

# Administrative Adjustment

City of Independence, MO

Case No. \_\_\_\_\_

Date Received \_\_\_\_\_

APPLICATION FEE \$75.00

## Applicant

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_

E-Mail \_\_\_\_\_ Fax \_\_\_\_\_

## Owner (if not applicant)

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_

E-Mail \_\_\_\_\_ Fax \_\_\_\_\_

## Requested Adjustment Type

\_\_\_\_\_ Modifications of 10 percent or less of any zoning district setback, lot size, lot width, building coverage or height standard.

\_\_\_\_\_ Alternate parking plans involving a modification of 10 percent or less of any of the off-street parking and loading standards of Section 14-501.

\_\_\_\_\_ Alternate landscape plan approved by the Community Development Director. Such approval shall be in consideration with Section 14-503.

\_\_\_\_\_ Modifications of 10 percent or less of any sign height or setback.

\_\_\_\_\_ Modifications to the Residential, or Nonresidential, Design Standards

**The applicant must provide plans and other information necessary to support this request.**

Reasons for Adjustment (see attached \_\_\_\_\_)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby certify that all the above statements and the information contained in any papers or plans submitted herewith are true to the best of my knowledge and belief.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Owner Signature (if not applicant)

Applicability - The Community Development Director is authorized to approve the following types of administrative adjustments:

1. Modifications of 10 percent or less of any zoning district setback, lot size, lot width, building coverage or height standard.
2. Alternate parking plans involving a modification of 10 percent or less of any of the off-street parking and loading standards of Section 14-501.
3. An alternate landscape plan may be approved by the Community Development Director. Such approval shall be in consideration with Section 14-503. Such adjustments shall be clearly identified on the landscape plan along with a written description of the approved adjustment.
4. Modifications of 10 percent or less of any sign height or setback.
5. Modifications to the Nonresidential Design Standards of Section 14-506.

Review and Decision - The Community Development Director must review each application for an administrative adjustment and act to approve, approve with conditions or deny the application based on the approval criteria of Section 14-706-01-F, see below.

Approval Criteria - Administrative adjustments may be approved by the Community Development Director only upon a finding that all of the following criteria have been met:

1. The requested adjustment is consistent with the stated purposes of this development ordinance;
2. The requested adjustment eliminates an unnecessary inconvenience to the applicant and will have no appreciable adverse impact on the health, safety or general welfare of surrounding property owners or the general public;
3. Any adverse impacts resulting from the administrative adjustment will be mitigated to the maximum practical extent; and
4. The owner of any real property that would be affected by the administrative adjustment has provided written consent to the applicant.

Findings of Fact - The decision of the Community Development Director must be accompanied by written findings of fact specifying the reasons for the decision.

Conditions of Approval - In granting an administrative adjustment, the Community Development Director may impose conditions upon the subject property that are necessary to reduce or minimize any potentially adverse impacts on other property in the neighborhood and to carry out the stated purposes of the Comprehensive Plan and this development ordinance.

Notice of Decision - Within five days of the Community Development Director's decision on an administrative adjustment, the Community Development Director must mail notice of the decision to the applicant and all other parties who have made a written request for notification.

Appeals - Appeals of the Community Development Director's decision on an administrative adjustment must be taken to the Board of Adjustment. The appeal will be considered an application for a variance processed in the manner prescribed in Section 14-706-02.