

HEIGHT OR SETBACK ADJUSTMENT APPLICATION

- Height Exception- a maximum 10% height adjustment.
- Setback Exception- a maximum 10% reduction in the minimum setback.

** Any other requests will be through another process. Please contact the Planning Division.

HEIGHT OR SETBACK ADJUSTMENT SUBMITTAL CHECKLIST

No application will be deemed complete to process until the following is submitted:

- Narrative of request
- Digital Site Plan. If a Height Exception is being requested, elevations of requested height will be required.
- Agent Authorization if Applicant is not property owner.
- Filing and Postage* Fee (Invoice to be paid will be sent to applicant after application is submitted)

*The Community Development Department will notify adjacent property owners of this application within 300 feet of the subject property (or a greater distance if deemed necessary by the Community Development Director).

NOTE: A DETERMINATION OF “APPLICATION COMPLETENESS” BY THE STAFF PLANNER AND A RECEIPT FOR THE FILING FEE WILL BE SENT TO THE APPLICANT WITHIN FIFTEEN (15) DAYS OF SUBMITTAL OF THE APPLICATION.