

# What to do if changes\* to a TMAPC approved site plan are needed



\*Changes may include, but are not limited to:

- changing the parking layout, including adding/ removing spaces;
- changing the type, number and location of required trees;
- adding, removing or changing any landscaped area (change in type of shrubs, perennials and other ground cover does not require review *unless* specifically noted on the plans) ;
- removing a window, adding a door, and/or other changes to building elevations;
- adding, removing, relocating or changing the type of screening fence;
- adding/ removing/ relocating a dumpster and/or changing the way it is screened;
- adding/ removing/ relocating light fixtures and/or changing any lighting specifications;
- changing traffic and/or pedestrian circulation;
- changing location of access.

Changes to a TMAPC approved site plan require TMAPC staff review only, and do not require the approval of the full Planning Commission. To expedite review, please complete the following steps:

- ✓ Fill out the attached application form, checking “**PUD DETAIL SITE PLANS\***” at the top, and “**MINOR REVISION TO PUD SITE PLAN**” under “**INFORMATION ABOUT YOUR PROPOSAL**”. Be sure to include the PUD number, correct address and legal description.
- ✓ Submit with the application the following as applicable: three (3) 24” x 36” fan-folded copies of site and landscape plans (as applicable), and four (4) 11” x 17” copies of all plans. **ROLLED UP PLANS WILL NOT BE ACCEPTED.**
- ✓ “Cloud” on the plans and in the site notes all proposed changes and provide current date of proposed changes.
- ✓ Submit application and plans along with the \$25 application fee to the INCOG offices, Two West 2nd Street, Suite 800.

If the application is complete, all necessary information is provided and changes are in conformance with PUD standards, plans will be approved, stamped and forwarded to the Permit Office within five (5) business days.\*

If you have any questions regarding proposed changes to the site plan or the application process, please call or e-mail **Chris Sansone** at 584-7526, [csansone@incog.org](mailto:csansone@incog.org).

*\*Note: The basis for issuing a Building Permit or Certificate of Occupancy includes demonstrated compliance with the corresponding TMAPC Approved PUD Site Plan. Any changes implemented during construction deviating from the approved PUD plan will require additional review by TMAPC and City Plan Review staff. To facilitate the Building Permit or Certificate of Occupancy process, promptly submit in duplicate, applicable revisions conforming with TMAPC’s Approved Revised PUD Plan to the Permit Center at One Technology Center, 175 East 2<sup>nd</sup> Street.*