



Community Development Department
1 Plaza, PO Box 667
Patterson, CA 95363
Ph. 209.895.8020
Fax 209.895.8019
www.ci.patterson.ca.us

MINOR ADJUSTMENT

This information is provided as a guide to assist you in the preparation of the application for a **Minor Adjustment**. It is also intended to explain the process by which the City analyzes and acts upon the application.

What is a Minor Adjustment?

The purpose of a Minor Adjustment is to establish a process to allow creative design solutions and to accommodate unique site conditions that may not meet strict requirements of this title. A Minor Adjustment may be granted to modify certain requirements of this code, as listed in Title 18.16.110-1 (Standards Subject to Minor Adjustment).

Application Submittal

An application for a Minor Adjustment shall be filed by the property owner or their representative/agent on forms prescribed for this purpose. The application shall be submitted to the Planning Department, 1 Plaza (P.O. Box 667), Patterson, CA 95363.

Processing the Application

The processing time for a completed application for a Minor Adjustment varies depending on the complexity of the application, any required environmental documentation and public noticing requirements. The Planning Director or authorized staff is the approving authority for this project, however the director may also refer it to the Planning Commission. Public notice of the application submittal and pending determination shall be made.

Note: If the application is not complete within thirty (30) days of receipt the City of Patterson Planning Department will deem the application incomplete, request additional information or return the application and application fee(s) to the applicant.



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Procedure

Minor Adjustment Review:

1. Pre-Application Conference with Planning Department Staff (Optional).
2. Submit Application.
3. Staff Review Application for Completeness.
4. Staff Evaluation of Application.
5. Public Notice of Application.
6. Staff Approves or Denies the Application.

Building Permits

Application for a Minor Adjustment does not constitute an application for a building permit. Separate building permit applications are required prior to any construction. Building permits shall not be issued until the appeal period has expired or any appeals filed have been acted.

Required Findings

In order to grant approval of a Minor Adjustment application, the Planning Commission must find the following:

- The proposed development is of sufficient size and is designed so as to provide a desirable environment within its own boundaries.
- The proposed development is compatible with existing and proposed land uses in the surrounding area.
- Any adjustments to or deviations from the density, requirements or design standards result in the creation of project amenities that would not be available through strict adherence to code provisions (e.g., additional open space, protection of natural resources, improved pedestrian connectivity, public plazas).
- Granting the minor adjustment will not adversely affect the interests of the public or the interests of residents and property owners in the vicinity of the premises in question.
- The minor adjustment is consistent with the general plan or any applicable specific plan or development agreement.
- The minor adjustment is the minimum required in that it allows the specified improvement or development to occur, but does not provide additional development rights.



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Application Contents

- Written description of the adjustment being requested.
- A site plan depicting all the buildings, structures, parking, and open spaces.
- If appropriate, elevations of proposed building, structures and/or fencing.

Note: Should your project require an environmental review, the applicant is responsible for the environmental filing fees (effective 1-1-2021) as follows:

- Negative Declaration (ND) or Mitigated Negative Declaration (MND)* \$2480.25
 - Environmental Impact Report (EIR)* \$3445.25
 - Environmental Document Pursuant to a Certified Regulatory Program* \$1171.25
 - County Clerk Processing Fee \$57.00
- (*Department of Fish and Game Fees)

Note: At least one copy of all the maps, site plans, floor plans, etc., must be provided as an 8.5 x 11" or 11" x 17" reproducible copy.



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Application for Minor Adjustment

Project #: _____

Name of Project / Development

Applicant Name

Mailing Address/City/State/Zip

Phone Number

Email

Property Owner

Mailing Address/City/State/Zip

Phone Number

Email

Property Description / Location:

Street Address

Assessor's Parcel Number(s) APN:

SIGNATURES:

The above information as well as the plans and materials submitted herewith in support of this application are, to the best of my/our knowledge, true and correct.

APPLICANT: _____ **DATE:** _____

OWNER: _____ **DATE:** _____