



CITY OF  
ARCADIA

MINOR AM \_\_\_\_\_

## MINOR ADMINISTRATIVE MODIFICATION

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### PLEASE COMPLETE THE FOLLOWING INFORMATION (REQUIRED):

PROJECT ADDRESS \_\_\_\_\_

ZONE CLASSIFICATION \_\_\_\_\_

**APPLICANT(S) NAME** \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_

**PROPERTY OWNER(S) NAME** \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_

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Your project may be subject to the Low Impact Development (LID) and Water Efficiency Landscaping Ordinance (WELO) requirements. To view the criteria please visit the City's website at: [www.ArcadiaCA.gov/WELO](http://www.ArcadiaCA.gov/WELO)

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### \*\*\*PLEASE ANSWER THE QUESTIONS ON PAGE 2\*\*\*

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THE APPLICANT AND PROPERTY OWNER HEREBY DECLARE UNDER PENALTY OF PERJURY THAT ALL THE INFORMATION SUBMITTED FOR THIS APPLICATION IS TRUE AND CORRECT. IN ADDITION, I/WE HEREBY GRANT THE CITY OF ARCADIA PERMISSION TO POST THE ARCHITECTURAL PLANS ASSOCIATED WITH THIS APPLICATION ONLINE.

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PROPERTY OWNER'S SIGNATURE

\_\_\_\_\_  
DATE

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DATE FILED \_\_\_\_\_ RECEIPT NO. \_\_\_\_\_ PAID \_\_\_\_\_ RECEIVED BY \_\_\_\_\_

**PLEASE ANSWER THE FOLLOWING QUESTIONS (REQUIRED):**

1. Describe why your modification is needed. Cite the specific code language.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

2. Arcadia Municipal Code Section 9107.05.050 requires that Modifications be approved only if at least one of the following findings can be made:

- i. The Modification will promote uniformity of development; or
- ii. The Modification will prevent an unreasonable hardship; or
- iii. The Modification will secure an appropriate improvement of a lot.

Please fully explain how your request qualifies for a Modification based upon one or more of these findings:

[illegible]

## **FILING REQUIREMENTS**

In order for this application to be processed without delay, the application must include all of the following materials. To ensure that your application package is complete, please check-off the boxes next to the required application materials.

- ☐ Completed application form
- ☐ Filing Fee - \$767
- ☐ An Ownership Disclosure is required if the property is owned by a corporation, partnership, trust, or non-profit. The disclosure must reveal the agent for service of process or an officer of the ownership entity. The disclosure must list the names and addresses of all the owners, and you must attach a copy of the current corporate articles, partnership agreement, trust, or non-profit document, as applicable.
- ☐ Plans/Elevations: **Two (2) full sized plans, two (2) reduced size plans at 11"x17", and a digital copy in PDF format on a USB flash drive.** The full-sized plans (site plan, floor plans, elevations, roof plans, and landscaping plan) must be drawn to scale and dimensioned to show the following:
  - a. Scale, north arrow, parkway width, and street address
  - b. Location and size of all proposed structures (new and/or existing). The building and setback areas shall be clearly dimensioned.
  - c. Description of types of materials, colors, treatments, etc.
  - d. Mechanical equipment and easements
  - e. Location and dimension of all landscaped areas and the type of trees and sizes (to remain or proposed to be removed.)
- ☐ Photos (on a USB flash drive) of the subject property at a scale large enough to illustrate the subjects under discussion.