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MINOR ALTERATION APPLICATION

A Minor Alteration is an inconsequential change to an existing use, structure, or site which is subject to a previously approved site plan. Please contact the Development Services Department at (919) 380-2761 for additional information or questions. **Incomplete applications will not be accepted for processing.**

A digital copy of the site plan, elevation, and/or diagram of the property MUST BE PROVIDED

Email to drc@townofcary.org

TYPE OF ALTERATION;

- Changes to the approved building façade** (show overlays, elevations, materials, color and samples)
- Changes to the approved landscaping** (show easements, sight triangles and plant list)
- Changes to exterior lighting (only existing lighting)** (show isolux lighting plan, calculations)
- Additions to buildings not exceeding 5% of existing square footage or improved floor area** (5,000 sf. maximum) (includes mechanical or incidental equipment)
- Other** (see criteria on back or following page)

Please provide a detailed description of work to be completed:

Project Name _____
 Location (exact street address) and/or PIN # _____

Applicant name _____ Company Name _____

Address _____ City/State _____ Zip _____

Contact phone _____ Email address _____

Property Owners Name _____

Property Owners Address _____ City/State _____ Zip _____

Contact phone _____ Email address _____

AGENT'S STATEMENT

I, _____, acting as agent for the owner/developer hereby submit the attached site plan for review. I understand that failure to address any item listed on this application shall result in the plan not meeting the minimum submission requirements and said plan shall be returned to me for revision and resubmission prior to review.

Owner/Applicant's name (print) _____ Signature _____ Date _____

3.10.1 Purpose and Applicability

A minor alteration is a change to an existing use, structure, or site which is subject to a previously approved site plan (see Section 3.9) and limited in scope.

3.10.2 Eligibility Requirements

In order to be eligible to use the Minor Alteration process, the proposed development plan must satisfy the following requirements and not otherwise be subject to site plan approval.

Development plans which do not satisfy all of the following requirements shall be required to utilize the Re-Use/Re-Development, Subdivision Plan, and/or Site Plan processes as appropriate.

- (A) The proposed improvements shall not exceed twelve thousand (12,000) square feet of disturbed area.
- (B) If the site is located within a protected watershed (Swift Creek or Jordan Lake), the plan must be exempt from the requirements of Sections 3.13 Grading Permits and 7.3 Stormwater Management and must meet the low density option of Section 4.4.6.
- (C) There shall be no proposed impacts to UTBs, Riparian Buffers, or wetlands.
- (D) The cumulative area of all proposed structural additions shall not exceed five percent (5%) of the gross floor area of the existing structure, or five thousand (5,000) square feet, whichever is less.
- (E) No utility service taps in excess of two (2) inches in size shall be made on existing public lines.
- (F) No additional public utility lines shall be proposed that require a water, sewer, or reclaimed water extension permit.
- (G) Retaining walls:
 - (1) Residential walls affecting more than one (1) lot or retaining walls on non-residential sites shall be eligible for the Minor Alteration process.
 - (2) Retaining walls (including all structural components) that are located entirely on one (1) residential lot shall be reviewed through the building permit process.
- (H) Any change to the approved use that does not require changes to the layout of the site (e.g., additional parking, drop-off lanes, etc.); and
- (I) The addition of a secondary or accessory use(s) permitted by right shall not increase the number of peak hour trips for the existing use(s) on the site to the level in which a traffic study would be required per Section 3.4.1(D)(3).

3.10.3 Procedure

Minor Alterations shall be reviewed and approved by the Development Review Committee. The site's overall compliance with the requirements of this Ordinance shall be considered as part of the review process, and this review may result in additional improvements which may be attached to the approval as conditions. Appeals of decisions made by the Development Review Committee shall be made to the Town Council, consistent with the requirements of Section 3.9.2(G).

3.10.4 Off-site Roadway Improvements and Dedication

Neither off-site roadway improvements nor right-of-way dedication shall be required as part of the review process for Minor Alterations.