



City of Gilroy
 COMMUNITY DEVELOPMENT DEPARTMENT/PLANNING DIVISION
 7351 Rosanna Street, Gilroy CA 95020
 (408) 846-0451, main • (408) 846-0429, fax
www.cityofgilroy.org/planning

MINOR MODIFICATION		Number of Copies
<i>REQUIRED SUBMITTAL ITEMS:</i>		
√	Uniform Application & Indemnification Agreement	1
√	Site Plan*	2
√	Current photos	1 set
√	Minor Modification Supplemental Questionnaire	1
√	Planning Application Fees	1
<i>SUBMITTAL ITEMS – REQUIRED AS APPLICABLE (as noted by Planner):</i>		
	Building Elevations* - if any exterior changes proposed	2
	Material Sample Board – if any changes to exterior colors/materials proposed	1 set
	Floor Plan(s)* - if any change in land use proposed	2
	Arborist Report – if any significant trees will be removed or relocated	1
	Additional Information – as requested by staff	As directed

* Plans must be clear, legible and accurately scaled. Each plan set (i.e. submittal checklist items identified with *) must be folded as a complete set to no larger than 8.5" x 14" with the title block visible, and stapled along the left margin.

The Minor Modification process allows streamlined development review for certain minor requests. By providing the expedited process (often instead of the more formal Architectural and Site Permit), applicants can appreciate significant time and cost savings. Minor Modification requests are only for those proposals that involve minimal staff time for submittal, review and approval (typically “over the counter”), such as:

- Minor site and landscaping changes, to approved developments
- Addition of impervious surface area of less than 2,500 square feet
- Parking lot reconfiguration without loss of required parking spaces
- Minor non-residential building additions and accessory structures not exceeding 1,000 square feet
- Minor residential building additions and accessory structures not exceeding 250 square feet
- Above-ground storage tanks: up to 10,000 gallons (industrial zones) and 2,000 gallons (non-industrial)
- Non-residential demolitions of less than 1,000 square feet
- Minor adjustments to historic sites or historic districts that do not affect the historic significance onsite

Note: In order to maintain the cost-effectiveness of the Minor Modification review process, the Community Development Director or designee has the authority to require an Architectural and Site Permit for proposals anticipated to require significant staff efforts, even for items enumerated above (reference GCC 30.50.41(b) for full text).

APPLICATIONS ARE ACCEPTED BY APPOINTMENT ONLY (call 408-846-0451)

OWNER/APPLICANT CERTIFICATION

By signing this application, I, _____ (print), attest that I am acting with the knowledge and consent of all owners of record for the subject property, and that I have been designated to act as the representative for the project described in this planning permit application. I further certify that I have submitted the materials listed above, and that these materials have been completed following the instructions provided by Planning Division in the submittal requirements form for this permit.

Date: _____

Signature _____

Check one: OWNER APPLICANT

MINOR MODIFICATION SUPPLEMENTAL QUESTIONNAIRE
(Include additional pages, if necessary)

1. Describe the existing use of the property: _____

2. Describe the proposed changes: _____

APPLICANT ACKNOWLEDGEMENT (sign after Conditions of Approval provided, below)

I, _____(print), applicant (or representative of the applicant) for this planning permit, have read and understand the recommended Conditions of Approval, below. By my signature below, I accept these Conditions of Approval, and understand that the Community Development Director's (or designee's) decision on this application is final per GCC Section 30.50.41(b). If the Community Development Director denies this request, I understand that I can file an application for an appropriate development permit.

_____ Date

_____ Signature

PLANNING DIVISION USE ONLY

Date Filed: _____ Fees: _____ By: _____

Check one: Approved Denied

Conditions of Approval: _____

MINOR MODIFICATION SUBMITTAL ITEMS:

Site Plan must include all pertinent site information, especially existing and proposed representations including, at minimum:

- Scale should not exceed 1" = 40'.
- Identification of nearby and adjacent major streets and other landmarks.
- North arrow to identify location.
- Net parcel size, including length of street frontage(s).
- Identify area(s) where changes are proposed onsite.
- Gross floor area for all buildings and structures onsite, including clarification of existing areas and those areas that will be new and/or demolished.
- If changes to parking are proposed, please show existing parking layout and proposed parking layout. Be sure to clarify the number of parking spaces, existing and proposed. It may be necessary to include a separate plan to distinguish "existing" from "proposed".
- If changes to landscaping are proposed, please identify the total area for existing and proposed landscaping (both in square feet and as a percentage of net parcel size).
- Proposals to modify tree locations (including adding, removal, or relocation), please indicate the size and species of existing and/or replacement trees
- If any significant trees will be affected, an arborist report with recommendations, prepared by an arborist (licensed by the State of California) must accompany the request.
- If any changes to existing monument, freestanding or directional signs are proposed, please identify location, size, and type of all such signs.

Current Photos of the existing site are required for all applications. These should be clearly labeled, and, at minimum, show the affected area(s) proposed for change.

Building Elevations must identify existing and proposed changes, including building height, finish and color. If existing color/materials will be carried over to an addition, please include that statement as well. Be sure to include signage area(s) for commercial or industrial sites.

Materials Sample Board must accompany the request if any exterior materials and/or colors are proposed. This board (not to exceed 8½" x 14" x ¼", including materials samples) is a compilation of color samples, cut sheets and/or catalog cuts to demonstrate the proposed exterior materials.

Floor Plans should include room and building dimensions with particular emphasis to distinguish existing areas and those areas that will be new and/or demolished. If any outdoor use areas are under consideration, this information must also be included.

Arborist Report must be provided if any significant trees will be affected. A significant tree is one that is native and indigenous to the Gilroy region. These include oaks (all types), California Bays, California Laurels, California Sycamores, Western Sycamores, Big Leaf Maples, and others that may be identified to be indigenous to the region. Any such tree with a single trunk with a circumference of nineteen inches (19") or more at a point four and one half feet (4.5') above the ground is considered a significant tree.