



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