



ADMINISTRATIVE DESIGN REVIEW DECLARATION

DEPARTMENT OF COMPREHENSIVE PLANNING

OWNER / APPLICANT declares the administrative design review is for one or more of the following (check all that apply):

A. Not limited to 25% change:
<input type="checkbox"/> Initial non-single-family development with less than 25,000 square feet of total building area (30.06.05A.2.i(a))
<input type="checkbox"/> Additions after original approval or construction, including but not limited to retail vending structures, electric vehicle charging stations, windmill and similar water dispensers, smog checks, ATMs, drycleaners, drive-thru windows and other features added to address parking, parking lot design, queuing, onsite circulation and landscaping. (30.06.05A.2.i(a))
<input type="checkbox"/> Development located within a PF district if the proposed development will not have significant impacts to the neighboring area (30.06.05A.2.i(a))
<input type="checkbox"/> Other as determined by the Director (30.06.05A.2.i(a))
<input type="checkbox"/> Expansion of legal nonconforming adult business (30.01.09G.6.ii)
<input type="checkbox"/> Adding aboveground utility lines 200 kv or greater within an aboveground utility corridor (30.03.08B.6)
<input type="checkbox"/> Manufactured homes containing less than 400 square feet of habitable area (30.04.05E.6.iv(b))
<input type="checkbox"/> Increase maximum height of on-site lighting above 18 feet when subject to Residential Adjacency (30.04.06J) .
<input type="checkbox"/> Changes to size and type of windows, openings or doors, the colors or materials on elevations or roof, or other
B. Changes greater than 10% and up to 25% for initial development related to a land use application (see 30.06.06C.2.i(b)(3)):
<input type="checkbox"/> Open space, parking area or other area
<input type="checkbox"/> Building or structure size, or total area covered by building/structure
<input type="checkbox"/> Height of any building, structure, or part thereof
<input type="checkbox"/> Number of buildings or structures

OWNER / APPLICANT further declares the information provided and statements made as part of this application are true and correct and:

1. A compliance table detailing the cumulative change per line item has been prepared for B above.
2. For revised plans, site plan shall clearly identify the area being revised.
3. The proposal is in conformance with prior land use application(s) and associated plan(s), and all conditions.
4. The proposal complies with all other provisions of code and does not increase an approved waiver/deviation.

Signature: _____ Date: _____



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Example of Cumulative Change Table

The below example is for an independent retail building on 1.25-acre site where no other structures exist on the site and the development is not part of a commercial center or shopping center. The original application approved a retail store measuring 18,580 square feet with a total building coverage of 19,330 square feet (or 35.5%).

Application #	Approved Square Footage	Scope of Project	Proposed Addition (s.f.)	%Change from Baseline
DR-22-0457	18,580	Retail Store		Baseline
AV-23-0648	20,076	Retail Store & addition	1496	Plus 8.05%
Proposed*	22,317	Retail Store & second addition	2241	Plus 12.06%
Change	3737	Retail Store with all additions	3737	Total 20.11%

Application #	Bldg. Coverage	Scope of Project	Proposed Addition (s.f.)	% Change From Baseline
DR-22-0457	19,330sf / 35.5%	Retail Store		Baseline
AV-23-0648	20,826sf / 38.25%	Retail Store & addition	1496	Plus 7.74%
Proposed*	23,247sf / 42.69%	Retail Store & second addition	2421	Plus 12.52%
Change	3,917sf / 7.19%	Retail Store with all additions	3917	Total 20.26%

*The subject proposal has resulted in a change of more than 10% but not more than 25% for building size and building coverage; individually and cumulatively. Any future changes may not exceed 25% to qualify for an Administrative Design Review.