

PBC ZONING DIVISION
APPLICATION SUFFICIENCY CHECKLIST
ZONING AGENCY REVIEW (ZAR) ADMINISTRATIVE MODIFICATIONS
(Updated on 10/07/19)

All required application forms, plans and related documents (Documents) submitted to the Zoning Division, are reviewed by the Project Manager (PM) for sufficiency. The assigned PM shall utilize the Reasons for Insufficiency below to determine whether or not an application is sufficient.

1. An insufficient application shall not be accepted and a rejection notice will be sent to the Applicant/Agent identifying the required corrections.
2. Weekly on-line resubmittals are available between Monday 5:00 p.m. to Tuesday 11:59 a.m. (1)

REASONS FOR INSUFFICIENCY			
Sufficient?		Step 1 – Primary Details	Description
No	Yes		
		Property Control Number (PCN) Information:	Missing or incorrect PCN
		Applicant Information:	Incomplete or incorrect Applicant information
		Agent Information:	Incomplete or incorrect Agent information
		Step 2 – Request Details	
		Request Summary:	Missing information or summary provided does not relate to the Request(s)
		Current Resolution(s) for Project:	Incorrect or missing Resolution Number(s)
		Submitted Plans and Number of Modifications or Variance Request:	Incorrect Plan Type is selected (must be consistent with the approved Plan noted in ePlans)
			Incorrect Exhibit Number or Page Number (must be consistent with the approved Plan noted in ePlans)
			Multiple requests are entered in the same-modification request. (Every request shall be entered individually in this field)
			Proposed modification(s) exceeds the threshold of the ULDC Table 2.C.5.B – Administrative Modifications to Prior Development Orders (DOs) or Conditions of Approval
			Proposed variance(s) exceeds the Variance Request Limitations indicated in Article 2.C.5.D.3. of the ULDC
		Concurrency:	The request includes square footage increase or a new use which impacts concurrency. Applicant checked “No”
			Concurrency Table information is incomplete or inconsistent with the proposed request
		Step 3 - Documents	
		Attachments (Plans, Studies and Forms:	Missing or incomplete Forms (such as, Consent form, Affidavit of Completeness and Accuracy, Warranty Deed, etc.) as applicable
			Missing applicable Plans (such as, Final Site Plan, Final Subdivision Plan, Final Sign Plan, etc.) associated to the request. (Note: Plans that have multiple pages must be submitted as a set, even if some of the pages have no proposed modifications)
			Forms, Plans or supporting documents have illegible information
			Provided Plans by the Applicant are degraded in quality or legibility over the official Zoning Plans on the Zoning webpage
			Documents are not labeled consistent with the Zoning Naming Guide
			Document attached is inconsistent with the document type selected
			The area of modification is not within the provided PCN (1)
			Plans are not identifying proposed changes with red clouds (1)
			Stamp boxes have not been cleared of text on all pages (1)
			Provided Survey, Traffic Study or Drainage statement is not electronically signed and sealed per the Technical Manual.

(1) Not required for Type 1 Variances