

## MAJOR MODIFICATION

The purpose of a Major Modification is to allow for changes to certain development standards beyond the 20% allowed by an Administrative Minor Modification and where the justification is not tied to a unique physical characteristic of the property that could be addressed through a Variance. The major modification procedure is not intended to serve as a waiver of current standards of the Land Development Code (LDC) or to circumvent the variance procedure.

### OVERVIEW

- A major modification request is generally:
  1. A deviation of more than 20 percent of any numeric requirement set out in LDC Chapter 2 - Zoning Districts, Chapter 4 - Environmental and Site Design, or Chapter 5 - Building Design; OR
  2. A modification of any regulation set out in Division 3-1-3, Use-Specific Standards for Primary Land Use.
- A major modification cannot be approved for any deviation not outlined above or for:
  1. An increase in building height above the maximum building height established by the underlying zoning district, preliminary development plan, or final development plan;
  2. An increase in permitted maximum development density or intensity;
  3. A change in permitted uses or mix of uses;
  4. A decrease in the amount of common or dedicated open space required; OR
  5. Modification of the standards set out in LDC Article 4-1, Environmental Quality.
- A [Neighborhood Meeting](#) is required prior to the submittal of an application for a major modification. The application will be reviewed by City staff and approved or denied at public hearings before the Planning Commission and the City Council.

The submittal requirements and checklist below are intended to assist in the preparation of the application. They are minimum typical items required to demonstrate conformance with the LDC. Additional sheets or items may be necessary, which will be identified by the city planner.

### SUBMITTAL CHECKLIST

Checkbox	Items	Description
	<b>Project Overview Letter</b>	One-page narrative summary with reference image. The summary must discuss the proposed use(s), the zone district, comprehensive plan designation, and construction activities that will occur as a part of the project. An image that represents the project must also be included on a separate page. This must be the first two pages of the application.

	<b>Title Report</b>	A title report that is current within 6 months of the application. If the application is not completed within 6 months, a new title report may be required prior to final approval. Only include the following schedule information: property details, exceptions, requirements, and additional disclosure items; these are typically identified as some variation of Schedules A, B, C, and D. Title reports shall include hyperlinks to referenced recorded documents. Please ensure all hyperlinks are functional prior to submitting the report, otherwise it may cause a delay in reviewing the application.
	<b>Conceptual Plan</b>	A conceptual site plan showing the proposed layout of the site including: building footprint/s, parking and drive aisles, landscape area, existing and proposed roadways, and other site details needed to demonstrate the modification being requested.

## CONCEPTUAL PLAN SET CHECKLIST

Checkbox	Items	Description
<b>DOCUMENT REQUIREMENTS / ITEMS TO BE INCLUDED ON EVERY SHEET</b>		
	<b>Sheet Size</b>	Arch D, 36" x 24"
	<b>Clarity</b>	All text must be masked, brought to the front, and situated so that it is legible. Content must be able to be reproduced so it is legible on an 17" x 11" print.
	<b>No Keynotes</b>	Keynotes are not allowed; site elements must be called out with leaders and text in plan view.
	<b>Title</b>	Project name centered at the top of each sheet.
	<b>Title Block</b>	Information that clearly identifies common information to do with the project, as well as information to do with only that particular drawing vertically situated on the right edge of the page, or horizontally at the bottom edge of the page (i.e. Project Name, Project Address, Drawing Title, Sheet Number, etc.)
	<b>Legend</b>	Include all line types and map symbols, hatching patterns, and line weights and styles that are applicable to the specific sheet. Existing and proposed objects must be clearly identifiable by separate line type and text.
	<b>North Arrow</b>	A directional arrow clearly indicating True North. Must be oriented towards the top of the sheet between straight left and straight right.
	<b>Bar scale</b>	Written and graphic engineering scale on plans, and architectural scale for building elevations only.
	<b>Sheet Numbers</b>	Stated as "current sheet number" of "total number of sheets" (e.g. 1 of 20).
<b>COVER SHEET</b>		
	<b>Legal Description</b>	Lots, Blocks, and Tracts within a specific subdivision and reception number. Include Quarter Section, Section, Township, Range, Principal Meridian, City, County, State. Include square footage and acreage.
	<b>Sub-title</b>	Indicate 'Major Modification' centered under the Title. Identify the Quarter-section, Section, Township, Range, Principal Median, City, County, and State.
	<b>Vicinity Map</b>	Show the general location of the parcel being developed in relation to nearby public roads (excluding non-adjacent local roads) and showing a minimum area of ½ mile surrounding the site. It is recommended that the <a href="#">Arvada City Map (Black &amp; White)</a> be used as the base map.
	<b>Contact Info</b>	Must include: Owner, Developer, Consultants, and other relevant parties. Include the name, mailing address, phone number, and emails. No personal cell phone numbers.
	<b>Sheet Index</b>	Include sheet number and title.
	<b>Site Data Table</b>	A table detailing the zoning district, required and provided dimensional standards, parking data, open space and landscaping data, and other zoning related information. See <a href="#">SITE DATA TABLE</a> for detailed template.

	<b>Narrative Summary</b>	A four to five sentence summary of the project detailing the existing use and proposed changes to the site including information related to the land, any existing buildings or buildings to be demolished, existing and proposed uses, and any other relevant background information.
<b>CONCEPTUAL SITE PLAN</b>		
	<b>Development Parcel Boundary</b>	Entire parcel must be clearly shown by a heavy continuous line.
	<b>Adjacent Zone Information</b>	Identify Zone District and general Land Use of all adjacent properties (i.e. - single-family, multifamily, commercial, industrial, open space).
	<b>Roadways</b>	Show general layout of existing and proposed street networks.
	<b>Walkways</b>	Show general layout of existing and proposed pedestrian networks.
	<b>Building Footprints</b>	Include general location of existing and proposed buildings.
	<b>Building Elevations</b>	Show all sides of proposed buildings including projecting elements such as cantilevered floor area, balconies, bay windows, etc. Identify any allowable setback encroachments or encroachments into the right-of-way. Include all buildings on site such as garages, trash enclosures and accessory buildings.
	<b>Open Space</b>	Show general location of public and private open space and label as such.
	<b>Utilities</b>	Include layout of existing and proposed major utilities and public services for the development.

## DETAILS

The Site Data Table below is a typical template. *[Bracketed italic text is for instructional purposes and should be removed from the submitted site data table.]*

<b>SITE DATA TABLE</b>				
<b>Site Development Information</b>				
	Zone District	<i>[e.g. - MX-N (Mixed-Use Neighborhood)]</i>		
	Housing Palette Lot Type	<i>[e.g. - Single-Family Detached – Small Urban]</i>		
	Total Project Area	sf		
<b>Development Standards</b>		<b>Site</b>	<b>Standard</b>	<b>% Modified</b>
Lot Standards				
	Lot Area (min)	sf	sf	
	Lot Width (min)	ft	ft	
	Lot Width, Corner (min)	ft	ft	
	Lot Coverage (max)	%	%	
Building and Parking Siting Standards <i>[not required for single-family or duplex units in RA, RN, or R districts]</i>				
	Frontage Zone (min/max) <i>[only in MX and OT Zones]</i>	ft	ft / ft	
	Façade in Frontage Zone (min) <i>[only in MX and OT Zones]</i>	%	%	
	Front Setback (min)	ft	ft	

	Front Parking Setback (min)	ft	ft	
	Side Setback, Street (min)	ft	ft	
	Side Setback, Interior (min)	ft	ft	
	Rear Setback (min)	ft	ft	
Building Standards				
	Height (ft [max])/ stories	ft	ft / na	
	Height Transition Zone Depth (min) <i>[only in MX Zones]</i>	na	na	
Site Standards				
	Landscape Surface Area (min)	sf / %	sf / %	
	Impermeable Surface Area	sf / %	na	
	Small Urban Park <i>[only in MX Zones]</i>	sf	sf	
Parking Standards <i>[may require additional Parking Zone and Parking Credit information]</i>				
	Standard Spaces	#	#	
	Accessible Spaces	#	#	
	TOTAL	#	#	
	Bicycle Spaces <i>[may require short-term/long-term breakout]</i>	#	#	
Proposed Use(s) with Gross Floor Area <i>[only in non-residential zones]</i>				
	Use 1 <i>[e.g. - label as medical office]</i>	sf	n/a	
	Use 2 <i>[only include if multiple uses on site; list all uses]</i>	sf	n/a	
	Building GFA	sf	n/a	
Dwelling Units <i>[only in residential zones, or MX with residential]</i>				
	Studio	#	na	
	1 Bedroom	#	na	
	2 Bedroom	#	na	
	3+ Bedroom	#	na	
	TOTAL (Bedrooms / Units)	#	na	

## DECISION MAKING TRACK

A major modification application follows Track 5.

LDC Table 8-2-2-2A: Decision-Making Tracks					
TRACK	DECISION MAKER	PUBLIC HEARING	PUBLIC OUTREACH		ADMINISTRATIVE APPEAL TO
			<i>Neighborhood Mtg</i>	<i>Notice</i>	
Track 1	Director <sup>1</sup>	No	No <sup>3</sup>	Yes <sup>4</sup>	Planning Commission or City Council (See §8-2-5-2)
Track 2	Director <sup>2</sup>	Planning Commission	Yes	Yes	City Council
Track 3	Planning Commission	Planning Commission	Yes	Yes	City Council
Track 4	City Council	City Council	No	Yes	-
Track 5	City Council	Planning Commission; City Council	Yes	Yes	-
Track 6	Floodplain Administrator	Floodplain Administrator	No	Yes	Floodplain Hearing Officer
Track 7	Floodplain Hearing Officer	Floodplain Hearing Officer	No	Yes	-
Track 8	Board of Adjustment	Board of Adjustment	No	Yes	-
Track 9	Informational only to Planning Commission and City Council	No	No	No	-
<sup>1.</sup> For Public Improvements Construction Drawings for private development, and is not appealable to the Planning Commission; for Floodplain Development Permits, the decision is by the Floodplain Administrator, and is appealable to the Floodplain Hearing Officer. <sup>2.</sup> Planning Commission fact-finding is not advisory. Director must issue a decision on facts found by the Planning Commission as to the application's compliance with the applicable standards of this LDC. <sup>3.</sup> At the discretion of the Director, a neighborhood meeting may be required to inform residents of the proposed development in their neighborhood. <sup>4.</sup> Notice required for Track 1 reviews only as required by Section 8-2-3-8, Notice of Administrative Application.					

## APPROVAL CRITERIA

Major Modifications are reviewed for compliance with the following criteria found in LDC §8-3-11-4:

1. The requested modification is consistent with the Comprehensive Plan and the stated purpose of the applicable zoning district;
2. The requested modification addresses a unique situation or incorporates creative site design;
3. The requested modification will not result in incompatible development;
4. The requested modification will have no significant adverse impact on the health, safety or general welfare of surrounding property owners or the general public; and
5. Any adverse impacts resulting from the modification will be mitigated to the extent reasonably feasible