



COMMUNITY DEVELOPMENT DEPARTMENT Supplement AA-G

Additional Required Information for an Administrative Setback Variance (LDC Section 34-268)

1. Section of LDC from which a setback variance is sought: _____
2. Intent: Explain exactly what is proposed and why the administrative setback variance is needed.

3. Justification: Explain why the administrative variance should be approved (refer to at least one condition specified in LDC Section 34-268)

Additional Submittal Requirements

1. Site plan, to scale, indicating buildings and easements on the property, the proposed structure(s) or addition(s) for which the variance is sought, and any adjacent structures that could be affected. The location of the variance must be clearly indicated on the site plan.
2. An original copy of a survey must be submitted showing the setbacks of existing structures on the subject property.
3. (optional) Photographs of the subject property, copies of applicable permits or other approvals, affidavits from adjacent owners expressing no objection.
4. Fees in the amount of \$750.00