

PLANNING AND COMMUNITY DEVELOPMENT

BOARD OF ADJUSTMENT REQUIREMENTS

This checklist provides a general overview of required submittal items. Additional submittal standards, procedures, and technical requirements are contained within the County's Land Development Code (LDC) and must also be met. The County reserves the right to request supplemental information, studies, or documents as needed to ensure compliance with applicable regulations and to adequately evaluate the proposed development.

SUBMITTAL CHECKLIST

LETTER OF INTENT

- ☐ Owner name and contact information for responsible party.
- ☐ Applicant name (if not owner) and contact information for responsible party.
- ☐ Property address.
- ☐ Property tax schedule number.
- ☐ Current zoning of the property.
- ☐ A discussion identifying and acknowledging any applicable overlay zoning (e.g., CAD-O, etc.).
- ☐ A discussion detailing the proposed dimensional variance request compared to the applicable requirements of the Land Development Code;
- ☐ A discussion detailing any practical difficulties and hardships that exist that cause legal use of the property to be severely restricted due to one of the following:
 - The exceptional narrowness, shallowness or shape of the specific piece of property, or
 - The exceptional topographic conditions or other extraordinary or exceptional situation or

condition of the piece of property.

- ☐ A discussion detailing any burden that is created or would be caused due to strict compliance with the zoning requirements, and which significantly exceeds the benefits of such compliance for the specific piece of property and would result in any of the following:
 - The variance provides only reasonably brief, temporary relief, or
 - The variance request includes an alternative plan, standards or conditions that substantially and satisfactorily mitigate the anticipated impacts or serve as a reasonably equivalent substitute for current zoning requirements, or
 - Some other unique or equitable consideration compels strict compliance not be required.
- ☐ A discussion regarding the surrounding area and how the proposal fits within the context of the area and any potential impacts related to granting the requested relief.

SITE PLAN DRAWING

- ☐ Owner name and contact information for responsible party.
- ☐ Applicant name (if not owner) and contact information for responsible party.
- ☐ Property address.
- ☐ Property tax schedule number.
- ☐ Current zoning of the property.
- ☐ Location of property lines, right-of-way, and all existing and proposed easements.
- ☐ Density and number of dwelling units.
- ☐ Existing and proposed land use.
- ☐ Date, north arrow, and a graphic scale.
- ☐ Dimensions of all property lines.
- ☐ The building footprint for all structures depicted and labeled to include the proposed use(s), floor area, and height.

- ☐ Include dimensions measured from the property line to the outer edges of the building footprint.
- ☐ Location of existing and proposed water and wastewater infrastructure, including well(s) and septic system(s).
- ☐ Location of all existing and proposed utility lines and associated infrastructure.
- ☐ Location and width of all sidewalks and trails.
- ☐ Location and height of all fences, walls, retaining walls, or berms.
- ☐ Traffic circulation on site including all points of ingress and egress on the property.
- ☐ Location and dimensions of all existing and proposed signage.
- ☐ Location of all no-build areas, floodplain(s), and drainage facilities.
- ☐ The location of all ADA parking spaces, ramps, pathways, and signs.
- ☐ Standard details of parking (compact, ADA, standard), ramps, driveways, and signs.
- ☐ Identify the number of required parking and the number of provided parking.
- ☐ Location and screening of all dumpsters and loading dock areas.
- ☐ Percent of open space, landscaping, and lot coverage. Identify what is required and what is provided.