



## ADMINISTRATIVE CLEARANCE

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An Administrative Clearance is a minor adjustment to the standards set forth in the Land Use and Development Code and is reviewed and approved/disapproved by the Community Development Director. Administrative Clearance requests may be for any of the following situations:

- A decrease of not more than twenty percent of the required width of a side yard or the yard between buildings except residential room additions and balconies above the first floor. No side yard may be less than five feet unless a lesser alternative was approved with the original development.
- A decrease of not more than twenty-five percent of the required front yard except second stories and front entry garages which must be set back at least 18 feet.
- A decrease of not more than twenty-five percent of the required rear yard except residential room additions or balconies above the first floor not adjacent to the rear yard in an amount equivalent to the floor area of the addition within the required rear yard.
- A decrease of the required six foot pool setback to not less than three feet as long as the top of the pool is less than four feet above grade.
- A decrease of not more than twenty percent of the required driveway width.
- An increase in the maximum fence height to eight feet where six feet is allowed, subject to certain restrictions and exceptions.

A variance is generally required for reductions in zoning standards beyond the scope of the Administrative Clearance. In approving any plans for an Administrative Clearance, the decision maker must make findings of fact as specified in the Land Use and Development Code.

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### SUBMITTAL REQUIREMENTS

The master application must be completed and all fees paid at the time the application is filed.

#### Filing Fee

- \$494.00** For an original application.
- \$263.00** For a time extension of a previously approved application (no changes).

- Plot Plan** Three (3) \_\_\_\_\_ copies are required.  
\*Provide an accurately drawn plot plan including information pertaining to plot plan requirements numbers 1-6 on the master application.

- Exterior Elevations** Three (3) \_\_\_\_\_ copies are required showing existing and proposed structure(s).