



Case # _____ - _____

ADMINISTRATIVE DEPARTURE REQUEST FORM

I. PROPERTY INFORMATION: Provide information to identify properties and the proposed development. Attach additional sheets if necessary.

GENERAL INFORMATION
Please complete one Administrative Departure Request form for each design issue or instance and attach to the **Application for Development**.

APPLICATION REQUIREMENTS

- Completed original Application for Development
- Administrative Departure review criteria statement (below, or attached)
- Associated applicable site plans/elevations/etc. clearly identifying proposed Administrative Departures
- Electronic copies (PDF, JPEG, Word, etc. as appropriate) of all application materials
- 10 scaled copies (11x17 or 22x34 as appropriate) specifically showing the proposed Administrative Departure, with the Administrative Departure clearly indicated on all other submitted plans and application materials

Property Address(es):	
Tax ID/Parcel Number(s):	Zoning District:
List the Zoning Code Section for which Departure is requested.	
Briefly describe the proposed Administrative Departure(s). Attach additional pages as needed.	

II. ADMINISTRATIVE DEPARTURE CRITERIA: Address the following review criteria specific to the proposed Administrative Departure (refer to Zoning Code Section 153.066(H)(3) for additional information). Attach additional pages as needed.

Describe how the need for the Administrative Departure is caused by unique site conditions, conditions on surrounding properties, and/or the Administrative Departure otherwise complies with the spirit and intent of the Zoning Code and adopted plans and policies of the City of Dublin, and how the Departure is not being requested simply to reduce cost or as a matter of general convenience.	
Explain how the proposed Administrative Departure does not authorize any use, sign, building type, or open space that is not otherwise permitted in the zoning district.	
Explain whether the proposed Administrative Departure will modify any numerical zoning standard related to building dimensions, lot dimensions or coverage, open space, landscaping, parking, fencing, walls, screening, or exterior lighting by more than 10% of the requirement.	
Describe how, if approved, the proposed Administrative Departure will ensure that the development is of equal or greater development quality with respect to design, material, and other development features than without the Administrative Departure.	

FOR OFFICE USE ONLY: ART DETERMINATION	
Date of Decision:	ART Determination:
Notes:	
Director's (or Designee's) Signature:	Date: