



CITY OF KINGMAN DEVELOPMENT SERVICES

310 North Fourth Street

Phone: 928.753.8130

MINOR MODIFICATION TO DEVELOPMENT STANDARDS PROCESS & CHECKLIST

SITE PLAN REQUIREMENTS

- ☐ North point and scale;
- ☐ Current zoning of the property;
- ☐ Area of site in square footage and acres;
- ☐ Property line locations and dimensions;
- ☐ Distances in feet of any existing or proposed buildings to property lines;
- ☐ Location, dimensions, and square footage of all proposed and existing structures on property;
- ☐ Locations of existing and proposed driveways including those on opposite side of street;
- ☐ Location of existing and proposed parking areas, including number of parking spaces;
- ☐ Type and location of any outdoor storage including site obscuring fences or walls;
- ☐ Location of landscape areas;
- ☐ Location and height of any walls;
- ☐ Location of abutting streets and alleys and existing or proposed improvements including curbs and sidewalks;
- ☐ Location and dimensions of public or private easements;
- ☐ Type and general location of public utilities;
- ☐ Storm drainage provisions and any "A" flood zones impacting the property;
- ☐ Any additional supporting information that would assist in the review.

REVIEW AND FINAL DECISION

The Development Services Director (Director) shall review and may approve a Minor Modification for only those circumstances specified in Table 2-40.070.A (Types of Minor Modifications), and only after first making the findings specified in Subsection 2-40.070.D.3, except when accommodating the Reasonable Accommodations under the Federal Fair Housing Act (FFHA) and the Religious Land Use and Institutionalized Persons Act of 2000 (RLUIPA).

The Director may approve a Minor Modification or may defer deciding and instead refer the application to the Board of Adjustment for review and final decision, in compliance with Division 2-70 (Variances).

The Director may approve a Minor Modification application subject to conditions so long as the development will meet all the other standards or requirements established in this Code which apply to that development, and if the approval would be in compliance with the following findings:

- There are special circumstances applicable to the property, including for example its size, shape, topography, location, or surroundings;
- Approving a Minor Modification will not grant special privileges inconsistent with the limitations upon other properties in the vicinity and the zone in which the property is located;
- The special circumstances applicable to the property are not self-imposed by any person presently having an interest in the property; and,
- The requested Minor Modification will not allow the establishment of a use that is not otherwise permitted in the zone.

Each application shall be reviewed on an individual case-by-case basis and the approval of a prior Minor Modification is not admissible evidence for the approval of a new Minor Modification. The decision of the Director or may be appealed following the procedures established in Section 2-80.020 (Appeals of Administrative Decisions).

A Minor Modification approved in compliance with this Section shall continue to be valid upon a change of ownership of the business, parcel, service, structure or use that was the subject of the permit application in the same area, configuration and manner as it was originally approved in compliance with this Section, and the provisions of Division 2-60 (Nonconforming Provisions).