

**PROCEDURES AND CRITERIA FOR
ADMINISTRATIVE AMENDMENTS TO
SITE PLANS AND MULTI FAMILY CONCEPT PLANS**

CRITERIA

Ordinance #2022-10568, adopted March 31, 2022, provides that the Planning and Community Development Director or his/her designee may approve minor amendments to site plans and multi family concept plans (MFCP) approved by the City Council under Sections 2.7.3, 2.7.4, 3.3 and 3.13 of the Unified Development Code.

Minor amendments are those which provide for rearrangement or reconfiguration of elevations, parking areas, landscape areas, drainage facilities, utilities, etc. or other site improvements as necessary for construction.

PROCESS

1. Applications for amendments to approved site plans or multi family concept plans shall be submitted to the Planning Department on the application form provided along with payment of the application fee of \$50.00 (or as provided on the latest approved Fee Schedule). The submission may be mailed, emailed to Planning@CityofIrving.org, or delivered to the Planning offices.
2. With the application form, the Applicant/Owner shall provide a copy of the council approved site plan and a legible site plan showing the proposed changes clearly identified. The submission shall also include the completed documentation form applicable to the request (site plan, MFCP) providing the amount of deviation and justification for the request. The amended site plan shall also include all notes as provided on the originally approved plan as well as the deviation and purpose for the change.
3. The site plan shall also provide a signature block for the Planning Director. Said block shall read as follows:

This amended site plan/project plan is hereby approved in accordance with Section ____ of the Unified Development Code.

Jocelyn Murphy, Assistant Director
Planning Department
City of Irving, Texas

Date

4. All applications for approval of an Administrative Amendment for a site plan shall be reviewed by the infrastructure Technical Review Committee which meets on a weekly basis. Immediately following the meeting, the applicant will be notified by email of Technical Review Committee comments and whether or not the amended plan can be administratively approved.
5. Once all outstanding items have been resolved, the applicant will provide two (2) final paper copies for signature.
6. If the Planning Director determines that the requested amendments are not "minor amendments," then the applicant may submit a new application to revise the zoning case or multi family concept plan, which will be processed in accordance with standard procedures for such a case.