

# City of Raymore Unified Development Code

## Administrative Adjustments

### Section 470.210 Administrative Adjustments

#### A. Purpose

This section sets out the required review and approval procedures for administrative adjustments, which are minor deviations from otherwise applicable standards that may be approved by the Development Services Director.

#### B. Applicability

The Development Services Director is authorized to approve the following types of administrative adjustments:

1. modifications of 10 percent or less of any zoning district setback, lot size, lot width, building coverage or height standard.
2. modifications of 10 percent or less of any of the landscaping and screening standards of Section 430.020, Section 430.030 and Section 430.080.

#### C. Application

An application for an administrative adjustment may be obtained from the Development Services Director. The application must be completed in its entirety in accordance with Section 470.010C.

#### D. Development Services Director Action

The Development Services Director will review each application for an administrative adjustment and act within 10 days of the date of application to approve, approve with conditions or disapprove the application.

#### E. Review Criteria

Administrative adjustments may be approved by the Development Services Director only upon a finding that all of the following criteria have been met:

1. the requested adjustment is consistent with the stated purposes of this Code;
2. the requested adjustment eliminates an unnecessary inconvenience to the applicant and will have no appreciable adverse impact on the health, safety or general welfare of surrounding property owners or the general public; and
3. any adverse impacts resulting from the administrative adjustment will be mitigated to the maximum practical extent.

#### F. Conditions of Approval

In granting an administrative adjustment, the Development Services Director may impose conditions upon the subject property that are necessary to reduce or minimize any potentially adverse impacts on other property in the neighborhood and to carry out the stated purposes of the Growth Management Plan and this Code.

**G. Notice of Decision**

Within five days of the Development Services Director's decision on an administrative adjustment, he/she will mail notice of the decision to the applicant and all other parties who have made a written request for notification.

**H. Appeals**

Appeals of the Development Services Director's decision on an administrative adjustment may be taken to the Board of Adjustment. The appeal will be considered an application for an appeal of Administrative decision processed in the manner prescribed in Section 470.060.