



PLANNING + NEIGHBORHOOD SERVICES

Land Use Review

Administrative Adjustment Application Requirements

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This checklist is intended to assist in preparing a complete plan that will address all City development standards, requirements, and review criteria. The following information must be included with the plan submittal. If justified, the City may except any requirement. The Land Use Review Division may require additional information in accordance with City Code Section 7.5.403: *All documents should be neat and legible; inaccurate, incomplete, and poorly completed documents may be rejected.*

Please submit via the Planning Department's [online submittal system](#).

Submittal Checklist

General Requirements

- [General Applicant and Owner Acknowledgement Form](#)
- A site plan containing all requirements indicated in the "Plan Content Requirements" section (below)
- Project Statement that includes the following items:
 - A clear description of the proposed administrative adjustment;
 - Standard or requirement in the UDC that is proposed for administrative adjustment; and
 - A justification that addresses the relevant review criteria listed in 7.5.524.E (Criteria for Approval) (below)

Review Criteria

Indicate which Review Criteria the Administrative Adjustment Proposal is to be evaluated under.

- 1. General
- 2. Contextual Standards
- 3. Preserving Valuable Trees
- 4. Subdivision Regulations

Plan Content Requirements

Overall Page Layout

Include the information in a legend on the site plan.

- North Arrow
- Property Address
- Name, address, and phone number of applicant/owner
- Legal Description
- Indication of standardized scale used both fractional and bar scale (i.e. 1" = 20')
- Tax Schedule Number
- Zone district
- Lot size in square feet



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- Square footage of existing and proposed structures including house, garage, shed, etc.

- Lot coverage calculation
Show a calculation of the existing and proposed improvements and their respective square footages as a percentage.

- Front yard lot coverage
Show the percentage of the front yard covered by driveway or carport structures.

- Include a note that states "The administrative adjustment proposal is to allow _____ where _____ is allowed per UDC Subsection _____."

Site Plan Contents

- Size and location of all existing easements

- Setbacks of all existing and proposed structures from property lines

- Existing and proposed structures and dimensions

- Other improvements (i.e. driveways, parking areas, sidewalks, curb lines, fences, etc.)

- Height of all existing and proposed structures. Provide a structure elevation/typical if request affects building height to any extent.

- Label the square footage of all structures on the drawing of the structure

- Property lines and dimensions
 - *The City does not have provide property line information; the applicant is responsible to show accurate property lines as part of the application. If there is a question about the location of the property lines, the applicant should hire a surveyor to determine the location of the property lines. The dimensions and property lines shown on the site plan must match the exact location where the structure is built. Structures that are not built according to the provided and approved plan are subject to enforcement action.*

Requirements as Applicable

- Type, dimension and size of administrative relief for signage

- Elevation drawing of proposed sign for administrative relief for signage

- Number of existing and proposed off-street parking spaces and parking ratio used

Review Criteria

7.5.524.E (Criteria for Approval)

1. General
 - a. If Subsections 2 (Contextual Standards), 3 (Preserving Valuable Trees), or 4 (Subdivision Regulations) below do not apply, the Manager may approve or approve with conditions the requested Administrative Adjustment if the Manager determines that all of the following criteria are met.
 - (1) The strict application of the regulation in question is unreasonable given the development proposal or the measures proposed by the applicant or that the property has extraordinary or exceptional physical conditions that do not generally exist in nearby properties in the same zone district and such conditions will not allow a reasonable use of the property in its current zone in the absence of relief;
 - (2) The intent of the specific regulation in question is met;



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- (3) The granting of the Administrative Adjustment will not result in an adverse impact on surrounding properties; and
 - (4) The granting of the Administrative Adjustment will not allow an increase in the number of dwelling units on a parcel above the permitted density in the zone district.
 - b. If the Manager finds that the applicant has not met the above criteria, the applicant may request that the application be forwarded to the City Planning Commission as an application for a Non-Use Variance.
2. Contextual Standards
 - a. The Manager may use this Subsection 2 to approve or approve with conditions an Administrative Adjustment to the UDC standards for maximum building height and to front, side, street side, and rear setbacks on properties that were developed and within the City on February 13, 1951, or that were already developed but unplatted when the properties were annexed to the City after that date because platting was not required in El Paso County at the time the properties were developed.
 - b. The average dimensional standard for developed properties of the same type within the block face on which the property is located shall be the minimum contextual standard that can be approved as an Administrative Adjustment. If the Manager determines that the block face on which the property is located is not representative of the surrounding development context, the Manager may extend the calculation to properties on adjacent block faces that the Manager determines are of the same and representative of the same context.
 - c. The Manager may approve or approve with conditions the requested Administrative Adjustment for contextual standards if the Manager determines that the request will allow infill development to be more closely aligned with the context of surrounding development than if the maximum height or minimum setbacks in the zone district were met.
 - d. If the Manager finds that the applicant has not met the above criteria, the applicant may request that the application be forwarded to the City Planning Commission as an application for a Non-Use Variance.
3. Preserving Valuable Trees
 - a. If the Manager determines that the strict application of parking standards in Part 7.4.10 (Parking and Loading) will cause the removal or destruction of high value or rare trees, the Manager may approve Administrative Adjustment to preserve those trees.
 - b. Only the standards of Part 7.4.10 (Parking and Loading) may be approved pursuant to this Subsection.
 - c. The Manager may approve or approve with conditions if the Manager determines that all of the criteria in Subsections E.1 and E.2 above are met, and that all the following additional criteria are also met:
 - (1) A qualified professional forester has determined that each tree to be preserved is healthy; is eight (8) inches or larger diameter at breast height; is high value or rare, and that necessary measures to ensure continued tree health will be used in site design and construction; and
 - (2) The Traffic Engineer has determined that the surrounding property will not be adversely affected by the requested Administrative Adjustment.
 - d. If the Manager finds that the applicant has not met the above criteria, the applicant may request that the application be forwarded to the City Planning Commission as an application for a Non-Use Variance.
4. Subdivision Regulations

If an Administrative Adjustment request for the requirements of Section 7.4.302 (Design Standards) relate to approval or modification of a Final Plat, the provisions of Subsections 1 through 3 above do not apply. Instead the Manager, after consultation with the City Engineer, Public Works Director, Fire Department, and other relevant City officials involved in subdivision review, may approve the request if the Manager determines that the adjustment is the minimum adjustment necessary to respond to terrain, soils, engineering, utility, and access constraints, while conforming with the purposes of Subsection 7.4.301A (Subdivision Standards Purpose) and complying with other applicable standards in this UDC to the maximum extent feasible.