



Case # _____ - _____

ADMINISTRATIVE DEPARTURE REQUEST FORM

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

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

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 153.042(D)(6) for additional information). Attach additional pages as needed.

Explain whether the requested Administrative Departure is so substantial in nature or degree that it represents a major divergence from the intent of the requirements of the West Innovation District regulations.	
Explain whether the proposed Administrative Departure is necessitated by conditions related to the site, rather than simply as a means to reduce costs or as a matter of general convenience.	
Describe how, if approved, the proposed Administrative Departure will maintain the specific purpose of the requirements and conditions of the regulation that is the subject of the request.	
Describe how the proposed Administrative Departure is limited to that necessary to account for special site conditions or development requirements specific to an individual user.	

FOR OFFICE USE ONLY: ART DETERMINATION

Date of Decision:	ART Determination:
Notes:	
Director's (or Designee's) Signature:	Date: