



APPLICATION FOR ADMINISTRATIVE VARIANCE

For Office Use Only:

Application#: \_\_\_\_\_ PZ #: \_\_\_\_\_ Date of Decision: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address for which variance is requested (if different):

\_\_\_\_\_

Land Lot \_\_\_\_\_ District \_\_\_\_\_ Parcel \_\_\_\_\_

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrative Variance(s) Requested:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Required Information

- Application fee (\$25.00 – for each standard varied)
• Signature of property owner on application
• "No objection" letter from adjacent property owner(s)
• "No objection" letter from Home Owners Association (if applicable)
• A survey or site plan drawn to scale showing the following:
- All property lines
- Location of buildings, other structures, creeks, and easements referenced to the property lines
- Location of setback lines or other dimensional requirements from which the variance is sought.

TO BE COMPLETED BY DEPARTMENT OF DEVELOPMENT SERVICES

Variance(s) granted: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE APPROVED \_\_\_\_\_

DATE DENIED \_\_\_\_\_

Director of Development Services