

**MINOR MODIFICATION  
SUBMITTAL CHECKLIST  
(2 COMPLETE APPLICATIONS REQUIRED)**

- \_\_\_\_\_ 1. **Application Form**, signed and notarized.
  
- \_\_\_\_\_ 2. **Written statement** that describes the specific change(s) of the zoning condition(s) or approved site plan(s) and the justification for such changes.
  
- \_\_\_\_\_ 3. **Authorization form**, notarized, if the application is not filed by the property owner.
  
- \_\_\_\_\_ 4. **Written legal description** (in metes and bounds) and a recent **boundary survey** of the property, including acreage and existing buildings or structures on the subject property. One-hundred-year floodplain boundaries should be identified, if applicable. Survey must be dated, not more than 5 years old, and must be sealed by a professional engineer, landscape architect, or land surveyor, registered in the State of Georgia.
  
- \_\_\_\_\_ 5. **Site plan(s)** (for minor changes to approved site plans). Site plan(s) must be sealed by a professional engineer, landscape architect, or land surveyor, registered in the State of Georgia.
  - a. The site plan must show the following features: complete boundaries of subject property; acreage; floodplain and tributary streams and buffers; location of existing and remaining buildings and structures; proposed buildings and structures; lot coverage calculation; other site features including setback lines, buffer lines, landscaping, open space, parking, drainage features, vehicular and pedestrian access.
  
  - \_\_\_\_\_ b. Full-size site plans must be folded to no more than 8 1/2" x 14".
  
- \_\_\_\_\_ 6. **\$250.00** processing fee.

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**