

Amendment

A substantial modification of an approved development plan requires an amendment of the adopting ordinance (see Sec. 9-108 of the Zoning Regulations). The amendment is reviewed by the Planning Board in a public hearing, after which it makes a recommendation to the City Commission. The Commission holds its own hearing and adopts a new ordinance amending the previous approving ordinances. The process usually takes between 50 and 70 days.

The review criteria for an amendment include the criteria for a preliminary development plan (9-104) and three additional criteria (9-108(B)). The applicant should address the findings in a narrative explaining the rationale for the amendment.

Following adoption of the a new ordinance, the applicant will need to submit a mylar copy of the amended site plan before applying for building permits.

2021-02-02

PUD Amendment application checklist

Before submitting your application

- Pre-Application Meeting (at least 20 days to application submittal)
- [Neighborhood Meeting](#) (to be held before application submittal)

Application materials

- [General Application Form](#)
- Neighborhood Meeting Report
- \$85 fee *payable to City of Manhattan*

Detailed instructions for the following submittal items can be found in [Sec. 9-106 \(C\) of the Zoning Regulations](#). Not all of the items may be required; the pre-application meeting will determine which ones are.

- Final development site plan *9-106 (C) (4)*
- Final landscape plans *9-106 (C) (5)*
- Final architectural plans *9-106 (C) (6)*
- Final exterior lighting plan *9-106 (C) (7)*
- Final grading, drainage, and utility plans *9-106 (C) (8)*
- Final signage plan *9-106 (C) (9)*
- Other information as necessary *9-106 (C) (10)*
- Written documents *9-106 (C) (11)*

Requirements for the above plans

1. 24 x 36 inch format
2. Scale no less than 1 inch = 100 feet
3. Include two paper copies and one digital copy