



Modifications Committee – Three-Phase Approval Checklist

PHASE 1 — SCHEMATIC PLAN REVIEW (Concept Approval)

Applicant Submissions

- ☐ Site plan (footprint, massing, general layout)
- ☐ Elevation sketches (not final drawings)
- ☐ Basic materials palette
- ☐ Landscape concept zones

PHASE 2 — COMPLETE PROPOSED PLAN REVIEW (Final Approval)

Applicant Submissions (must be complete — no partials)

- ☐ Full architectural drawings & elevations
- ☐ Final materials list
- ☐ Lighting plan
- ☐ Grading & drainage plan
- ☐ Landscape plan
- ☐ Required consultant reports

PHASE 3 — AMENDMENTS (Minor Revisions Only)

Eligible Amendments

- ☐ Material substitution (equal/lesser impact)
- ☐ Minor landscape change
- ☐ Small dimensional adjustment
- ☐ Lighting substitution
- ☐ Revision required by permitting authority

APPLICANT CERTIFICATION

I certify that the above checklist is complete and accurate to the best of my knowledge and that all required materials have been submitted.

Applicant Name: _____

Signature: _____ **Date:** _____