

Administrative Adjustment

GUIDE TO PROCESS

An administrative adjustment is a minor deviation, or variance, from otherwise applicable standards established in the Unified Development Code.

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 standards.
2. modifications of 10 percent or less of any of the landscaping and screening standards of Section 430.020, Section 430.030 or Section 430.080.

The Director will review each application and act within 10 days of the date of the application to approve, approve with conditions or disapprove the application.

Within 5 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.

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.

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 purpose of the Unified Development 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.

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 or other property in the neighborhood and to carry out the stated purpose of the Growth Management Plan and the Unified Development Code.



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ADMINISTRATIVE ADJUSTMENT

**FOR OFFICE
USE ONLY**

Case Number: _____ Ruling Date: _____

APPLICANT/OWNER INFORMATION

Applicant Name: _____ **Company:** _____

Street Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Telephone: _____ **Fax:** _____ **E-Mail:** _____

Property Owner Name (if different than applicant): _____

Street Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Telephone: _____ **Fax:** _____ **E-Mail:** _____

Firm Preparing Plot Plan: _____ **Contact:** _____

Street Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Telephone: _____ **Fax:** _____ **E-Mail:** _____

*All correspondence on this application should be sent to (check one): Applicant Property Owner Firm

ADMINISTRATIVE ADJUSTMENT REQUEST

The applicant is hereby requesting an administrative adjustment (variance) to the following UDC requirement:

PROJECT DETAILS

Legal Description or Address of Property: _____

Parcel Area in Acres and/or Square Feet: _____

Current Zoning of the Property: _____

APPLICANT'S DECLARATION

My application consists of the following items and information necessary for a complete application:

- Completed Application Form
- Property Survey or Plot Plan
- There is no Filing Fee for an administrative adjustment application.

The following declarations are hereby made:

- The undersigned is the owner or authorized agent of the owner or the officers of a corporation or partnership.
- The submitted plan, if any, contains all of the necessary information required by the Unified Development Code.
- The applicant has discussed this application with a staff planner in the Development Services Department.

Planner: _____ Date: _____

- The information presented and contained within this application is true and correct to the best of the undersigner(s) knowledge.

SIGNATURE OF OWNER(S) OR APPLICANT(S)

Printed Name: _____

Signature: _____ Date: _____

DECISION OF DEVELOPMENT SERVICES DIRECTOR

Approved: _____

Date: _____

Denied: _____

Signature: _____