



Administrative Adjustment Application

An Administrative Adjustment may be requested and granted for *up to ten (10) percent* of any **numeric parking standard** set out in Sec. 17-5.2(d)(1) Minimum Number of Off-Street Parking Spaces, *up to ten (10) percent* of any **fence height standard** set out in Table 17-5.8(d)(3), Maximum Fence or Wall Height in Required Yards, and *up to twenty (20) percent* of any numeric dimensional standard governing **lot width, lot area, building height, or building setback** set out in Article 3: Zoning Districts.

*All other development approvals and permits must also be obtained.

1. Applicant Information

| | |
|--|-------|
| Name | |
| Company (if applicable) | |
| Mailing Address (street, city, state, zip) | |
| Phone | Email |

2. Property Information

| | | |
|---|--------------------------|-------------------------|
| Address (including Suite/Unit/Space number, as appropriate) | | |
| Tax Map Reference Number(s) | | |
| Tenant/Business Name | Current size of property | Zoning District/Overlay |

3. Requested Adjustment

List below each UDO provision from which an adjustment is requested (e.g. Sec. 17-3.2(g)(3) RSF-3 Front Yard Setback, min.), the dimensional or other numeric requirement established in the UDO (e.g. 15 feet), the requested adjusted requirement (e.g. 14 feet), and the percentage change of the request (e.g. 6.5%).

| Standard and UDO citation | UDO Requirement | Requested Requirement | Change (%) |
|---------------------------|-----------------|-----------------------|------------|
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4. Additional Information

An application for an administrative adjustment must meet standards listed below. Please provide additional information regarding the requested administrative adjustment that demonstrates compliance with the decision standards in Sec. 17-2.5(r)(4) of the UDO. Use additional sheets of paper if necessary:

- The administrative adjustment is consistent with the character of development on surrounding land, and is compatible with surrounding land uses;
- The administrative adjustment:
 - Is required to compensate for some unusual aspect of the site or the proposed development that is not shared by landowners in general;
 - Supports an objective or goal from the purpose and intent statements of the zoning district(s) where it is located; or
 - Is proposed to save healthy existing trees;
- The administrative adjustment will not pose a danger to the public health or safety;
- Any adverse impacts will be mitigated, to the maximum extent practicable; and
- The site is not subject to a series of multiple, incremental administrative adjustments that result in a reduction in development standards by the maximum allowed.

5. Signature

| | |
|------------------------|------|
| Signature of Applicant | |
| Print Name | Date |