



Administrative Amendments to Approved Site Plans

(S-P Site Plans NOT based on Mixed Use districts or TOD Transit Oriented District)

Please provide the following information to determine if a site plan is eligible for an administrative amendment. If the below parameters cannot be met, a site plan may be adjusted only through the public hearing process.

Please complete the requested information as applicable to the project. "N/A" can be put in the blank for any items not being adjusted. Please return to the Planning Department or email to Planning@CityofIrving.org.

Administrative Amendments may approve "minor amendments" a Council approved S-P Site Plan that provides for rearrangement or reconfiguration of elevations, parking areas, landscape areas, drainage facilities, utilities, or other site improvements and which:

- 1) Comply with all requirements of the comprehensive **zoning ordinance** (Unified Development Code) and any other applicable ordinances of the city.
 - Ordinance Number or Case Number of adopted site plan to be amended: _____
 - Comment:

- 2) Do not change the **character of the development or intent** of the City Council or Planning and Zoning Commission at the time of approval
 - Comment:

- 3) Do not alter the basic relationship of the development to **adjacent property** including external effects such as noise, heat, light, glare, odor and vibration
 - Comment:

- 4) Do not change the **uses** permitted

As Approved	Proposed	Difference, if any

5) Do not require amendment or abandonment of any **easements** or rights- of-way

- Comment:

6) If provided in an approved site plan, do not increase the size of or change the locations, lighting, or orientation of originally approved **signs** unless said changes comply with all current City of Irving sign regulations

As Approved	Proposed	Difference, if any

(7) If specifically provided as a condition of site plan approval, do not decrease the amount of **open space, landscape area and/or trees** greater than 5%. Open space, landscape area and/or trees may be redistributed in compliance with the intent of the requirement but shall comply with the minimum required by ordinance

As Approved	Proposed	Difference, if any

(8) Do not decrease the height or total linear distance of **fencing or screening**

	As Approved	Proposed	Difference, if any
Fence Height			
Fence Length			
Screening Material			

(9) Do not adversely change in **traffic circulation, safety, drainage or utilities**

- Comment:

(10) Do not reduce minimum **yards or setbacks** greater than 10% but shall be no less than that required by the base district

As Approved	Proposed	Difference, if any

(11) Do not increase the maximum allowed **density, footprint, or height** greater than 5% but at no time shall exceed that permitted by the base zoning district

	As Approved	Proposed	Difference, if any
Density (units/acre)			
Floor Area sq. ft.			
Height ft.			

- (12) Do not decrease the amount of off-street parking and loading spaces greater than 5%, provided that the minimum parking and loading requirements are met

As Approved	Proposed	Difference, if any

FOR S-P-1 R-AB Zoned Districts (Restaurant with on premise alcohol consumption):

- (13) Do not increase **patron seating** greater than 10%, provided that adequate parking is available for the added demand

Number of seats	As Approved	Proposed	Difference, if any

- (14) For S-P-1 R-AB site plan zoning districts, **allow outdoor seating** not to exceed 25% of the interior square footage used for dining service (not to include waiting areas, bar area, kitchen, and back of house). No outdoor dining shall be permitted within 50 feet of a single family district and no amplified music shall be operated within 200 feet of a single family district, both as measured at the closest edge of the patio space of the outdoor dining service.

Approved interior dining area	Proposed outdoor patio seating	% outdoor seating to interior

Applications for Administrative Amendments to approved site plans shall be submitted to the Planning Department with an application form, copies of the site plan including a pdf/electronic copy, and payment of the fee in accordance with the most recent schedule of fees approved by the City Council.

The Director of Planning or his/her designee shall not be required to approve a request but may deny a request that he or she determines to be other than a "minor amendment" that does not meet the parameters of Sect. 1.12.5. If an applicant disagrees with any part of a decision rendered by the director or his/her designee, the decision may be appealed to the Board of Adjustment as provided in Sect. 1.12.5.