



Administrative Review (ADR) Application

Application form(s), required application materials and fees are due by 10 a.m. on the application deadline. Please review [Online Development Review Application Guide](#) for instructions on how to submit.

Applicants are responsible for ensuring their submittal is complete. **Incomplete applications will not be accepted.**

▶ **PROPERTY/ DEVELOPMENT**

Property Address: _____

Name of Development: _____

▶ **APPLICANT/ PRIMARY CONTACT INFORMATION**

Do not leave any requested information applicant information blank

Applicant / Company Name:			Primary Contact Name (if different from applicant):		
Email Address:		Phone #:	Email Address:		Phone #:
Address:			Address:		
City:	State:	Zip:	City:	State:	Zip:

▶ **REVIEW INFORMATION**

Review Type(s): _____

Project Description: *Include proposed use and summarize number and size of units/buildings/lots, etc.*

(Staff Use Only)

Received By:	Date:	Time:	Case #(s):
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REVIEW TYPES AND FEES

Listed below are the review types that are reviewed through an Administrative Review process, their associated code sections, application requirements and application fees.

If more than one review is requested, the fee for each review is required at application intake.

For application types that list an attachment, refer to the relevant attachment in the Application and Forms Database, otherwise, refer to [keyed requirements on page 5](#).

► APPLICATION FEES

Please note that applications for administrative reviews are not meant to be iterative. The application fee covers one staff review. If an application is incomplete or cannot be approved after the initial staff review, a full resubmittal, including a new application and fee, will be required. Typically, corrections to plans will not be accepted, however, staff will use their discretion in determining whether minor corrections can be accepted. Contact Planning & Development Services staff for additional information.

Review Type	Code Reference	Application Requirements (See pg. 5 for # reqs.)	Application Fee
Addressing			
<input type="checkbox"/> Change/ Assignment of Address	9-9-20(c)	1, 2, 17 (see pg.5)	\$274
<input type="checkbox"/> Change of Street Name	9-9-20(d)	1, 2, 18 (see pg. 5)	\$1,580
<input type="checkbox"/> Administrative Form-Based Code Review	9-2-16(b)(3)	See " Form-Based Code " attachment	\$757
Administrative Variances			
<input type="checkbox"/> Building Coverage Variance		1, 3, 4, 5, 7(see pg.5)	\$252
<input type="checkbox"/> Floor Area Variance			
<input type="checkbox"/> Setback Variance	9-2-3(c)		
<input type="checkbox"/> Side Yard Bulk Plane Variance			
<input type="checkbox"/> Side Yard Wall Articulation Variance			
<input type="checkbox"/> All Other Conditional Uses		1, 2, 3, 4, 5, 6 (see pg.5)	\$1,090
<input type="checkbox"/> Conditional Uses in Business Community (BC) areas designated in Appendix N	9-6-2(c)(1)	1, 2, 3, 4, 5, 6 (see pg.5)	\$274
<input type="checkbox"/> Cooperative Housing Unit	10-11-1	See " Cooperative Housing " attachment	\$645
<input type="checkbox"/> Congregate, Custodial, or Residential Care	9-6-3(j)	1, 2, 3, 4, 5 (see pg.5)	\$1,090
<input type="checkbox"/> Daycare Facility	9-6-4(d)	1, 2, 3, 4, 5 (see pg.5)	\$1,090
<input type="checkbox"/> Extension of Development Approval (Staff Level)	9-2-12(b)(1)	1, 15 (see pg.5)	\$136
<input type="checkbox"/> Fuel Service Station	9-6-5(w)	1, 2, 3, 4, 5, 6 (see pg.5)	\$1,090
<input type="checkbox"/> Group Home Facility	9-6-3(l)	1, 2, 3, 4, 5 (see pg.5)	\$505
<input type="checkbox"/> Landscape Standards Modification	9-9-12(c)	1, 2, 3, 4, 6 (see pg.5)	\$274
Minor Modifications to Form-Based Code Review, PUD, or Site Review			
<input type="checkbox"/> PUD or Site Review	9-2-14(k)	See " Minor Modification " attachment	\$757 ¹
<input type="checkbox"/> Form-Based Code Review	9-2-16(i)		
Non-Conforming Uses			
<input type="checkbox"/> Extension of One-Year Expiration	9-10-2(a)	1, 2, 3, 13 (see pg.5)	\$274
<input type="checkbox"/> Change of Use or Substitution of Use	9-10-3(c)(2)	1, 2, 3, 14 (see pg.5)	
Parking			
<input type="checkbox"/> Administrative Parking Deferral	9-9-6(e)	1, 2, 3, 4, 8 (see pg.5)	\$337
<input type="checkbox"/> Administrative Parking Reduction	9-9-6(f)	1, 2, 3, 4 (see pg.5)	\$605
<input type="checkbox"/> Parking Stall Requirements Modification	9-9-6(d)(2)	1, 2, 3, 4, 6 (see pg.5)	\$274
<input type="checkbox"/> Public Utility Easement Vacation	8-6-10	See " Vacation Review " attachment	\$505
<input type="checkbox"/> Rescission of Development Approval	9-2-12(e)	1, 6, 16, 19 (see pg.5)	\$547
<input type="checkbox"/> Restaurant, Brewpub, or Tavern Substitution or Change of Ownership	9-1-4(e)	1, 20 (see pg. 5)	\$168
<input type="checkbox"/> Sales or Rental of Motor Vehicles as a Conditional Use	9-6-5(y)	1, 2, 3, 4, 5, 6 (see pg. 5)	\$1,090

<input type="checkbox"/> Shelters (Day, Emergency, Overnight)	9-6-4(e)	1, 2, 3, 4, 5, 6(see pg. 5)	\$1,090
<input type="checkbox"/> Site Access Modification Request	9-9-5	1, 2, 3, 4, 6, 12(see pg. 5)	\$274
<input type="checkbox"/> Small Recycling Collection Facility	9-6-6(e)	1,2,3,4,5,6(see pg. 5)	\$1,090
Solar Exception/ Permit			
<input type="checkbox"/> Solar Exception	9-9-17(f)	1, 2, 3, 4, 9, 11 (see pg. 5)	\$252
<input type="checkbox"/> Solar Permit	9-9-17(h)	1, 2, 2 (see pg. 5)	\$550
Temporary Events			
<input type="checkbox"/> Temporary Sales (including Christmas Tree Sales)	9-6-5(h)	1, 2, 3, 4 (see pg. 5)	\$252
<input type="checkbox"/> Temporary Outdoor Events		See " Temporary Event " attachment	\$252
<input type="checkbox"/> Event Renewal			\$84
<input type="checkbox"/> Two Detached Dwellings on a Single Lot	9-7-12(a)	1, 2, 3, 4, 5, 6, 10 (see pg. 5)	\$589
<input type="checkbox"/> Well or Pipeline Abandonment or Decommissioning	9-6-7(b)(15)	See " Oil and Gas Operations " attachment	\$274
Wireless Telecommunications Facility			
<input type="checkbox"/> New Facility (Private Property)		See " Wireless Telecommunications Facility " attachment	\$2,440 (covers 2 facilities),
<input type="checkbox"/> New Facility (Public Right-of-Way)	9-6-4(f)		\$100 for each additional facility
<input type="checkbox"/> Eligible Facility Request			
Zoning Verifications			
<input type="checkbox"/> Beverage Licensing Authority		See " Zoning Confirmation for BLA " attachment	N/A
<input type="checkbox"/> Local Authority Sign-off		1, 17, 21	N/A
<input type="checkbox"/> Zoning Verification Letter ²		1	\$136

¹ A simple review may be available for \$168 ,with written approval from the Land Use Case Manager assigned to your ongoing project.

² Included in a standard Zoning Verification Letter is the following information:

- Current zoning of the parcel in question.
- Any mapped discretionary reviews.
- Any unresolved zoning, land use and/or building code violations or complaints on record.

Information for a given parcel beyond these three points is available as a separate informational request for an additional fee.

REQUIRED DATA

The following data is required for the review types listed. While a written statement may also include this information, please enter the data here to expedite the review. Please complete only the section applicable to your request.

► FOR MINOR MODIFICATIONS TO FORM-BASED CODE REVIEW, PUD OR SITE REVIEW:

Case number of previous Form-Based Code Review, PUD or Site Review, or Technical Document Cases:

► ADMINISTRATIVE SETBACK VARIANCE:

Type of setback (please check requested type):

- Front Yard
- Rear Yard
- Side Yard- adjacent to a street
- Side Yard Total
- Side Yard- interior

Which direction (check location of setback on lot):

- North
- South
- East
- West
- Northwest
- Southeast
- Southwest

Setback Classifications (check one):

- Principal Building
- Accessory Building

Current Setback (in feet): _____ ft.

Proposed Setback (in feet): _____ ft.

Required Setback (in feet): _____ ft.

► SECOND SETBACK VARIANCE (IF APPLICABLE):

Type of setback (please check requested type):

- Front Yard
- Rear Yard
- Side Yard- adjacent to a street
- Side Yard Total
- Side Yard- interior

Which direction (check location of setback on lot):

- North
- South
- East
- West
- Northwest
- Southeast
- Southwest

Setback Classifications (check one):

- Principal Building
- Accessory Building

Current Setback (in feet): _____ ft.

Proposed Setback (in feet): _____ ft.

Required Setback (in feet): _____ ft.

► ADMINISTRATIVE PARKING REDUCTION:

Existing Spaces: _____

Total Spaces Proposed: _____

Required Spaces: _____

Percent(%) Reduction Proposed: _____

► ADMINISTRATIVE PARKING DEFERRAL:

Existing Spaces: _____

Total Spaces Proposed: _____

Proposed Percent(%) Deferred: _____

Required Spaces: _____

Deferred Spaces Proposed: _____

REQUIRED APPLICATION MATERIALS

► COMPLETE APPLICATIONS MUST INCLUDE:

One (1) electronic copy, of each required application material. Files must be saved using the file name indicated in the [Online Development Review Application Guide](#).

Incomplete applications, applications that are not collated or that include oversized plans **will NOT be accepted**.

Req. #	Document Description
1	<input type="checkbox"/> Completed Administrative Review Application
2	<input type="checkbox"/> Vicinity map (8 1/2" x 11") indicating the site and adjacent streets.
3	<input type="checkbox"/> Written statement that describes the proposal and indicates how the application meets all applicable review criteria. (See applicable code section.) Include a description and calculation of information relevant to the review request (e.g. number of rooms, seats, parking spaces, landscaping and requested variations).
4	<input type="checkbox"/> Site development plans , drawn to a standard scale not less than 1" = 20' showing the major details of the development, including the location of existing and proposed buildings, usable open space, off-street parking areas, off-street loading areas, service and refuse areas, means of ingress and egress, circulation pattern, landscaping, screening, signs and all easements. (The site plan should be based on an improvement survey or improvement location certificate for the property, if one is available).
5	<input type="checkbox"/> Floor plans/ Elevations of the existing structure and any proposed additions, renovation or new structures. If new exterior construction is proposed, also include elevation drawings of the existing structure and proposed construction.
6	<input type="checkbox"/> Improvement survey or an improvement location certificate by a registered surveyor.
7	<input type="checkbox"/> Written approval from the affected adjacent property owners of the required variance. Approval may be indicated either in the form of a signed letter of authorization or signatures on proposed plans. When determining adjacent properties, streets and alleys are ignored. Generally, properties on either side, across the street and behind the subject property are affected properties. For questions contact the Planning & Development Services Center.
8	<input type="checkbox"/> On the required site plan, show how the total number of required parking spaces can be accommodated on-site and note that this land will be reserved for future parking.
9	<input type="checkbox"/> All required materials as listed in the Administrative Solar Exception attachment , including but not limited to an actual shadow analysis, addresses and legal descriptions for the subject and affected lots, and written approval from affected property owners.
10	<input type="checkbox"/> A shadow analysis plan and master utility plan
11	<input type="checkbox"/> A completed Sign Posting Acknowledgment Form signed by the applicant, indicating that the applicant understands their responsibility to post a public notice sign on the subject property. Sign will be provided at the time of application.
12	<input type="checkbox"/> A written statement addressing the exception criteria of Section 9-9-5 , B.R.C. 1981.
13	<input type="checkbox"/> A written statement that explains what undue hardship would result if an extension were not granted
14	<input type="checkbox"/> A written statement that explains how the proposed use will have similar or less impacts than the replaced use and will not result in an "expansion of a nonconforming use" (see definition in Section 9-16).

- 15 A **written statement** that identifies the case number of the development approval requested for extension, the address or street location of the site, the reasons why the extension is requested, the work done to date by the applicant to implement the original approval, whether this is the first or second extension, and whether additional requests for extension are anticipated; and one copy of the Notice of Decision document for the original approval.
- 16 A **written statement** that describes the existing uses and condition of the property included in the rescission request, the case number of development approval requested for rescission, the intended use of the property and an explanation of how the request complies with the criteria for granting a rescission identified in [Section 9-2-12\(e\)](#), B.R.C. 1981.
- 17 A **written statement** that includes the existing address, requested address, legal description and explanation of what a change of address or street name is requested and how the change is consistent with the city's addressing/street naming system. For property address changes: attach a vicinity map, not smaller than 8 ½" x 11", showing the affected property and an area not less than 300 feet radius around the property, indicating all the street names and property addresses within the radius.
- 18 **For street name changes:** a vicinity map, no smaller than 8 ½" x 11", showing the extent of the street proposed for name change and area of at least 300 feet beyond the street corridor in all directions, showing all the street names in that area, all the lots adjacent to the street proposed to be renamed and a chart identifying the owners of each lot adjacent to the subject street.
- 19 A current **title insurance** commitment or attorney memorandum, based on an abstract of title, current to within 30 days.
- 20 Comparison of operational characteristics of previous and proposed restaurant uses to include at a minimum: hours of operation, description of the use, general floor plans, number of indoor and outdoor seats, square footage of patio, number of employees, required parking and alcohol service.
- 21 Copy of State Zoning Approval form
- 22 **Written statement and supplemental materials** that addresses the Eligibility Standards and all of the Application Requirements of [9-9-17\(h\)](#), B.R.C. 1981 (note: this may include providing survey plats or other accurate drawings showing lot lines, dimensions, and topography of the lot on which the solar energy system is or will be located and all surrounding properties that are intended to be subject to the permit).
- 23 A completed [Persons of Interest Form](#)