

OKALOOSA COUNTY
DEPARTMENT OF GROWTH MANAGEMENT APPLICATION FOR
ADMINISTRATIVE ADJUSTMENT

November, 2015

Applicant name: _____

Applicant is: Property owner _____

Authorized agent* _____

*Attach verification

Applicant address: _____

Applicant telephone: _____

FAX: _____

Name of property owner if
different than applicant: _____

Address of property involved: _____

Property ID Number: _____

Land use information: FLUM category _____

Zoning district _____

Size of property: _____ acres OR _____ sq. ft.

A. Review guidelines: The Planning Official shall make a final decision regarding an administrative adjustment based upon consideration of the following guidelines.

1. Review of comments and objections received from adjacent property owners.
2. The administrative adjustment will not interfere with the rights of others or create harm or hardship for other property owners, and will not otherwise constitute a threat to the health, welfare, and safety of the general public.
3. The action involved provides a reasonable adjustment under the specific circumstances of each application.
4. The action involved is generally consistent with the spirit and intent of the Code and the Comprehensive Plan.

5. The action involved is the absolute minimum necessary to provide relief under the specific circumstances of each application.

6. The action involved otherwise complies and is consistent with other applicable requirements of the Land Development Code (the "Code") and any other applicable county, state, or federal laws and regulations.

B. Allowable adjustments: Only the following adjustments may be approved by the Planning Official, or designee.

1. Dimensional Requirements: Dimensional requirements including yard setbacks, building heights, lot size, etc. may be reduced up to but no more than 20% under those prescribed in Sections 2.02.00 and 2.03.00 of the Code.

2. Parking Requirements: Parking requirements may be reduced up to but no more than 20% under those prescribed in subsections 6.04.02 and 6.04.03 of the Code.

3. Parking Lot Pavement & Striping: Reduce or waiver the requirements for paving and striping parking lots, except handicapped parking requirements, under those prescribed in subsection 6.04.07 of the Code, after approval from the Public Works Department.

4. Landscaping: Landscaping requirements may be reduced up to but no more than 20% under those prescribed in subsection 6.05.02 of the Code.

5. Compatibility Screening & Buffering: Screening and buffering requirements may be reduced or waived when it can be conclusively demonstrated that compatibility buffering is not necessary to protect adjacent land uses.

C. Requested action: Describe in as much detail as possible the administrative adjustment being requested based on B, 1 – 5 above.

Certification: I do hereby certify and affirm that the information represented in this application is true and correct to the best of my knowledge. I also give my permission for county staff to enter upon the property involved at any reasonable time for purposes of inspections or other official purposes.

Applicant typed or printed name

Applicant signature

Date

Corporate officer

Corporate seal

FOR GROWTH MANAGEMENT USE ONLY

___ APPLICATION APPROVED

___ APPLICATION DENIED

BY: _____
Planning Official

DATE: _____

Required Information and Materials

The following information must be submitted along with the completed, signed, and dated application form.

1. ___ A plot plan, survey, site plan or other drawing drawn to acceptable scale and detail showing the dimensions of the property involved, adjacent roadways, easements or rights-of-way (if any), all buildings or structures on the property, and a depiction of the administrative adjustment being requested.

2. ___ The legal description of the property involved.

3. ___ Letters from all adjacent property owners indicating they have been informed about the requested action which comments or objections to same.