

# ADMINISTRATIVE ADJUSTMENT (includes Waivers and Minor Changes)

PZ-AD

## WHAT TO EXPECT

- **Read this document in its entirety before using the online portal to apply for a permit.**
- **Be Prepared** - Information to have ready and submittal requirements are noted below. All submittal items must be in electronic format PRIOR to initiating an online application. **Only PDF format will be accepted.**
- **Online Portal Tutorial** – please watch a very brief video [here](#) prior to applying online so you understand how to use the online portal permitting system.
- **Register** – You will need to register in the online portal [here](#) if you have not already done so. Please remember your e-mail address and password because you will need them for future log-ins.
- **Start Your Online Application** - When you have followed the steps above, initiate an application using the online portal [here](#). You will need to log in, select My Portal, then Apply Online, then Planning and Zoning, then Administrative Adjustment, and follow the prompts from there.
- **Submit** - Clicking “Save and Continue” at the end will submit your application and create a permit. You will have an opportunity to edit your information one last time prior to submitting, and if you need to make changes later you may contact staff for assistance.
- **Upload** – Once you have created your permit, you may scroll down to “Submittals” and upload your PDF documents. Please note that you may see many requested items that were not discussed at your pre-application meeting. If staff did not request these items specifically and/or if they are not mentioned in your pre-application meeting notes, you may leave these items blank. *Please see the Online Submittal Requirements and Additional Requirements below.*
- **Pay** – A planner will review your application and submitted documents and let you know if any submittal items are missing. After staff has processed your documents, you will receive a message from the online system telling you your permit is “**technically complete.**” This means it is time to log into the online portal to pay for your permit. If someone else will be paying for your permit, please contact staff for assistance.
- **Communication** – Your case will be assigned to a planner who will let you know if anything else is needed to proceed with your permit.

## ONLINE APPLICATION INFORMATION

- **Parcel/Site** - be prepared with a Parcel Number or Site Address (if multiple, select one initially and the others can be added later in the online application)
- **Authorization** - you must be the property owner or a representative of the property owner and certify as such in the online application
- **If the request is for a lot size reduction, please list the percentage reduction desired. If not, leave blank.** The system will round to the nearest whole number. If less than 1 acre, please type “1.” A planner will look at your current parcel size and proposed parcel size and verify the percentage reduction prior to calculating the permit fee.

- Identify the type of **Administrative Adjustment, Waiver, or Minor Change** (the portal will have you select **one** of the following options):
  - *A decrease of not more than 10 percent of the required minimum Parcel or Lot Size, width or depth.*
  - *A decrease of not more than 20 percent of the required width of a front, side, or rear Setback.*
  - *An increase of not more than 20 percent in the permitted height of a fence or wall.*
  - *An increase of not more than 10 percent of the Projection into Required Yards permitted in Zoning Ordinance Section 4.5 of steps, stairways, landings, eaves, overhangs, masonry chimneys, and fireplaces into any required front, rear, side, or Yard between Buildings.*
  - *An increase of not more than 10 percent of the permitted height or area of signs.*
  - *An increase of not more than 10 percent in the maximum allowable Lot Coverage.*
  - *An increase of not more than 10 percent in the permitted height of buildings.*
  - *An increase of not more than 20 percent in the permitted height of the zone for Appurtenances such as religious symbols or watch Towers.*
  - *A decrease of not more than 10 percent in minimum Setbacks, parcel or Lot Size for animal keeping. A corresponding reduction of one of the total number of horses or other Livestock, goat, sheep, or swine shall be required with the requested reduction in Setback, Parcel, or Lot Size.*
  - *An adjustment to a Parcel or Lot Size based on eminent domain action taken by a public agency, or a dedication and acceptance of a portion of a parcel or lot for public Right-of-Way. No fees shall be collected with this type of administrative adjustment.*
  - *Waiver of Accessory Dwelling Unit separation distance and max. square footage in Section 3.4.D.2*
  - *Waiver of Off-Street Parking requirements in Section 4.1.D*
  - *Waiver of Off-street Parking paving in Section 4.1.C.3.C.i*
  - *Waiver of Parking Area design dimensions in Section 4.1.C.3.D*
  - *Waiver of Exempt Noncommercial Signs height in Section 4.2.B.1.F*
  - *Waiver of Landscaping standards in Section 4.4.F.3*
  - *Waiver of Compatibility Setback and Screening standards in Section 4.8.D.2*
  - *Minor Changes to a Planned District Zone in Section 2.11.C.5.B*

## ONLINE SUBMITTAL REQUIREMENTS

Please provide a **CLEAR, READABLE** electronic or scanned copy of the following **in PDF format**:

- **Narrative** – typewritten, explaining the request with exact measurements (existing and proposed) as applicable, how the request meets waiver criteria if applicable, and further clarifying details on the site plan.
- **Site Plan** - drawn **to scale** using accurate dimensions and showing property boundaries; existing and proposed improvements and uses; locations of driveways, pedestrian walks, landscaped areas, fences, exterior light fixture locations, walls, off-street parking areas including ingress and egress, traffic flow, and Easements (See the [Site Plan Requirements](#) document for a complete list).

## ADDITIONAL REQUIREMENTS

Please submit the following items **only** if applicable to your specific project/request. **Otherwise, you do not need to upload anything for these requested items in the portal.**

- Copies of recorded easements if applicable

- Legal descriptions of proposed and existing parcel and easements by an Engineer or Surveyor if needed to determine the relative location of proposed structure, if applicable to your project
- For **Setback and Height Adjustments**:
  - Letter of Approval of the adjustment from the adjacent or affected property owner(s) if the request is for a side or rear property setback reduction.
  - Elevations and/or Cross-Sections showing the elevation of the existing grade if the request is for a building/fence/ sign/appurtenance height or sign area adjustment.
- For **Accessory Dwelling Unit Waivers**: The narrative for the waiver request should address the following requirements for separation distance and size, which may be waived to achieve the following:
  - For existing Structures on the property to be converted into an Accessory Dwelling.
  - Protection of Environmentally Sensitive Features, as defined in Chapter 6, Definitions.
  - Design necessary to accommodate energy efficiency through passive solar design, alternative energy, or water conservation systems into the Site Plan or building design. Location of the Accessory Dwelling due to constraints of existing site infrastructure, such as wastewater treatment system(s), wells, utility lines, and driveway(s).
- For **Compatibility Setback Waivers**: A response to the following Findings:
  - The modification is consistent with the purpose of this Section, and
  - The modification is the minimum modification that would afford relief and would be the least modification of the applicable provisions of this Section, and
  - If the property requesting a reduction in compatibility Setback is Adjacent to non-residential development within a residential zone, or
  - If existing or new Landscaping provides solid screening at the property line, the requirement for a solid masonry wall or fence may be waived.
- For a **Landscaping Standards Waiver**: A response to the following Findings:
  - The strict application of these standards is not practical due to existing physical conditions including limited water availability;
  - The modification is consistent with the purpose of this Section; and
  - The modification is the minimum modification that would afford relief and would be the least modification of the applicable provisions of this Section [ZO 4.4].
- For **Parking Waivers**: Adjustments to off-street parking requirements may be requested (mention in Narrative) as follows:
  - Shared On-Site Parking. Where two or more uses on the same site or Adjacent parcels have distinct and differing peak parking usage periods. An agreement between property owners to maintain shared parking may be required.
    - Parking Spaces. Up to a 20% reduction in number of required Parking Spaces shall be based on a parking demand study and a traffic management plan, when required, performed in accordance with established professional practices.
    - Design Dimensions. Due to practical difficulties or hardship, the following may be adjusted: parking space length and angle, drive aisle width between parking spaces, and overall parking lot width.
- For a **Minor Change to Planned District Development Plan**: Planning staff shall notify the Planning and Zoning Commission about the requested change as an update during its regular study session. *If it is determined to be Minor as per this application, then staff will process the application as such.* If the

Planning and Zoning Commission finds the change constitutes a Major Amendment to a Planned District Zone, then a *Zone Change* process shall be required to process this request.

## **OTHER PERMITS MAY BE REQUIRED**

In addition to the Administrative Adjustment, applicable Building, Environmental Quality, and Engineering Permits may be required. Planning and Zoning review shall be conducted through the issuance of such permits. ***Please note that other Zoning applications may be required such as a Lighting Permit, Sign Permit, Design Review Overlay, etc. in order to proceed with development if the Administrative Adjustment is approved.***