



Plat Note Amendment or NVAL Amendment

Application Review Process:

Application Type	Step 1	Step 2	Step 3
Plat Note Amendment OR NVAL Amendment	Pre-Application Meeting (Required)	Staff Review	Issuance of a Letter of No Objection

APPLICATION SUBMISSION PROCESS: Upon receipt of the electronic Camino submission, a member of our Staff will contact the applicant for any additional necessary information and to coordinate the next steps. The [Camino application portal](#) can be found on our Planning and Zoning Website.

DIGITAL SUBMISSION: The following digital documents are to be uploaded directly to our online portal, Camino:

	<input type="checkbox"/>	The fee and application pages* shall be submitted via Camino. See the current fee in section F on the Development Services Fee Schedule posted on the Planning and Zoning website .
	<input type="checkbox"/>	A letter of request. This shall include: -The current plat note and the proposed plat note language. <i>FYI – It is critical that the amended language is that which is suggested by the County’s Planning and Development Management Division, Environmental Protection and Growth Management Department, to prevent it from being rejected by them later.</i> -The reason for the request -The current type of use and square footage -The address and the BCPA folio number -List any associated applications and status (i.e. site plan application/approval date)
	<input type="checkbox"/>	An authorization letter from the property owner
	<input type="checkbox"/>	A location map aerial with the subject property outlined and surrounding streets identified
	<input type="checkbox"/>	A copy of the current Plat
	<input type="checkbox"/>	A copy of any previously approved PNAs for the Plat
	<input type="checkbox"/>	A copy of the proposed Plat (if changes are being made)

*Updated copies of the application, proof of ownership, or narrative may be required if information has changed (i.e.: if the property ownership changes, the owner’s certificate and application will need to be revised with the City’s file).