



Administrative Relief Application Requirements & Checklist

Submittal Checklist

| General Requirements | |
|--------------------------|---|
| <input type="checkbox"/> | General Applicant and Owner Acknowledgement form |
| <input type="checkbox"/> | Project statement that includes the following items: <ol style="list-style-type: none"> 1. A clear description of the administrative relief request; AND, 2. A justification that addresses the four (4) review criteria listed below |
| <input type="checkbox"/> | A Site Plan that has all items in the "Plan Contents" section |

Plan Contents

| Overall Page Layout | |
|---|---|
| Include the information in a legend on the site plan. | |
| ▪ | North Arrow |
| ▪ | Property Address |
| ▪ | Name, address, and phone number of applicant/owner |
| ▪ | Legal Description |
| ▪ | Indication of standardized scale used both fractional and bar scale (i.e. 1" = 20') |
| ▪ | Tax Schedule Number |
| ▪ | Zone district |
| ▪ | Lot size in square feet |
| ▪ | Square footage of existing and proposed structures including house, garage, shed, etc. |
| ▪ | Lot coverage calculation – Show a calculation of the existing and proposed improvements and their respective square footages as a percentage. |
| ▪ | Front yard lot coverage – show the percentage of the front yard covered by driveway or carport structures. |
| ▪ | Include a note that states "The administrative relief request is to allow _____ where _____ is allowed per City Code _____." |

| Site Plan Contents | |
|--------------------|--|
| ▪ | Size and location of all existing easements |
| ▪ | Setbacks of all existing and proposed structures from property lines |
| ▪ | Existing and proposed structures and dimensions |
| ▪ | Other improvements (i.e. driveways, parking areas, sidewalks, curb lines, fences, etc.) |
| ▪ | Height of all existing and proposed structures. Provide a structure elevation/typical if request affects building height to any extent. |
| ▪ | Label the square footage of all structures on the drawing of the structure |
| ▪ | Property lines and dimensions- The City does not have provide property line information; the applicant is responsible to show accurate property lines as part of the application. If there is a question about the location of the property lines, the applicant should hire a surveyor to determine the location of the property lines. The dimensions and property lines shown on the site plan must match the exact location where the structure is built. Structures that are not built according to the provided and approved plan are subject to enforcement action. |

"If Applicable" Requirements



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| | |
|---|--|
| ▪ | Type, dimension and size of administrative relief for signage |
| ▪ | Elevation drawing of proposed sign for administrative relief for signage |
| ▪ | Number of existing and proposed off-street parking spaces and parking ratio used |

Review Criteria

ADMINISTRATIVE RELIEF REVIEW CRITERIA:

Applications for Administrative Relief must meet all of the following criteria before recommendation of approval is issued by City staff.

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.