



PLANNED UNIT DEVELOPMENT MINOR & MAJOR AMENDMENTS

PLANNING & ZONING RICHFIELD COMMUNITY DEVELOPMENT DEPARTMENT

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Any changes to an approved final development plan require approval of an amendment. There are two types of amendments:

Minor amendments are reviewed administratively.

Major amendments must be considered by the Planning Commission at a public hearing, and final approval granted by the City Council.

THE FOLLOWING ARE CONSIDERED MINOR AMENDMENTS:

- Increases to signage that was explicitly approved as part of the FDP;
- Landscape changes;
- Parking lot configuration changes (not the number of spaces);
- Less than a 5% change in the number of parking spaces;
- Less than a 10% change in floor area in any one structure;
- Less than a 10% change in the approved separation of buildings;
- Less than a 5% change in the ground area covered by the project; or
- Less than a 5% change in the number of residential units.

Note: The Director may determine that a proposed minor amendment is in fact a major amendment and may refer such proposals to the Planning Commission and City Council.

Fee/Timing:

Application fee for a minor PUD amendment is \$400.00. Process takes approximately one month.

THE FOLLOWING ARE CONSIDERED MAJOR AMENDMENTS:

- Any decrease in the amount of approved open space;
- More than a 10% change in floor area in any one structure;
- More than a 10% change in the approved separation of buildings;
- Any change in approved setbacks from property lines;
- More than a 5% change in the ground area covered by the project;
- More than a 5% change in the number of parking spaces; or
- The introduction of new uses not included in the final development plan (FDP) approval.

Fee/Timing:

Major PUD amendment - \$1,000 plus \$5/\$1,000 of the project value (construction cost) up to a maximum fee of \$5,000. Process takes a minimum of two months.

An application and all supporting documentation is submitted online via [Citizen Serve](https://www5.citizenserve.com/richfield). (<https://www5.citizenserve.com/richfield>)

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SECTION 542.13

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