

**ADMINISTRATIVE ADJUSTMENT REVIEW FORM**

**Part 1. Application Notes**

An Administrative Adjustment allows minor variations in the development standards of the USDO to be reviewed and approved at the staff level. Table 375-5-2, Allowable Administrative Adjustments, lists the development standards and limits that may be reviewed as an administrative adjustment.

1. An administrative adjustment must be reviewed concurrently with applications for other types of site development permits.
2. If the primary application is subject to review and approval by the Planning Board, the Administrative Adjustment application must be reviewed and decided by staff before distributing the primary application to the Board and/or Council.

**Part 2. General Information**

Property Address:

Tax Identification #:

**Part 3. Adjustment Request**

The following standard(s) are requested to be adjusted (*List standard from Table 375-5-2 on the back of this form*):

Standard	USDO Section	Requirement	Proposed	Requested Adjustment %	Reason for Adjustment

**Part 4. Approval Certification (Staff Use Only)**

The above administrative adjustments are found to meet the maximum allowable adjustment standard listed in Table 375-5-2 and the criteria of Section 375-5(D)(5)(e)(ii), Review Criteria, as indicated below:

- A. Is consistent with the character of development in the surrounding area;
- B. All adverse impacts resulting from the Administrative Adjustment will be mitigated to the maximum extent practicable;
- C. The Administrative Adjustment is of a technical nature (i.e., relief from a dimensional or design standard), and:
  1. Compensates for some unusual aspect of the development site or the proposed development that is not shared by landowners generally;  
*(Indicate how this is met: \_\_\_\_\_)*
  2. Protects sensitive natural resources or save healthy existing trees; or  
*(Indicate how this is met: \_\_\_\_\_)*
  3. Eliminates a minor inadvertent failure to fully comply with a standard.  
*(Indicate how this is met: \_\_\_\_\_)*
- D. Will not substantially interfere with the convenient and enjoyable use of adjacent lands, and will not pose a danger to the public health or safety.

**Chief Planning Official Signature:**

**Date:**

**Table 375-5-1 Allowable Administrative Adjustments**

<b>Standard</b>	<b>Maximum Allowable Adjustment</b>
<b>Lot Standards</b>	
Minimum Lot Area	10%
Minimum Lot Width	10%
Minimum Lot Depth	10%
Maximum Impervious Lot Coverage	10%
<b>Setbacks</b>	
Minimum Front Setback	5%
Minimum Side Setback	15%
Minimum Rear Setback	15%
<b>Building Standards</b>	
Maximum Height, Principal Building	5%
<b>Site Development and Design Standards</b>	
Block Perimeter	10%
Perimeter Buffer Width	10%
Perimeter Buffer Planting Rate	10%
Driveway Spacing	10%
Street Intersection Spacing	10%
Number of Vehicle Parking Spaces	10%
In MU-FW, MU-FC, MU-FS, and MU-FM zone districts	50%
In all other zone districts	10%
Number of Bicycle Parking Spaces	10%
Stacking Lane Distance for Parking Area Entrance Drives	10%
Walking Distance Between Shared, Off-site, or On-street Vehicle Parking Spaces and Primary Pedestrian Entrance of Uses Served	20%
Vegetation Size at Time of Planting	10%
Tree Island and Tree Island Area	10%
Street Tree Spacing	10%
Wall and Fence Height	1 ft.
<b>Outdoor Lighting Standards</b>	
Lighting Fixture Height	10%
<b>Sign Standards</b>	
Projecting Sign	10%
Sign Face Area or Dimensions	10%
Sign Height	10%
Sign Wall Coverage	10%
Encroachment into Required Setbacks	15%