



**Application Submittal Checklist for a
ZONING COMPLIANCE VERIFICATION (ZCV) for a
MINOR DEVIATION**
Planning & Building Department
Planning Division

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APPLICABILITY. *This checklist should be used when submitting a request for a Zoning Compliance Verification (ZCV) to request approval of a **Minor Deviation**.*

When is a ZCV for a Minor Deviation required?

A ZCV to authorize a minor deviation is required to approve changes to an approved physical development permit, use permit, or development option plan that appear necessary in light of technical or engineering considerations first discovered during development or use that were not reasonably anticipated during the original approval process.

Do I need a Pre-Application Conference first?

A Pre-Application Conference is not required prior to submittal, but an applicant may request a pre-application meeting to discuss the requirements and applicable regulations with Planning Staff.

FINDINGS FOR APPROVAL. *The application shall include a narrative statement addressing each of the applicable Findings for Approval, found in **Subsection 8.2.13.B.2, Minor Deviations**.*

A minor deviation may be approved by the Planning Director pursuant to the process for a zoning compliance verification (Sec. 8.6.2) upon finding that:

1. The request complies with all standards of the current LDRs;
2. The request does not include reductions in the amount of open space set aside or required resource protection; and
3. The request does not include increases in the amount of building floor area.

GENERAL INFORMATION.

_____ **Existing Approval.** Identify the approved permits, including permit number, that will be affected by the changes proposed in the Minor Deviation.

_____ **Requested Deviation.** A brief narrative description of the necessary changes. Depending on the nature of the change, it may be helpful to list the changes in tabular form, comparing them to the original approval.

_____ **Engineering or Technical Considerations.** Briefly describe the engineering or technical considerations not anticipated during the initial approval that justify or require the proposed changes.