

**APPLICATION FOR INSUBSTANTIAL CHANGE TO:**

- Site Development Plan (SDPI)
  - Site Improvement Plan (SIPI)
- LDC section 10.02.03 and other provisions of  
Chapter 4 of the Administrative Code

In order to determine if the requested change is insubstantial and does not require an amendment to the SDP or the SIP, the applicant should contact the Development Review Division. If the name of the original project planner is known, the applicant should contact that planner. (For all other projects, the applicant should contact the Development Review Division at 239-252-2400).

If the change is determined to be insubstantial, the name of the planner contacted should be shown on the application and referenced in the cover letter. 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: \_\_\_\_\_  
 Original SDP/SIP #: \_\_\_\_\_ Section/Township/Range: \_\_\_\_/\_\_\_\_/\_\_\_\_

**DETAIL OF REQUESTED CHANGE(S)**

**Provide a cover letter describing in detail the proposed changes, including any discussions with the assigned planner that may be pertinent to the review of the application and the sheet numbers of the plans affected by the change.**

Please note that changes to one set of plans may require changes to other plans: for example, relocation of a fire or utility line shown on the site plan may require changes to the landscape plan; the addition of a carport or awning to a commercial site would require the submittal of Architectural plans.

**Electronic Submittal Requirement Checklist for:  
Insubstantial Change to either  
Site Development Plan (SDPI) or Site Improvement (SIPI)  
Chapter 4 of the Administrative Code**

At time of submittal, the checklist is to be completed and submitted with the application packet. See chapter 4 of the Administrative Code for submittal requirements. **Incomplete submittals will not be accepted.**

REQUIREMENTS FOR REVIEW:	ELECTRONIC DOCUMENTS	REQUIRED	NOT REQUIRED
Completed Application (download current form from County website)	1		
Completed Addressing Checklist	1		
Determination (i.e., e-mail correspondence) from the County Manager or designee that confirms the proposed revisions to application are consistent with the insubstantial change criteria.	1		
Cover letter describing in detail the proposed changes	1		
Site Plan, including coversheet per Admin Code I.5 SDPI, I.6 Coversheet, 24 in. x 36 in., addressing all required information, including showing the changes "clouded" clearly delineating the area and scope of work to be done.	1		
Estimated costs of construction of roadways, paving, and drainage (Signed and sealed)	1		
Estimated costs of utility construction of water and sewer (Signed and sealed)	1		

**FEES**

- **Insubstantial Change to Site Development Plan or Site Improvement Plan:** First sheet \$400.00 (not including the cover sheet), \$100.00 for each additional sheet submitted
- **Fire Code Review:** \$ 150.00

**Engineering Site Plan Review Fees:** Complete Review and inspection fees are due at time of application submittal, when required.

- Construction Document Review: 0.75% of probable Paving, Grading, Drainage, Lighting, Code Minimum Landscaping, and any other appurtenant cost of construction.  
Cost Estimate \$ \_\_\_\_\_ **Due at Application Submittal.** \$ \_\_\_\_\_
- Construction Inspection: 2.25% of probable Paving, Grading, Drainage, Lighting, Code Minimum Landscaping, and any other appurtenant cost of construction.  
Cost Estimate \$ \_\_\_\_\_ **Due at Application Submittal.** \$ \_\_\_\_\_

**FEES CON'T**

**Utility Plan Review and Inspections:**

- Construction Document Review: 0.75% of probable water and/or sewer construction costs

Cost Estimate \$ \_\_\_\_\_

**Due at Application Submittal.** \$ \_\_\_\_\_

- Construction Inspection: 2.25% of probable water and/or sewer construction costs.

Cost Estimate \$ \_\_\_\_\_

**Due at Application Submittal.** \$ \_\_\_\_\_

**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](#)