

Administrative Modification Request Checklist

- Narrative Letter. Should address approval criteria of:
 - The requested administrative modification is justified by the purposes and intent of this UDC
 - The requested administrative modification is consistent with the comprehensive plan
 - The requested administrative modification is consistent with the general purpose and intent of the applicable development regulations and the character of the zoning district
 - The related development application meets all other applicable standards and requirements of this UDC
 - The degree of modification requested is the minimum amount necessary
 - The requested administrative modification will not adversely impact adjacent properties and uses
 - The requested administrative modification addresses a unique condition exclusive to the property or proposed development.
- Exhibit on paper sized at 22" by 34". Illustrating request including building footprints, setbacks, heights, etc. as needed to clearly show the request and hardship.
- Any Supporting Documents that are requested or may help to illustrate the request. Examples are Traffic Impact Assessments, letters of support from adjacent property owners, photos of unique site conditions, elevation/renderings, etc.