

## ARCHITECTURAL WAIVER

<u>Applicant</u>	<u>Property Owner</u>
Name: _____	_____
Organization: _____	_____
Mailing Address: _____	_____
City, State, Zip: _____	_____
Phone Number: _____	_____
Fax Number: _____	_____
Email Address: _____	_____
Signatures: _____	_____

**Property Description:**

Street Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_  
(Separate attachment accepted)

Dimensions of Lot: \_\_\_\_\_

Frontage	Depth	Square Feet	Acreage
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Parcel ID: \_\_\_\_\_ Zoning District: \_\_\_\_\_  
(6 Digits)

Present Land Use: \_\_\_\_\_ Proposed Land Use: \_\_\_\_\_

Existing Building on Property?  Yes  No Year Built \_\_\_\_\_ S.F of Building \_\_\_\_\_

Is a portion of property located in:  Floodplain  CBD

**To Be Completed By Staff:**

Case Name: \_\_\_\_\_ Case Manager: \_\_\_\_\_

Date Received: \_\_\_\_\_ Submittal Completion Date: \_\_\_\_\_

P&Z Meeting Date: \_\_\_\_\_ Record of Action: \_\_\_\_\_

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Request For: (Check one)     Preliminary Proposal  Final Proposal  Architectural Waiver

Filing Fee: \$250.00 per waiver

+ \$15.00 Technology Fee

= \$ \_\_\_\_\_

### Submittal Requirements:

- \_\_\_\_\_ 1. Complete Architectural Waiver Application with all required contact information
- \_\_\_\_\_ 2. **One set of the Site Plan and Building Elevations no larger than 11x17 (Scaled drawing and include the following):**
  - a. North Arrow
  - b. Scale
  - c. Property lines
  - d. Adjacent streets (names), alleys and sidewalks
  - e. Existing setbacks and proposed setbacks
  - f. Public or private easements
  - g. Location of Floodplain, if necessary
  - h. Location of existing and proposed structures, additions or other improvements
  - i. Location of existing and proposed drives and parking
  - j. Dimensions of existing and proposed improvements
  - k. Elevation and dimensioned drawings of proposed building, signs, or other improvements
  - l. Landscape and grading plan
  - m. Details of doors, windows, light fixtures and other architectural elements.
- \_\_\_\_\_ 3. **Photographs, graphics, letters, and etc.** (If applicable)
- \_\_\_\_\_ 4. **In a typed letter, please identify any proposed modifications or improvements. If you are requesting a waiver, please describe in detail all efforts made to comply with the architectural requirements of the regulation and proposed changes.**