



CASE NO. _____
Accepted by: _____
Date: _____
Acct # 101-5400-00-4458
Fees: _____

APPLICATION FOR ADMINISTRATIVE RELIEF

(incomplete applications, including checklist, will not be accepted)

PROJECT INFORMATION (Completed by Applicant)			
Development/Project Name:			
Address/Location:			
Parcel Number(s): Section: Township: Range:	Planner:		
Gross Area (Acre/sq. ft.):	Net Area (Acre/sq. ft.):	Zoning:	
APPLICANT INFORMATION (Single point of contact)			
Name:	Company:		
Address:			
City:	State:	Zip Code:	
Phone Number:	E-mail address:		
PROPERTY OWNER			
Name:	Company:		
Address:			
City:	State:	Zip Code:	
Phone Number:	E-mail address:		
Review times in accordance with SB 1598 Policy			

Signature of Applicant: _____ Date: _____

Signature of Property Owner: _____ Date: _____

Signature of Project Manager: _____ Date: _____

		DELIVERABLES
YES	NO	
X		Completed Planning Application
X		Applicant's and owner's signatures on Planning Application
X		Fees: Residential – One Lot: \$205 Residential – Multiple Lots: \$460 Commercial: \$460 Filing Fee: \$_____ - Pre-application (if applicable) = \$_____
X		Legal description of property on separate 8½"x11" sheet (4 copies)
X		Title report (2 copies)
X		Project narrative (5 copies) SEE BELOW
X		Site plan – 24"x36" folded to 9"x12" and drawn to scale (5 copies)
X		Each item on the checklist scanned to disk or flash drive in PDF format and the property owners list spreadsheet in Excel format with label and date (1).
Review times in accordance with SB 1598 Policy .		

I acknowledge that all the above items are required for processing of my application with the City of Avondale Development & Engineering Services Department. I understand that the application will be not accepted without the following items.

Applicant
Signature: _____ Printed Name: _____
Company: _____ Date: _____

If you have any questions regarding items on this checklist, please contact your project planner.

The narrative needs to describe in detail the request for Administrative Relief and how the request meets the following required findings:

1. Overview of the request for an Administrative Relief.
2. The proposed improvement requiring relief will not be detrimental to the property requesting relief, any adjacent property, or the City as a whole.
3. The relief requested is needed due to the unusually small size or irregular shape of the parcel.
4. The relief granted is the minimum required to meet the needs of the proposed improvement.
5. The relief shall not be contrary to the purpose and intent of the Zoning Ordinance.