

Project Name:	File #:
Applicant/Agent:	

Applicant (v)	Description	Staff (v)
	Completed and signed Administrative Review Application	
	Narrative fully describing the request, including the following: <ul style="list-style-type: none"> <li>➤ Site-specific limitations and/or impediments on the property (i.e.- creeks or other water bodies crossing the property, severe slopes, abnormal lot lines, etc.)</li> <li>➤ Reasons for delay of the project</li> <li>➤ Any other pertinent information to the request. Please remember the applicant has the burden of proof to show why their request should be granted</li> </ul>	
	Warranty deed for the subject property	
	Affidavit of Legal Interest, signed & notarized by the property owner (if applicable)	
	Vicinity map, showing the location of the subject property	
	Copy of the Order of Decision, and/or other documents pertaining to prior approvals of the site	
	Fee	

**PLACE A CHECK NEXT TO THE REQUESTED ADMINISTRATIVE DETERMINATION**

- Reduction of setback requirements, not to exceed 20%.
- Reduction of structure height requirements, not to exceed 20%.
- Reduction of parking requirements, not to exceed 20%.
- Up to 6 month time extension to submit applicable permits for an approved SUP.
- Up to 3 month time extension to obtain the permanent C of O related to an approved SUP.
- Up to 12 month time extension for temporary living quarters while constructing a principal dwelling.
- Other: \_\_\_\_\_.

**STAFF USE ONLY:**

Planning & Zoning Director:  Approve  Deny

Comments: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_