



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 APPLICATION

Planner Check Off	Note: Refer to the Application Submittal Details (ASD) document for clarification and City expectations regarding the below checklist items.	Number of Copies
	Minor Modification Application (This form)	1
	Site Plan (Ex. A)	2
	Current photos (ASD 2)	1
	Planning Application Fees (ASD 4)	1
	Building Elevations (Ex. B)	2*
	Material Samples (ASD 2)	1*
	Floor Plan(s) - if any change in land use proposed (Ex. B)	2*
	Arborist Report (ASD 1)	1*
	Additional Information – as requested by staff	*

Example:

(ASD 6) = Page six (6) of the Application Submittal Details document

(Ex. B) = Exhibit B of the Application Submittal Details document

* If applicable (as noted by planner)

**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

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).

PROPERTY OWNER / APPLICANT INFORMATION

Name/Title _____ E-mail _____

Address _____

Home/Office Phone _____ Cell Phone _____

I hereby certify that I am the owner of record of the subject property(ies) described in this application and that I consent to the filing of the action requested herein.

Owner/Applicant Signature* _____ Date _____
(For applicants that are not the property owner, provide written proof that the owner has authorized you to submit)

1. Describe the existing use of the property: _____

2. Describe the proposed changes: _____

APPLICANT ACKNOWLEDGEMENT (Required if there are conditions of approval, filled out after planning review)

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: _____

