

## ARCHITECTURAL WAIVER

	<u>Applicant</u>	<u>Property Owner</u>
<b>Name:</b>	_____	_____
<b>Organization:</b>	_____	_____
<b>Mailing Address:</b>	_____	_____
<b>City, State, Zip:</b>	_____	_____
<b>Phone Number:</b>	_____	_____
<b>Fax Number:</b>	_____	_____
<b>Email Address:</b>	_____	_____
<b>Signatures:</b>	_____	_____
<b><u>Property Description:</u></b>		
<b>Street Address:</b>	_____	
<b>Legal Description:</b>	_____	
	(Separate attachment accepted)	
<b>Dimensions of Lot:</b>	_____	
	Frontage	Depth
	Square Feet	Acreage
<b>Parcel ID:</b> _____	<b>Zoning District:</b> _____	
	(6 Digits)	
<b>Present Land Use:</b> _____	<b>Proposed Land Use:</b> _____	
<b>Existing Building on Property?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Year Built</b> _____	<b>S.F of Building</b> _____
<b>Is a portion of property located in:</b> <input type="checkbox"/> Floodplain <input type="checkbox"/> CBD		
<b><u>To Be Completed By Staff:</u></b>		
<b>Case Name:</b> _____	<b>Case Manager:</b> _____	
<b>Date Received:</b> _____	<b>Submittal Completion Date:</b> _____	
<b>P&amp;Z Meeting Date:</b> _____	<b>Record of Action:</b> _____	

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

Filing Fee: \$250.00/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.**