



Administrative Variance Permit

When Required. An administrative variance is required when the requested front, side, or rear yard setback is greater than 85 percent of the required setback.

Apply for this permit online [here](#). When entering your application information under Administrative Permits choose the following:

Permit type: Administrative Variance

Criteria for Approval

1. Literal interpretation and application of provisions of this code would deprive the applicant of the rights commonly enjoyed by other properties in the same district;
2. A variance is necessary for the preservation and enjoyment of a property right possessed by other property in the same vicinity or district, but which is denied to the property in question because of special circumstances on that property;
3. That the hardship described under this subsection is specifically related to the property and is the result of unique conditions such as irregular lot shape, size, or natural features, and the application of this code, and not, for example, from deed restrictions or the applicant's own actions;
4. The granting of the variance will not be materially detrimental to the public welfare or injurious to the right of other property owners in the vicinity; and
5. The variance will not permit a use prohibited by the Unified Development Code, in the district in which the subject property is located.

Required Documents

The documents listed below are the minimum necessary to proceed with the application process.

- Site plan drawing or drawings at a scale of not less than one inch for each 50 feet
- Mailing labels for all property owners within 300 ft of the site
- Additional information on required documents can be found [here](#)

For assistance with electronic plan submittals, refer to [requirements](#) for electronic plans

Fees and Timelines

\$375

6-8 weeks (If more information is required, more time may be needed)