

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 the Technical Amendment

Technical Administrative Amendments provide an abbreviated review process for minor technical modifications to a FDP, SDP, or ASP that do not substantially alter approved development standards. The Technical Administrative Amendment must preserve the intent of the original plan it modifies. This Technical Administrative Amendment review process is intended to be accomplished within fourteen (14) 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.



Technical 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 ("_____ Technical 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 Community Development or Designee signature block
		A graphic representation of the minimum details needed to illustrate the proposed change. 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 plan 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 (FDP, SDP, or ASP) 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

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

Planning Packet (1 Complete Set)

Applicant Staff

		Completed and signed land use application form
		Required fees and fee sheet (fees as determined by staff)
		Written Letter of Intent
		11"x17" copy of latest FDP, SDP, or ASP (plan that is being amended)
		Pre-submittal notes
		24" X 36" Technical Administrative Amendment exhibit—Bubble what is being amended
		Notarized letter of authorization
		Technical Administrative Amendment checklist completed and signed

Engineering (1 Complete Set)

Applicant Staff

		Written Letter of Intent
		11"x17" copy of latest FDP, SDP, ASP or AA (plan that is being amended)
		Pre-submittal notes
		24" X 36" Technical Administrative Amendment exhibit—Bubble what is being amended

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

Applicant Staff

		Written Letter of Intent
		Required fees and fee sheet (as determined by SEMSWA staff)
		11"x17" copy of latest FDP, SDP, ASP or AA (plan that is being amended)
		24" X 36" Technical Administrative Amendment Plan exhibit—see template
		Pre-submittal notes
		Low impact Grading, Erosion and Sediment Control Plan (if required)

**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.

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Signature

Date