

ADMINISTRATIVE RELIEF 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 detailing the proposed administrative relief request and compliance with the applicable requirements of the Land Development Code.
- A discussion identifying and acknowledging any applicable overlay zoning (e.g., CAD-O, etc.).
- The reason and justification for the administrative relief request.
- A comparison between the applicable Land Development Code standard(s) and the proposed administrative relief.
- A detailed analysis addressing each of the Criteria of Approval for Administrative Relief in Chapter 5 of

the Land Development Code.

- 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.
- Legal description.
- Parcel or lot size.
- Density and number of dwelling units.
- Existing and proposed land use.
- Date, north arrow, and a graphic scale.
- 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.