



# Mylar Change Guidelines

Very minor Site Plan or Redevelopment Plan changes may qualify for a fast approval process known as a "Mylar Change". Mylar Changes may be used to document "as-built" conditions discovered at Certificate of Occupancy inspection time, which have no impact on a project's level of quality, safety, or appearance. Such changes do need to be documented but are minor enough that they can be approved on a "walk-in" basis without referral to other departments.

The Director of Planning established the guidelines for authorization of a Mylar Change process. In summary, the following types of Site Plan changes may be processed as Mylar Changes:

- Minor changes in the location of exterior light fixtures, unless the change could impact site safety.
- Minor sidewalk relocations on private property.
- Sidewalk additions on private property.
- Parking lot surface changes (as permitted by Public Works).
- Monument sign relocations, if not encroaching into an easement.
- Minor reductions in the number of parking spaces (when above the minimum number required by code) or parking space reconfigurations (not involving a net reduction in landscaping.) (The Case Manager will check the minutes of the original Planning & Zoning Commission meeting at which the plan was approved. If there was any concern about inadequate parking, staff will process the application as a Minor Amendment or send it to the Planning & Zoning Commission).
- Landscape species changes or minor relocations of plants.
- Relocation of landscape islands, if sight distances are not affected.
- Minor fence relocations, if not encroaching into an easement. Fencing may not obstruct corner site lines or impact drainage easements or flow paths.
- Minor architectural elevation changes including the addition (but not deletion) of fire doors and minor changes in window location.

## The Mylar Change process is also used to:

- Correct typographical errors and minor drawing errors.
- Make minor updates of old Site Plans where a new Site Plan has been carved out as a separate plan. For example, a recent Planning Commission case might have granted approval for a new pad site in an existing shopping center. The pad site might have received a new case number and Site Plan, in which case the original shopping center plan would have to be amended to reference the new plan.
- Add "irrigation notes" to an existing plan where no other changes that would require a Minor Amendment are planned. The addition of an irrigation system crossing an easement does not need a revocable license as long as the note is used.

## The following types of cases DO NOT qualify for Mylar Change processing:

- Any change that may require a "revocable license" from the Real Property division.
- Changes to properties that do not have an existing Site Plan Redevelopment Plan. If no plans exist, applicants need to create a Redevelopment Plan. Discuss this application process with a Planning Department staff member.
- Significant reductions in the quality of landscaping or buffering such as reductions in plant materials, elimination of walls or fences, or significant changes in the design, materials, or colors of fences or walls.
- The addition or relocation of large buffering features, such as walls or fences.
- Significant changes in the design of building elevations, including changes in approved color schemes, materials, and architectural features.
- Significant reductions in parking supply, even if zoning code requirements are still being met.
- The elimination of items negotiated by a neighborhood group.
- The significant addition of signage or significant changes in color or design even though the design may still meet the code.
- Any changes that violate a zoning or city code.
- Any changes to site access.
- If any of the following items are proposed, the application will be required to be reviewed as a Minor Amendment and will likely require a drainage letter. Please contact Public Works Engineering at 303-739-7300 for more details:
  - Greater than 500 square-feet of increased impervious area.
  - Changes to existing drainage infrastructure.
  - Changes in drainage patterns or grading.
  - Improvements within existing drainage easements.

## Planning will NOT process a change as a Mylar Change procedure if:

- The proposed change needs to be referred to other departments for review and approval.
- The applicant is also proposing other site changes that don't qualify as Mylar Changes. (In this case, all the changes will be processed together as one Minor Amendment.)