

### **Alternative Standard Request Checklist**

- Narrative Letter. Letter needs to explain reason for request and describe the alternative standard proposed and how it will achieve the same objectives as the standard. The percent deviation from the standard should be clearly listed. If any criteria are given in the UDC for the specific request they should be addressed.
- The letter should also address the criteria for approval; meets the purpose and intent of the regulation, consistent with the comprehensive plan, consistent with zoning regulations, meets all other applicable development standards, minimum deviation possible is requested, will not adversely impact adjacent properties, and addresses a unique condition to the site.
- Exhibit on paper sized at 22" by 34". Illustrating request including building footprints, setbacks, heights, etc. as needed to clearly show the request, amount of relief needed.
- 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.