

Purpose of Checklist

This checklist will help to ensure that your submitted plan is consistent with City of Centennial regulations. On the attached checklist, please check the box when the requirement has been met. When all items are complete, please read and sign the checklist at the bottom and submit it with your application and submittal materials.

Purpose of Administrative Amendment

Administrative Amendments provide an abbreviated amendment process for minor modifications to a MDP, FDP or SDP that do not substantially alter approved development standards. The Administrative Amendment must preserve the intent of the original plan it modifies. This Administrative Amendment review process is intended to be accomplished within thirty (30) business days, however, this time frame varies depending upon the circumstances of each individual case and the amount of time required for the applicant to respond/resubmit.



2001 Land Development Code Administrative Amendment Checklist

Administrative Amendment Checklist

Please check off the following items to ensure your application is complete. Sign and submit this checklist with your application.

Applicant Staff

		Title, including project name, type of application (“_____ Administrative Amendment No. _____”) and legal description of the subject property
		A legal description including description of boundaries in distances and bearings
		Vicinity map (scale of 1"=2,000' preferred) with north arrow with the major roadway network within one (1) mile of the proposal and jurisdictional boundaries
		An amendment history including case number(s) of previously approved plans and detailed information about the changes proposed. In these cases, the history should include a detailed description of the original and proposed elements
		A Certificate of Ownership signature block
		The Director of Planning and Development or Designee signature block
		A detailed graphic representation if change can be graphically illustrated. The description should include all changed data, together with enough of the underlying plan as is necessary to understand the effect of the change. Other than the listed elements, the Mylar should not contain any information that is not essential to understanding the effect of the amendment
		A note stating, “All other original terms, conditions and notes of the (MDP, FDP, and SDP) approved on (DATE) will remain in full force and effect as previously executed by the property owner and The City of Centennial”

I _____ state that the above submittal requirements have been provided in completion of the requirements for submission as required by the City of Centennial, and that all documents provided have been submitted in accordance with the requirements and guidelines of the City of Centennial.

I also understand that submitting erroneous information or an incomplete submittal may delay the processing of my application.

Signature

Date

Purpose of Checklist

This checklist will help to assure that your submittal is consistent with City of Centennial regulations. On the attached checklist, please check the box when the materials have been provided. When all items are supplied, please read and sign the checklist at the bottom and submit it with your application and submittal materials.

The following are the minimum submittal requirements for an Administrative Amendment. Please check off the following items to assure your application is complete.

Planning Packet (2 Complete Sets)

Applicant Staff

Applicant	Staff	
		Completed and signed application form
		Required fees and fee sheet (fees as determined by staff)
		Written Letter of Intent
		Any waiver requests
		Latest Final Plat (if platted)
		Latest Preliminary Development Plan
		Latest Final Development Plan or Location and Extent Plan
		Pre-submittal notes
		24" X 36" Final Development Plan exhibit—see template
		Title Commitment, dated within 90 days, including B-2 exceptions
		Copies of all recorded documents cited in the B-2 exceptions from the Title Commitment
		Certificate of taxes paid
		Notarized letter of authorization
		FDP checklist completed and signed
		Additional information as determined by staff

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Engineering (2 Complete Sets)

Applicant Staff

		Written Letter of Intent
		Phase III Drainage Study (if applicable)
		Grading Erosion & Sediment Control Report and Plan
		Any waiver requests
		Latest Final Plat (if platted)
		Latest Preliminary Development Plan
		Latest Final Development Plan or Location and Extent Plan
		Pre-submittal notes
		Engineers' Cost Estimate—see template (if applicable)
		Traffic Impact Study (if applicable)
		24" X 36" Final Development Plan exhibit—see template

Southeast Metro Stormwater Authority (SEMSWA) (1 Complete Set)

Applicant Staff

		Written Letter of Intent
		Phase III Drainage Study (if applicable)
		Grading, Erosion & Sediment Control Plan & Report
		Any waiver requests
		Latest Final Plat (if platted)
		Latest Preliminary Development Plan
		Latest Final Development Plan or Location and Extent Plan
		Pre-submittal notes
		Engineers Cost Estimate –see template (if applicable)
		24" X 36" Final Development Plan exhibit—see template

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City Attorney (1 Complete Set)

Applicant Staff

		Written Letter of Intent
		Title Commitment, dated within 90 days, including B-2 exceptions
		Copies of all recorded documents cited in the B-2 exceptions from the Title Commitment
		Certificate of taxes paid
		Notarized letter of authorization
		Pre-submittal notes
		Latest Final Plat (if platted)
		Latest Preliminary Development Plan
		Latest Final Development Plan or Location and Extent Plan
		24" X 36" Final Development Plan exhibit—see template

**NOTE: YOU MUST SIGN AND SUBMIT THIS CHECKLIST
WITH YOUR APPLICATION**

STAFF WILL NOT ACCEPT APPLICATION MATERIALS THAT ARE NOT COLLATED AND FOLDED.

I _____ state that the above submittal requirements have been provided in completion of the requirements for submission as required by the City of Centennial, and that all documents provided have been submitted in accordance with the requirements and guidelines of the City of Centennial.

I also understand that submitting erroneous information or an incomplete submittal may delay the processing of my application.

Signature

Date