

## ADMINISTRATIVE ADJUSTMENT CHECKLIST (EMC § 16-2-11)

- Fees** (*Application fees are non-refundable*)
  - Application Fee: \$ 250.00 (*Payable to City of Englewood*)
- Development Review Team Meeting**
  - Provide meeting notes
- Letter of Authorization** (*if applicant is not the property owner*)
- Documentation of Legal Interest**
- Written Request**
  - Include the specific code citation of the request, what is required, the alternative that is being proposed and justification comments.
  - For all administrative adjustments, provide justification comments addressing criteria listed in EMC § 16-2-11 Administrative Adjustment.
  - If requesting an administrative adjustment of design and development standards, provide justification comments addressing criteria from the following, applicable, sections.
 

<ul style="list-style-type: none"> <li>○ EMC § 16-5-4 Residential Design</li> <li>○ EMC § 16-5-6 Sustainable Sites and Building Guidelines</li> <li>○ EMC § 16-6-4 Frontage Design</li> <li>○ EMC § 16-6-5 Building Design</li> <li>○ EMC § 16-6-6 Open Space Design</li> <li>○ EMC § 16-6-7 Sustainable Sites and Building Guidelines</li> </ul>	<ul style="list-style-type: none"> <li>○ EMC § 16-7-3 Access and Circulation</li> <li>○ EMC § 16-7-4 Required Parking</li> <li>○ EMC § 16-7-5 Parking Design</li> <li>○ EMC § 16-8-3 Landscape Requirements</li> <li>○ EMC § 16-8-4 Buffers and Screening</li> <li>○ EMC § 16-8-5 Plant Specifications</li> <li>○ EMC § 16-8-6 Fences and Walls</li> </ul>
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- Site Plan**
  - Proposed Site layout (*All requests*)
    - Include property address; written and graphic scale; north arrow; property lines; lot dimensions; existing and proposed building footprints; building setbacks from property lines; existing and proposed sidewalks, streets and alleys; on- and off-street parking facilities; and any other items pertinent to the request
  - Landscape Plan (*Requests for administrative adjustment of EMC § 16-5-6, 16-6-4, 16-6-6, 16-6-7, 16-4-5, 16-8-3, 16-8-4, 16-8-4*)
    - Include all required and proposed screening and buffer yards; all required and proposed site landscaping elements (streetscape, frontage and foundation, parking, buffers, and other open spaces); parking lot landscaping; and plant material identification and sizing
  - Building Elevations (*Requests for administrative adjustment of EMC § 16-5-4, 16-5-6, 16-6-4, 16-6-5, 16-6-7*)
    - Include all sides of all proposed buildings showing dimensions; heights; building materials; and transparency requirements

**Other Documents** (*Provide any special agreements, easements, conveyances, restrictions or covenants governing the property*)

- Additional Material/Information** (*As requested by City Manager or Designee*)
- Notice**

## ADMINISTRATIVE ADJUSTMENT CHECKLIST (EMC § 16-2-11)

- Administrative adjustment requests are required to provide posted notification per EMC § 16-2-1.F.
- EMC § 16-2-1.F.3 Posted. Where posted notice is required, notice shall be posted on the property or near the proposed site, visible to surrounding properties and the general public from adjacent public ways, according to the following:
  - a. The Director shall determine the number, type, and specific location of signs based on the context of the property, which typically includes 1 sign for each street frontage. .
  - b. The sign shall be at least 22" x 28"; at least 4' above ground level; at least one inch black letters, and designed to be legible from the adjoining street. The Director may further specify sign size and color for particular applications on the application forms or through pre-application meetings. .
  - c. The applicant shall ensure that all signs are posted for at least 15 consecutive days prior to the public hearing or meeting.
  - d. The applicant shall make a reasonable good faith effort to maintain posted notice throughout the proceedings, and provide evidence or a statement of compliance at the time of the public hearing or meeting
  - e. In the case of notice posted for an administrative decision, the sign shall be posted for at least 15 consecutive days prior to a decision.
  - f. The applicant shall remove all signs within seven days after conclusion of the proceedings.

Submit the completed checklist along with your application.

Submittals will only be accepted via <https://lms.Englewoodco.gov>

Apply under Planning Projects: Submit Application >> Variance >>  
Administrative Adjustment

***Avoid delays – Submit a complete application!***