

For office use only:

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MINOR ALTERATION APPLICATION

A Minor Alteration is an inconsequential change to an existing use, structure, or site which is subject to a previously approved site plan. **Incomplete applications will increase processing time.** Please contact the Planning Department at (919) 319-4583 for additional information.

**One set of the site plan, elevation, and/or diagram of the property
MUST BE ATTACHED in 11x17-inch format (or smaller) AND a digital copy provided**

TYPE OF ALTERATION:

- Changes to the existing building façade**
(elevations, materials, color and samples)
- Changes to the approved landscaping**
(show easements, sight triangles and plant list)
- Changes to exterior lighting (only existing lighting)**
(elevations, materials, color and samples)
- Additions to buildings not exceeding 1% of existing square footage or improved floor area** (includes mechanical or incidental equipment)

Please provide a detailed description of work to be completed:

Project Name _____	Real ID or PIN # _____
Location (exact street address) _____	Previously approved site plan number _____

Applicant name _____ Company Name _____

Address _____ City/State _____ Zip _____

Contact phone (mobile) _____ (office) _____

E-mail address _____

Property Owners Name _____

Property Owners Address _____ City/State _____ Zip _____

OWNERS STATEMENT

I, _____, acting as agent for the owner/developer hereby submit the attached site plan for review. I understand that failure to address any item listed on this application shall result in the plan not meeting the minimum submission requirements and said plan shall be returned to me for revision and resubmission prior to review.

Applicant's name (print) _____ Signature _____ Date _____

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Project Number _____ Plans received: Paper Digital Date: _____