



## Administrative Relief Application Requirements

**REVIEW CRITERIA:** Applications for Administrative Relief must meet all of the following criteria before an application can be approved.

1. The strict application of the regulation in question is unreasonable given the development proposal or the measures proposed by the applicant or that the property has extraordinary or exceptional physical conditions that do not generally exist in nearby properties in the same zoning district and such conditions will not allow a reasonable use of the property in its current zone in the absence of relief.
2. The intent of this Zoning Code and the specific regulation in question is preserved.
3. The granting of the administrative relief will not result in an adverse impact on surrounding properties.
4. The granting of the administrative relief will not allow an increase in the number of dwelling units on a parcel.  
Administrative relief shall not be used to create or modify lots to the extent that they no longer meet the minimum lot size for the zone district in which they are located.

Code Section to be varied:  Request:

Requirement:  Percentage of Relief:

**SUBMITTAL CHECKLIST:** Any application for Administrative Relief must contain the following items.

Applicant	Planner
<input type="checkbox"/> <b>General Development Application Form</b>	<input type="checkbox"/>
1 copy of a <b>Project Statement</b> identifying the following:	
<input type="checkbox"/> 1. A clear description of the administrative relief request; and,	<input type="checkbox"/>
<input type="checkbox"/> 2. A Justification that addresses the four (4) review criteria listed above.	
<input type="checkbox"/> 1 copy of a <b>Site Plan</b> showing all "Plan Contents" below	<input type="checkbox"/>
<input type="checkbox"/> A <b>legal description</b> of the proposed project	<input type="checkbox"/>
<input type="checkbox"/> All plans, documents, and reports uploaded to <b>Dropbox folder</b> (Planner to send folder invite link through email)	<input type="checkbox"/>

**PLAN CONTENTS:** The content of the site plan must include the following information.

<input type="checkbox"/> Indication of standardized scale, both fractional and bar (i.e. 1" = 20')	<input type="checkbox"/>
<input type="checkbox"/> North arrow	<input type="checkbox"/>
<input type="checkbox"/> Property lines and dimensions	<input type="checkbox"/>
<input type="checkbox"/> Size and location of all existing easements	<input type="checkbox"/>
<input type="checkbox"/> Existing and proposed structures and dimensions	<input type="checkbox"/>
<input type="checkbox"/> Setbacks of all existing and proposed structures from property lines	<input type="checkbox"/>
<input type="checkbox"/> Other improvements (i.e. driveways, parking areas, sidewalks, curblines, fences, etc.)	<input type="checkbox"/>
<input type="checkbox"/> Height of all existing and proposed structures. Provide a structure elevation if request to applies to building height.	<input type="checkbox"/>
<input type="checkbox"/> Legend indicating the following information regarding the project site:	<input type="checkbox"/>
<input type="checkbox"/> Name, address and phone number of applicant/owner	<input type="checkbox"/>
<input type="checkbox"/> Property address	<input type="checkbox"/>
<input type="checkbox"/> Lot size in square feet	<input type="checkbox"/>
<input type="checkbox"/> Square footage of each structure, both existing and proposed	<input type="checkbox"/>
<input type="checkbox"/> Lot coverage of each structure, both existing and proposed and total amount of lot coverage	<input type="checkbox"/>
<input type="checkbox"/> Type, dimension and size of administrative relief for signage (if applicable)	<input type="checkbox"/>
<input type="checkbox"/> Elevation drawing of proposed sign for administrative relief for signage (if applicable)	<input type="checkbox"/>
<input type="checkbox"/> Number or existing and proposed off-street parking spaces and parking ratio used (if applicable)	<input type="checkbox"/>