



DEPARTMENT OF PLANNING

ADMINISTRATIVE DEVIATION SUBMITTAL REQUIREMENTS

Application/Petition Form: A completed Application/Petition Form is required. The application shall be signed, notarized and acknowledged by the owner of record of each parcel of property. Non-Property Owner: An application is sufficient if it is signed and acknowledged by a lessee, a contract purchaser or an optionee of the property for which the Administrative Deviation is sought. However, interest in that property must exist in a written agreement with the owner of record, attached to which is a copy of the Administrative Deviation application and in which the owner of record has authorized the lessee, contract purchaser or optionee to sign the application. The agreement must further stipulate that the owner of record consents to the filing and processing of the application and agrees to be bound by the requested Administrative Deviation.

DEED & LEGAL DESCRIPTION: In order to verify ownership, a copy of the recorded deed(s) for the subject property(ies), including exhibits and attachments, is required. The deed and all attachments must be legible. In most cases, the legal description on the deed is sufficient.

JUSTIFICATION LETTER: A detailed letter that explains the request, the intended use of the property, and how the project meets/supports existing City policies and regulations is required.

FEES: \$300

THE FOLLOWING PLANS ARE REQUIRED ONLY IF APPLICABLE

ALL PLANS SUBMITTED MUST BE NO SMALLER THAN 11x17 AND NO LARGER THAN 24x36.

SITE PLAN: (3 folded) Draw to scale and make legible: the entire subject parcel(s), all proposed and existing structures, utility easements and locations, signage, and adjacent streets. Site Plans must include:

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| <input type="checkbox"/> PROPERTY LINES CALLED OUT | <input type="checkbox"/> ADJACENT LAND USES/STREETS | <input type="checkbox"/> PARKING ANALYSIS |
| <input type="checkbox"/> DIMENSIONS (ACTUAL)/SCALE | <input type="checkbox"/> LANDSCAPE AREAS | <input type="checkbox"/> BUILDING SIZE (SQ. FT.) |
| <input type="checkbox"/> STREET NAMES | <input type="checkbox"/> VICINITY MAP | <input type="checkbox"/> PROPERTY SIZE (SQ. FT.) |
| <input type="checkbox"/> PARKING SPACES | <input type="checkbox"/> NORTH ARROW | <input type="checkbox"/> F.A.R. (FLOOR AREA RATIO) |
| <input type="checkbox"/> INGRESS/EGRESS | <input type="checkbox"/> SCALE | <input type="checkbox"/> DENSITY |

LANDSCAPE PLAN: (1 folded) Draw and make legible: all proposed and/or existing trees, shrubs and ground covers within common areas, easements, parking islands, buffers, perimeters and all other open space areas. Landscape Plans must include:

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|---|---|--------------------------------------|
| <input type="checkbox"/> TYPE & SIZE OF GROUND COVER | <input type="checkbox"/> SPECIFIC PLANT MATERIAL/SIZE | <input type="checkbox"/> NORTH ARROW |
| <input type="checkbox"/> LANDSCAPED AREA DIMENSIONS/SCALE | | |

BUILDING ELEVATIONS: (1 folded) Draw and make legible: all sides of all buildings on site. Building Elevations must include:

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|---|---|---|
| <input type="checkbox"/> DIRECTION OF ELEVATION | <input type="checkbox"/> BUILDING MATERIALS & COLORS CALLED OUT | <input type="checkbox"/> ELEVATION DIMENSIONS/SCALE |
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