



## 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, uncollated applications or oversized plans will not be accepted.**

► **Property/Development**

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

Name of Development: \_\_\_\_\_

► **Applicant / Primary Contact Information**     *Do not leave any requested applicant information blank*

<i>Applicant / Company Name</i>			<i>Primary Contact Name (if different from Applicant)</i>		
<i>Email Address</i>	<i>Phone #</i>	<i>Email Address</i>		<i>Phone #</i>	
<i>Address</i>			<i>Address</i>		
<i>City</i>	<i>State</i>	<i>Zip</i>	<i>City</i>	<i>State</i>	<i>Zip</i>

► **Review Information**

Review Type(s): \_\_\_\_\_

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

**(Staff Use Only)**

<i>Received By</i>	<i>Date</i>	<i>Time</i>	<i>Case #(s)</i>

## 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 3.

### APPLICATION FEES

Please note that applications for administrative reviews are not subject to hourly billing and 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 p. 3 for numbered reqs.)	Application Fee
<input type="checkbox"/> Accessory Dwelling Units	9-6-3 (a)	See " <a href="#">Accessory Dwelling Unit</a> " attachment	\$420
<b>Addressing</b>			
<input type="checkbox"/> Change/ Assignment of Address	9-9-20(c)	1, 2, 18	\$274
<input type="checkbox"/> Change of Street Name	9-9-20(d)	1, 2, 19	\$1,580
<input type="checkbox"/> Administrative Form-Based Code review	9-2-16(b)(3)	See " <a href="#">Form-Based Code</a> " attachment	\$757
<b>Administrative Variances</b>			
<input type="checkbox"/> Building Coverage Variance			
<input type="checkbox"/> Floor Area Variance			
<input type="checkbox"/> Setback Variance	9-2-3(c)	1, 3, 4, 5, 7	\$252
<input type="checkbox"/> Side Yard Bulk Plan Variance			
<input type="checkbox"/> Side Yard Wall Articulation Variance			
<input type="checkbox"/> All Other Conditional Uses		1, 2, 3, 4, 5, 6	\$1,090
<input type="checkbox"/> Conditional Uses in Business Community (BC) areas designated in Appendix N	9-6-10	1, 2, 3, 4, 5, 6	\$274
<input type="checkbox"/> Cooperative Housing Unit	10-11-1	See " <a href="#">Cooperative Housing</a> " attachment	\$645
<input type="checkbox"/> Day Care- less than 50 participants	9-6-6(a)	1, 2, 3, 4, 5	\$1,090
<input type="checkbox"/> Extension of Development Approval (Staff Level)	9-2-12(b)(1)	1, 15	\$136
<input type="checkbox"/> Gasoline Service Station	9-6-9(d)	1, 2, 3, 4, 5, 6	\$1,090
<input type="checkbox"/> Group Home Facility	9-6-3(d)	1, 2, 3, 4, 5	\$505
<input type="checkbox"/> Landscape Standards Modification	9-9-12(c)	1, 2, 3, 4, 6	\$274
<b>Minor Modifications to Form-Based Code Review, PUD or Site Review</b>			
<input type="checkbox"/> Simple (requires prior staff approval)	9-2-14(k)	See " <a href="#">Minor Modification</a> " attachment	\$168
<input type="checkbox"/> Standard			\$757
<b>Non-Conforming Uses</b>			
<input type="checkbox"/> Extension of one-year expiration	9-10-2(a)	1, 2, 3, 13	
<input type="checkbox"/> Change of Use or Substitution of Use	9-10-3(c)(2)	1, 2, 3, 14	\$274

(Table continued on next page)

Review Type	Code Reference	Application Requirements (See p. 3 for numbered reqs.)	Application Fee
<b>Parking</b>			
<input type="checkbox"/> Administrative Parking Deferral	9-9-6(e)	1, 2, 3, 4, 8	\$337
<input type="checkbox"/> Administrative Parking Reduction	9-9-6(f)	1, 2, 3, 4	\$605
<input type="checkbox"/> Parking Stall Requirements Modification	9-9-6(d)(2)	1, 2, 3, 4, 6	\$274
<input type="checkbox"/> <b>Public Utility Easement Vacation</b>	8-6-10	See " <a href="#">Vacation Review</a> " attachment	\$505
<input type="checkbox"/> <b>Rescission of Development Approval</b>	9-2-12(e)	1, 6, 16, 20	\$547
<input type="checkbox"/> <b>Residential and Congregate Care Facilities</b>	9-6-3(f)	1, 2, 3, 4, 5	\$1,090
<b>Restaurants/Taverns</b>			
<input type="checkbox"/> Restaurants/ Taverns less than 1,500 sf, closing before 11 p.m.	9-6-5	1, 2, 3, 4, 5, 6	\$1,090
<input type="checkbox"/> Restaurants in Industrial Districts	9-6-5(b)(3)		
<input type="checkbox"/> Substitution or Change of Ownership for Restaurant	9-1-4(e)	1, 21	\$168
<input type="checkbox"/> <b>Sales or Rental of Motor Vehicles on lots located &lt; 500 ft from a residential use module</b>	9-6-9(j)	1, 2, 3, 4, 5, 6	\$1,090
<input type="checkbox"/> <b>Shelters (Day, Emergency, Overnight)</b>	9-6-6(b)	1, 2, 3, 4, 5, 6	\$1,090
<input type="checkbox"/> <b>Site Access Modification Request</b>	9-9-5	1, 2, 3, 4, 6, 12	\$274
<input type="checkbox"/> <b>Small Recycling Collection Facility</b>	9-6-9(h)(2)	1, 2, 3, 4, 5, 6	\$1,090
<b>Solar Exception/ Permit</b>			
<input type="checkbox"/> Solar Exception	9-9-17(f)	1, 2, 3, 4, 9, 11	\$252
<input type="checkbox"/> Solar Permit	9-9-17(h)	1, 23	\$550
<b>Temp. Sales / Outdoor Events</b>			
<input type="checkbox"/> Temporary Sales (including Christmas Tree Sales)	9-6-5(c)	1, 2, 3, 4	\$252
<input type="checkbox"/> Temporary Outdoor Events	9-6-5(c)	See " <a href="#">Temporary Outdoor Event</a> " attachment	\$252
<input type="checkbox"/> Event Renewal			\$84
<input type="checkbox"/> <b>Two Detached Dwellings on a Single Lot</b>	9-7-12(a)	1, 2, 3, 4, 5, 6, 10	\$589
<b>Wireless Telecommunications Facility</b>			
<input type="checkbox"/> New Facility (Private Property)	9-6-9(a)	See " <a href="#">Wireless Telecommunications Facility</a> " attachment	\$2,440 (covers 2 facilities) \$100 for each additional facility
<input type="checkbox"/> New Facility (Public Right-of-Way)			
<input type="checkbox"/> Eligible Facility Request			
<b>Zoning Verifications</b>			
<input type="checkbox"/> Beverage Licensing Authority		See " <a href="#">Zoning Confirmation for BLA</a> " attachment	N/A
<input type="checkbox"/> Local Authority Sign-off		1, 17, 22	N/A
<input type="checkbox"/> Zoning Verification Letter*		1, 17	\$136

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

- Current zoning of the parcel in question.
- Any prior 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 with an additional hourly 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
- Northeast
- 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: \_\_\_\_\_

#### ► 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
- Northeast
- 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 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. These must be provided on a jump drive or CD. Drives and CDs cannot contain any other files; they will not be returned to the applicant following review. **Files must be saved using the file name indicated beside each application requirement.**
- **Hard copies** in the quantity and size indicated below for each required application material. If a size is not indicated, use the size that best accommodates **plans not to exceed 24" x 36"**. Oversized plans will not be accepted.
- **Collated packets:** Packets should include one of each hard copy requested. One packet will include all materials including the items where only one hard copy is requested.

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

Req. #	Document Description	Hard Copies Required	Required Electronic File Names
1	Completed <a href="#">Administrative Review Application</a>	1	ADR Application
2	<b>Vicinity map</b> (8 1/2" x 11") indicating the site and adjacent streets.	3	Vicinity Map
3	<b>Written statement</b> 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).	3	Written Statement-proposal description
4	<b>Site development plans</b> , 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.)	3	Site Plans
5	<b>Floor plans/ Elevations</b> 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.	3	Floor Plans
6	<b>Improvement survey</b> or an improvement location certificate by a registered surveyor.	1	Survey_ILC
7	<b>Written approval</b> 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.	1	Written Approval
8	On the required site plan, show how the total number of <b>required parking</b> spaces can be accommodated on-site and note that this land will be reserved for future parking.	1	Required parking
9	All required materials as listed in the <a href="#">Administrative Solar Exception</a> 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.	1	Solar exception application
10	A <b>shadow analysis plan</b> and <b>master utility plan</b>	1	Shadow Analysis
11	A completed <a href="#">Sign Posting Acknowledgment Form</a> signed by the applicant, indicating that the applicant understands his/her responsibility to post a public notice sign on the subject property. Sign will be provided at the time of application.	1	Sign Posting Form

Req. #	Document Description	Hard Copies Required	Required Electronic File Names
12	A <b>written statement</b> addressing the exception criteria of <a href="#">Section 9-9-5, B.R.C. 1981</a> .	1	Written statement-exception criteria
13	A <b>written statement</b> that explains what undue hardship would result if an extension were not granted	1	Written statement-hardship
14	A <b>written statement</b> 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 <a href="#">Section 9-16, B.R.C.</a> ).	1	Written statement-nonconforming use
15	A <b>written statement</b> 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.	1	Written statement-extension
16	A <b>written statement</b> 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 <a href="#">Section 9-2-12 (e) B.R.C. 1981</a> .	1	Written statement-rescission request
17	A <b>written statement</b> that includes the legal description, address and location of the property for which zoning verification or local authority sign-off is requested. Attach one (1) copy of a vicinity map, not smaller than 8 ½" x 11", showing the streets, street names, and lots within three hundred (300) feet radius of the property.	1	Written statement-zoning request
18	A <b>written statement</b> that includes the existing address, requested address, legal description and explanation of why 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 three (3) copies of 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.	3	Written statement-address change
19	For street name changes: attach three (3) copies of 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.	3	Written statement-street name change
20	Two (2) copies of a current <b>title insurance</b> commitment or attorney memorandum, based on an abstract of title, current to within 30 days.	2	Title Insurance
21	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.	1	Operating Characteristics
22	Copy of State Zoning Approval form	1	State Approval Form
23	Written statement and supplemental materials that addresses the Eligibility Standards and all of the Application Requirements of <a href="#">9-9-17(h) B.R.C. 1981</a> (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).	1	Solar Permit Eligibility

## PERSONS IN INTEREST FORM

### APPLICANT CERTIFICATION

(This certification may be completed by an applicant, owner or other representative.)

► I certify that the information and exhibits herewith submitted are true and correct to the best of my knowledge and that in filing the application I am acting with the knowledge and consent of those persons listed below without whose consent the requested action cannot lawfully be accomplished. I understand that there may be additional fees required to complete the land use review process.

Name		Title	
Address			
City	State	Zip	Phone Number

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

► All persons and companies who hold an interest in the described real property, whether as owner, lessee, optionee, mortgagee, etc. shall complete and sign this form. This application will not be accepted without the required signatures or a letter of authorization. **Attach additional sheets as necessary.**

Owner

Name		Title	
Email Address		Phone Number	
Address			
City	State	Zip	

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

Owner     Lessee     Lender     Other: \_\_\_\_\_

Name		Title	
Email Address		Phone Number	
Address			
City	State	Zip	

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