

APPENDIX C

**GUIDELINES
FOR
MINOR CHANGES TO LAND USE
AND COASTAL DEVELOPMENT PERMITS**

The following guidelines shall be used by the Planning and Development Department to determine if a minor change to an approved or issued Land Use/Coastal Development Permit can be allowed without requiring a new permit.

1. The proposed change would otherwise be exempt from BAR review pursuant to Section 35-184.3. (Article II), Section 35-329.3. (Article III), and Section 35-431.3. (Article IV).
2. The proposed change would otherwise be exempt from Land Use and Coastal Development Permits pursuant to Section 35-169.2. (Article II), Sections 35-314.2. (Article III), and Section 35-482.2. (Article IV) (e.g., interior alterations, windows, skylights, decks).
3. The project has not been the subject of substantial public controversy or interest and there is no reason to believe that the proposed change has the potential to create substantial controversy.
4. The change does not increase the height of the roof ridgeline.
5. The change would not be counter to design direction provided by the BAR.
6. If the site is one (1) acre or less, the footprint of the structure may not be moved more than five (5) percent closer to the property line. If the site is more than one (1) acre, the footprint of the structure may not be moved more than ten (10) percent closer to the property line.
7. The change does not result in the removal of a specimen tree(s).
8. The change does not affect easements for trails, public access, or open space.
9. The change does not increase the required number of parking spaces.

If the proposed minor change does not conform to the guidelines identified above, the applicant should apply for a new development permit.