



ADMINISTRATIVE MODIFICATION SUBMITTAL CHECKLIST

An Administrative Modification may be requested, pursuant to [LSMC 14.16C.025](#), to modify any final land use approval, with the exception of those granted by ordinance or requests to revise a recorded final plat. An Administrative Modification application will be processed concurrently with any other application for development of the same site, unless the applicant requests otherwise. An application will be considered complete once Planning & Community Development determines that the application contains the following materials and information below.

Required Submittal Items:

1. Completed Type I Administrative Decision Land Use Development Application signed by owner / or authorized authority
2. Applicant legal status form
3. Proposed basic site plan (see Basic Site Plan Checklist)
4. Previously approved site plan
5. The proposed and existing structures including elevations, floor plans, and plans which include postconstruction treatment of unoccupied areas of the building envelopes
6. Civil Plans, if required
7. Landscape plans (see Landscape Plans Checklist) (as applicable)
8. Intake Fee

Narrative Addressing:

9. The purpose of the proposed modification
10. The decision criteria contained in [LSMC 14.16C.025\(c\)\(2\)](#)