



ADMINISTRATIVE ADJUSTMENT SUBMITTAL CHECKLIST

Section 18-36

Applications must contain the following information in the format described. Applications will not be accepted if required items are missing or incomplete.

Applications for Administrative Adjustments are typically reviewed in conjunction with a Development Plan (DP). If applicable, please refer to DP checklist for submittal requirements.

- 1. Application Form** – must be signed by the property owner or be accompanied by an authorization letter
- 2. Application Fee** - refer to the application form (fee applies to each request)
- 3. Letter of Intent** – narrative describing the Administrative Adjustment request in detail, including responses to all of the following review criteria, per Section 18-36(d):

General review criteria [Note: All criteria considered “general review criteria” shall be met]. The Administrative Adjustment shall be:

- a. Consistent with the purpose and intent of the applicable regulation;
- b. In the case of dimensional standard modifications, the smallest modification necessary to accommodate the proposed improvement or resolve the subject issue; and
- c. Consistent with the Comprehensive Plan.

Additional review criteria [Note: Only one of the criterions considered “additional review criteria” needs to be met]. The Administrative Adjustment is either:

- a. Required to compensate for some unusual aspect of the development site or the proposed development that is not shared by landowners generally (e.g., lot shape or configuration);
- b. Proposed to protect sensitive natural resources or save healthy existing trees;
- c. Proposed to facilitate infill development up to five acres;
- d. Proposed to facilitate affordable housing;
- e. Required to eliminate a minor inadvertent failure to fully comply with a standard;
- f. Required due to natural conditions, such as watercourses, riparian buffers, natural rock formations, or topography;
- g. Required due to the presence of existing utilities or other easements on infill or redevelopment sites; or
- h. Proposed for site security purposes, based on a site security plan meeting all checklist requirements.

This is a general list of requirements. Some projects may require more or less information.

Notes

An adjustment shall not be granted to:

- a. Allow a use or activity not permitted by this Chapter 18;
- b. Change the use allowance as described in Article IV of Chapter 18;
- c. Modify a definition or use classification;
- d. Modify limited use or specific use standards;
- e. Modify temporary use standards;
- f. Modify any time restriction or standard;
- g. Modify aesthetic, material, or non-numerical standards that are qualitative and are not otherwise stated as adjustable as a specific adjustment per Section 18-36(b)(3);
- h. Modify the applicability or purpose of any requirement of this chapter;
- i. Modify a standard of this chapter that is specifically identified as non-adjustable;
- j. Modify a standard of this chapter that contains the word “prohibit” or “prohibited”;
- k. Modify a procedural requirement under [Chapter 18];
- l. Modify a condition of approval placed on a property through a previous action or development review procedure;
- m. Modify a standard such that applicable state or federal laws cannot be satisfied; or
- n. Modify a standard such that applicable requirements or permitted mitigations of the other chapters of the City Code cannot be satisfied.

As stated in Section 18-36, Administrative Adjustments provide for an alternative way to meet the purposes of the Development Code and provide for flexibility to allow reasonable development of property where special conditions or unusual circumstances exist. The Director shall determine if the Administrative Adjustment request(s) necessitate a different or more appropriate process (such as a Variance or PD-Overlay zoning).