



## 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](http://www.cityofgilroy.org/planning)

### MINOR MODIFICATION

### APPLICATION SUBMITTAL CHECKLIST

**Your success is our success!** The application submittal checklist is an essential document towards successful processing of your development request. We want to help you achieve the best project possible, while fulfilling the community's goals and expectations of policies contained in the Gilroy General Plan and other important documents. We understand that processing your application with minimal delay is important, and we will do everything we can to provide an expeditious process for your request.

**Why all the details?** Each submittal item is important to clearly, entirely, and accurately illustrate and describe your project for city staff, the community, and decision-makers. These details are necessary to demonstrate how your project meets various development standards and regulatory requirements. Unnecessary delays (later in the process) can be avoided with this clear understanding of your request at the beginning. A more detailed application submittal will result in better comprehension of your proposal.

**No partial application packages, please!** In order to efficiently review your application, planning staff cannot accept partial submittal packages, or poor quality graphics. Detailed information in this packet is provided for your convenience. In addition, staff is available to assist with clarifications on the required submittal items or permit process.

**Who can prepare the plans?** The plans must be prepared by a professional designer, such as an architect, landscape architect, civil engineer, or a drafting service, unless the applicant can demonstrate an appropriate level of graphic ability. In most cases, plans to be submitted for building and/or engineering permits (after the Planning permit process) must be prepared by specific licensed professionals, and having these professionals prepare plans for the planning permit may save time later.

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

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<b>MINOR MODIFICATION*</b>		Number of Copies
<i>REQUIRED SUBMITTAL ITEMS:</i>		
Signed Owner / Applicant Certification		1
Uniform Application & Indemnification Agreement		1
Site Plan		2
Current photos		1
Minor Modification Supplemental Questionnaire		1
Planning Application Fees		1
<i>SUBMITTAL ITEMS – IF 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
Floor Plan(s) - if any change in land use proposed		2
Arborist Report		1
Additional Information – as requested by staff		As directed

\* 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).

*Refer to the [Application Submittal Details](#) document for clarification and City expectations regarding the above checklist items.*

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### OWNER / APPLICANT CERTIFICATION

I, \_\_\_\_\_ (print), owner / applicant (or representative of the applicant) for this planning permit, do hereby state that I have provided the materials listed above, and that these materials have been submitted following the instructions provided by Planning Division in the submittal requirements form for this permit. If, at my request, this application is significantly amended, including but not limited to number of units, stories, height, setbacks, site circulation, site plan layout, or the need for additional discretionary permits, I understand this will require submission of a new application, including fees and checklist items. I understand that my application may be rejected (within 30 days of submittal or resubmittal) due to missing or incomplete information as required. I also understand that additional fees and subsequent information may be required during the course of processing this request as determined by planning staff pursuant to State Government Code Section 65944.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

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

1. Describe the existing use of the property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Describe the proposed changes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**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

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**PLANNING DIVISION USE ONLY**

Date Filed: \_\_\_\_\_ Fees: \_\_\_\_\_ By: \_\_\_\_\_

Check one:  Approved  Denied

Conditions of Approval: \_\_\_\_\_  
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