



Development Permit Application Checklist

Changes to an Approved Development Permit

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Basic Requirements* – Digital PDF copy of each submitted through the online application form	Office
<input type="checkbox"/> Completed Application Form	<input type="checkbox"/>
<input type="checkbox"/> Fee prescribed in the Fee Schedule Applicant will be notified of required fee after submission.	<input type="checkbox"/>
<input type="checkbox"/> Current Certificate of Title Pulled not more than 60 days prior to application date	<input type="checkbox"/>
<input type="checkbox"/> Restrictive Covenants, Utility Rights-of-Way, Easements, or Caveats on Title For new construction	<input type="checkbox"/>
<input type="checkbox"/> Existing Approved or Accepted Plan(s) Indicating the area to be changed using highlighting or clouds and identified with a number or letter	<input type="checkbox"/>
<input type="checkbox"/> Separate sheet describing proposed changes In detail identifying each one with the corresponding number or letter on the plan – only the changes listed and described will be considered by the Development Authority	<input type="checkbox"/>
<input type="checkbox"/> For changes to approved building elevations <ul style="list-style-type: none"> <input type="checkbox"/> All fascia signage and a summary of sign area(s), the area of the Building or Bay it is attached to and the percentage of the face of the Building or Bay the sign will occupy <input type="checkbox"/> Details on the design of the signage (a copy of the sign criteria, if applicable) <input type="checkbox"/> All proposed window signage <input type="checkbox"/> Photographs of the elevation changes <input type="checkbox"/> For changes to the exterior finish materials or colors, a material board may be required by the Development Authority 	<input type="checkbox"/>
<input type="checkbox"/> Other Any other information deemed necessary by the Development Officer to render a decision on the application	<input type="checkbox"/>