

ADA COUNTY DEVELOPMENT SERVICES

200 W. Front Street, Boise, ID 83702. www.adaweb.net phone: (208)287-7900 fax: (208)287-7909



ADMINISTRATIVE MODIFICATION CHECKLIST

An Administrative Modification request is a staff level application.

GENERAL INFORMATION:

| Applicant: | | |
|------------|---|-------|
| Applicant | DESCRIPTION | Staff |
| | Completed and signed Master Application | |
| | DETAILED LETTER by the applicant fully describing the request or project and address the following: | |
| | Project number. | |
| | Date of original approval. | |
| | Owner of the property at the time of approval. | |
| | Current owner of the property. | |
| | Is the modification a relocation of the building pads? | |
| | Is the modification an increase in building sq. ft. not exceeding 20%? | |
| | Is this a minor modification to an approved parking, landscape, screening, sign, or outdoor lighting plan? | |
| | ORIGINAL CONDITIONS OF APPROVAL for project. | |
| | ORIGINAL MASTER SITE PLAN that was approved. One reduced copy to 8 1/2 "X 11". | |
| | MODIFIED MASTER SITE PLAN. One electronic copy, one full size copy and one reduced copy to 8 1/2" X 11". | |
| | DEED or evidence of proprietary interest. | |
| | APPLICATION FEE: Call County for Current Planning Fee or go to www.adaweb.net | |