



**Community & Economic Development Dept.**  
 2222 M Street, 2nd Floor  
 Merced, CA 95340  
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# MINOR MODIFICATION

## FILING REQUIREMENTS CHECKLIST

<b>STEP 1</b>	<p><b>APPLICATION SUBMITTAL.</b> Application submittal, at a minimum, shall include the items listed below. Incomplete submittals will not be accepted.</p> <p>Within 30 days of submittal, staff will review the application and will notify you, in writing, whether your application has been deemed complete or incomplete and indicate any necessary required information. Incomplete applications cannot be processed.</p>
<input type="checkbox"/> APPLICATION	Completed <a href="#">Planning Permit Application</a> with wet-ink or e-signatures. Application must be signed by all property owners or accompanied by documentation to authorize an empowered signee.
<input type="checkbox"/> COMPANION PAGE	Completed <a href="#">Use Permit Companion Page</a> <b>OR</b> <a href="#">Telecommunication Facility Companion Page</a> , if applicable.
<input type="checkbox"/> FILING FEE	Full payment of filing fee, based on latest adopted <a href="#">Fee Schedule</a> .
<input type="checkbox"/> ENVIRONMENTAL FORM	Completed <a href="#">Environmental Form</a> .
<input type="checkbox"/> SITE PLAN	Two (2) copies of a 11" x 17" site plan and 8.5" x 11" site plan (see <a href="#">Minimum Plan Requirements</a> ).
<input type="checkbox"/> SITE PLAN DESIGN REVIEW	<b>Any new construction, building additions, remodels, and/or changes to facades</b> will be subject to Site Plan & Design Review and related fees. If applicable to your project, please see <a href="#">Site Plan &amp; Design Review Filing Requirement Checklist</a> for additional submittal items required.
<input type="checkbox"/> DIGITAL COPIES	All submittal items saved on a CD or flash drive in a PDF format.
<b>STEP 2</b>	<b>APPLICATION PROCESSING</b>
CEQA	Staff will determine if the project is subject to environmental review under the California Environmental Quality Act (CEQA) and related additional fees.
REFERRALS	Staff refer the application to applicable local, State, and Federal agencies for review and comments. Applicants may be invited to a meeting with County agencies to discuss project implementation.
PUBLIC NOTICE	Staff will prepare the required public notices and staff report summarizing the project and environmental analysis.
<b>STEP 3</b>	<b>APPLICATION DECISION.</b> The Director will make a Decision on your project. The Decision can be appealed within 10 days of determination. If approved and no appeal is filed, staff will send you notice of the final action which includes but is not limited to approved plans and a list of conditions, organized by department, that must be met prior to project implementation or as part of implementation.