

Application for Nominal Alteration Plan (NAP) to:

- Site Development Plan (SDP) Site Development Plan Amendment (SDPA)
 Site Development Plan Insubstantial Change (SDPI) Site Improvement Plan (SIP)
 Site Improvement Plan Insubstantial Change (SIPI) No Existing Site Plan

To determine if the requested change can be submitted through the Nominal Alteration Plan and does not require an insubstantial change or an amendment to the SDP or a SIP, the applicant should contact the Development Review Division.

Failure to obtain pre-submittal authorization from Development Review will delay processing of the application until such authorization has been received.

APPLICANT CONTACT INFORMATION

Name of Owner: _____
 Name of Applicant (if different than owner): _____
 Address: _____ City: _____ State: _____ ZIP: _____
 Telephone: _____ Cell: _____ Fax: _____
 E-Mail Address: _____

Name of Agent: _____
 Firm: _____
 Address: _____ City: _____ State: _____ ZIP: _____
 Telephone: _____ Cell: _____ Fax: _____
 E-Mail Address: _____

PROPERTY INFORMATION

Project Name: _____
 Most Recent Approved SDP/SDPA/SDPI/SIP/SIPI No: _____
 Section/Township/Range: ____/____/____ Folio # : _____

ELECTRONIC SUBMITTAL REQUIREMENT CHECKLIST

At time of submittal, the checklist is to be completed and submitted with the application packet. **Incomplete submittals will not be accepted.**

REQUIREMENTS FOR REVIEW:	ELECTRONIC DOCUMENTS	REQUIRED
Completed Application (download current form from the County website)	1	
Completed Addressing Checklist	1	
Determination (i.e. email correspondence) from the County Manager or designee that confirms the proposed revisions to the application are consistent with the criteria.	1	

ELECTRONIC SUBMITTAL REQUIREMENT CHECKLIST CON'T

REQUIREMENTS FOR REVIEW:	ELECTRONIC DOCUMENTS	REQUIRED
Cover letter describing in detail the proposed changes	1	
Site Plan/NAP Plan Sheet, 24 in. x 36 in., addressing all required information, including showing affects by the change "clouded" clearly delineating the area and scope of work to be done <ul style="list-style-type: none"> • For projects that have an existing SDP, SIP, etc., the NAP Plan is only required to show the plan sheets that have changed. • For projects that do not have an existing SDP, SIP, etc., please include a separate 24 in. x 36 in. coversheet with the following information: <ul style="list-style-type: none"> ○ Project Name ○ Name, Address and Phone Number of firm/agent preparing plans ○ Name, Address and Phone Number of property owner ○ Zoning Designation ○ Vicinity map clearly identifying the location of the development ○ Legal description and Property ID Number 	1	

FEES

Fee Requirements:

- Each plan sheet, excluding the cover sheet: \$25.00
- Fire Code Review Fee: \$150.00

LINKS

Online Payment Guide can be located: [Here](#)

Completed application may be submitted online [GMD Public Portal](#)

If unfamiliar to applying on portal or have questions, please look over our [E-Permitting Guide](#)