



ADMINISTRATIVE CLEARANCE

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 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.

APPLICATION FEES

(Fees are valid from July 1 through June 30. New application fees are updated July 1 of every year.)

Filing Fee

- \$568** For an original application.
- \$303** For a time extension of a previously approved application (no changes).

Intake/Records Maintenance Fee

- \$70** Minor

SUBMITTAL REQUIREMENTS

Note: The completed master planning application and application fees shall be submitted at the time the application is filed. Project submittals that do not include the application, fees or submittal checklist items will not be accepted. All full size plans (24"x36") listed below shall be folded no larger than 9" x 12".

Exterior Elevations

Three (3) copies of accurately drawn elevations are required. Plans must show existing and proposed structure(s). All sides of each structure shall be shown, noting materials, treatment, colors, and details

Plot Plan

Three (3) copies of an accurately drawn plot plan (minimum 1" = 20') are required. Plans shall delineate the following:

1. North arrow, scale, date and zoning designation.
2. Name and phone number of person preparing the plan.
3. Parcel dimensions.
4. Name and width of adjoining streets.
5. Location of existing structures, trees (noting trunk size), landscaping, and fencing. (Show those to be removed in dashed lines).
6. Location of proposed structures, parking areas, driveways, and landscape areas including dimensions and distance to property line.
7. Off-street parking.
8. Location of water and sewer service laterals.
9. Drainage courses such as swales and direction of flow.
10. Frontage Improvements (sidewalk, driveway cuts, fire hydrants, etc.)
11. Sloped areas and retaining walls, if applicable.
12. Outline of second story, if applicable.