent: | <input type="checkbox"/> Attached <i>Letter of Intent must include a statement of the precise nature of and reasons for the Minor Modification being request. The required approval criteria of 8.8.B.5 must be cited and addressed.</i> | | |

If a person other than the property owner is applying, please provide the additional contact information:

| | |
|-------------------------------|-----------------------------------|
| Applicant Name: | |
| Applicant Phone: | |
| Applicant Email: | |
| Property Owner Authorization: | <input type="checkbox"/> Attached |

I hereby certify that I am the owner of the property, or the authorized agent of the property owner, for which a minor modification is being requested.

Owner Signature (or authorized agent) Printed Name Date

Application for Minor Modification Submittal Requirements

Please provide the following as submittal package for a Minor Modification:

- Completed application form.
- Cover letter or report describing the request and specifically addressing the need for the minor modification and why granting the request will not result in the granting of a special privilege to the applicant and/or property owners.
- Graphic materials drawn to scale, illustrating all existing and new site improvements and existing site conditions (topography), landscaping, signage and building elevations accurately depicting the appearance of the property and all site improvements upon completion. These will include a Context Plan which includes an existing conditions analysis and a Conceptual Site Plan. This item may be modified or waived by the Director if deemed inapplicable.
- Two (2) copies of complete application packet plus copies of the cover letter and graphic materials to mail to all property owners within 100 feet of the property. Number of copies will vary based on the number of properties within 100 feet and will be determined at the pre-application meeting.
- Digital copy of all application documents (USB Drive or CD). Application documents shall be provided in a single PDF.
- Filing fee of \$400.
- Any other materials and data as may be required by the Director, to ensure that the project can be accurately reviewed for compliance with the Land Development Code.

Pursuant to LDC Section 8.8.B(2).b, an application for a minor modification may request only the types of adjustments shown in Table 8.3:

| Code Standard | Allowable Modification (maximum percentage) |
|---|--|
| Site Standards | |
| Lot area, minimum | 10 |
| Lot coverage, maximum | 10 |
| Block length, minimum or maximum | 10 |
| Lot Dimensional Standards | |
| Front setback, minimum | 25 |
| Side setback, minimum | 25 |
| Rear setback, minimum | 25 |
| Encroachment into setback pursuant to Table 2.6, maximum | 10 |
| Building Standards | |
| Building height, maximum | 10 |
| Accessory building height, maximum | 10 |
| Projection into height requirement pursuant to Table 2.7, maximum | 10 |
| Development Standards | |
| Number of required parking spaces, maximum or minimum | 10 |
| Lighting height, maximum | 10 |
| Sign height, maximum | 10 |
| Fence or wall height, maximum | 25 (1 foot maximum) (up to 8 feet for commercial use to address grade changes or other site-specific issues) |
| Minimum landscaping requirements | 10 |