

Chief Executive Officer  
Michael Thurmond

**DEPARTMENT OF PLANNING & SUSTAINABILITY**

Director  
Andrew A. Baker, AICP

**MINOR MODIFICATIONS/CHANGES TO CONDITIONAL ZONING AMENDMENTS APPLICATION**

**Case No.:** \_\_\_\_\_

Applicant/Owner:: \_\_\_\_\_

Applicant's/Owner's  
Mailing Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ Email \_\_\_\_\_

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**To Be Completed By Planning and Sustainability Department**

Conditional Zoning #: \_\_\_\_\_ Date Received: \_\_\_\_\_

Date of Conditional Zoning: \_\_\_\_\_ Map Reference: \_\_\_\_\_

Original Applicant: \_\_\_\_\_ Received By: \_\_\_\_\_

Present Applicant: \_\_\_\_\_ Fee Paid: \_\_\_\_\_

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Attachments required for application:

- A. Signed and notarized affidavit of all owners of subject property authorizing the filing of the application for Zoning Alteration of Conditions.
- B. Legal description of property for which application is requested.
- C. Four copies of the revised site plan, drawn to scale, prepared and sealed by an architect, engineer, landscape architect or land surveyor whose State registration is current Said survey plat shall:
  - 1. Indicate the complete boundaries of the subject property and all buildings and structures existing thereon;
  - 2. Include a notation as to whether or not any portion of the subject property is within the boundaries of the 100 year flood plain; and
  - 3. Include a notation as to the total acreage or square footage of the subject property.
- D. Written statement defining specific alteration(s) of zoning conditions(s) requested and other supporting materials related to the request.
- E. Written justification for alteration (s) requested.
- F. \$250.00 processing fee.

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\_\_\_\_\_  
Notary Signature of Applicant Date

\_\_\_\_\_  
Expiration Date/Seal Check One: Owner \_\_\_\_\_ Agent \_\_\_\_\_

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Note: The alteration requested by this application has been reviewed and, in my opinion, does not change the intent of the conditional zoning approval or adversely affect county services or other properties or uses.

\_\_\_\_\_  
Date Planning Services Staff

*Filing fees shall not be refunded at any time following the zoning schedule deadline date.*

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**Conditions.** Conditions may be requested by an applicant, recommended by the Planning Department and Planning Commission, and imposed by the Board of Commissioners, as a part of any proposed change to the official zoning map.

**Modifications and changes to conditional zoning amendments.** Once imposed, conditions shall become an integral part of the approved amendment and shall be authorized only pursuant to Sec. 27-845.

**Sec. 27-845.** The Director of Planning shall have sole authority to approve minor changes to conditions attached to an approved zoning amendment. Minor changes are those that implement only slight alterations to the approved conditions, made necessary by the actual field conditions at the time of development, that do not alter the impact of the development on nearby properties nor the intent or integrity of the conditions as originally imposed. Any request for minor change of conditions shall be made in written form to the Director of Planning. If an approved site plan exists, four copies of the revised site plan shall accompany the request for minor change. Any major change to conditions attached to an approved zoning amendment shall require an application and hearing before the Planning Commission and the Board of Commissioners as is required in this article V, Division 1 for amendments to the official zoning map generally. Without limiting the meaning of the phrase, the following shall be deemed to constitute “major change” for purposes of interpreting this section:

- A. The movement of any building or structure adjacent to an exterior boundary line. Closer to the boundary line of the property;
- B. Any increase in the number of dwelling units or any increase in the total amount of floor space of any nonresidential building;
- C. Any decrease in the minimum size of residential units imposed in the original conditional amendment;
- D. Any change in any buffer requirement(s) imposed in the original conditional zoning amendment;
- E. Any increase in the height of any building or structure ; or
- F. Any change in the portion of floor space devoted to different authorized uses
- G. Any change in conditions (“**major changes**”) attached to an approved zoning amendment requested by an applicant, recommended by the Planning Department and Planning Commission, and imposed by the Board of Commissioners shall require a hearing before the Planning Commission and the Board of Commissioners by completing an Application For Zoning Alteration of Conditions.