

**REQUEST FOR ADMINISTRATIVE ADJUSTMENT  
PURSUANT TO ORDINANCE CODE SECTION 17.02.150**

Administrative Adjustments are intended to provide a process for minor adjustments to required development standards. They may be granted when specific circumstances warrant the need for adjustments to be made, based on the criteria listed below. The City Planner, or his/her designee, may approve, conditionally approve or deny without prejudice minor adjustments (not more than 20% deviation) to the following development standards: building and landscaping setbacks, site area, lot width, building height, parking, sign height, sign area, and fence height and setback. Adjustments to building setbacks and building height may also require approval from Fire Chief and Director of Public Works or his/her designee.

The City Planner may approve and/or modify an application in whole or in part, with or without conditions, only if all the following criteria are met:

1. That there are special circumstances applicable to the property, including size, shape, topography, location or surroundings, creating a practical difficulty or unnecessary hardship;
2. That granting of the Administrative Adjustment is necessary to provide consistency with the properties in the same vicinity and land use designation or design district within which the Administrative Adjustment is sought;
3. That granting the Administrative Adjustment will not be materially detrimental to the public health, safety, or welfare, or injurious to the property or improvements in such vicinity and land use designation or design district in which the property is located;
4. That granting the Administrative Adjustment will not be inconsistent with the goals and policies of the General Plan.

**APPLICATION:**

1. Applicant Name, Address & Telephone No: \_\_\_\_\_  
\_\_\_\_\_
2. Site Address/Location: \_\_\_\_\_
3. Assessor's Parcel Number(s): \_\_\_\_\_
4. Name of Property Owner: \_\_\_\_\_
5. Present use of project site: \_\_\_\_\_
6. Reason for Administrative Adjustment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Associated Building Permit Number (if applicable): \_\_\_\_\_
8. ***Provide 2 copies of dimensioned site plans with this application. Site plans shall depict all property lines, location of residence/structures and shall illustrate the reason for the Administrative Adjustment.***

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

<b>*STAFF USE ONLY*</b>		
Approved: _____	Denied: _____	Date Received: _____
Conditions: _____ _____		
Basis for Decision: _____ _____		
Date: _____		
_____ City Planner		