



WAIVER APPLICATION

ADDRESS OF PROPERTY:		ACREAGE OF SITE:	
LEGAL DESCRIPTION (SUBDIVISION, SECTION, LOT NUMBER):			
PROPERTY OWNER:	CONTACT NAME:	TELEPHONE:	E-MAIL
MAILING ADDRESS:		CITY:	STATE ZIP CODE
PROJECT ENGINEER FIRM:	CONTACT NAME:	TELEPHONE:	E-MAIL
MAILING ADDRESS:		CITY:	STATE ZIP CODE
PROJECT FOR WHICH DETERMINATION IS SOUGHT:		APPLICABLE SECTION/SUBSECTION OF ORDINANCE:	
SPECIFIC USE OF THE PROPERTY:		EXISTING USES OF ADJACENT PROPERTIES:	

(FOR CITY USE ONLY)

SUBMITTAL VERIFICATION/INSPECTION AUTHORIZATION:	
<p>That I, as owner or duly authorized officer of the property hereinafter referenced, do hereby execute this document, acknowledge the above statements to be true and accurate to the best of knowledge, and understand that knowing and willful falsification of information will result in rejection of my application and may be subject to criminal prosecution. I have received, read and understand the terms and conditions of this request, and agree to compliance with all applicable codes and ordinances of the City. I authorize the City or their representatives to visit and inspect the property for which this application is being submitted.</p>	
<hr style="width: 80%; margin: 0 auto;"/> <p>APPLICANT SIGNATURE</p>	
<hr style="width: 40%; margin: 0 auto;"/> <p>PRINTED NAME</p>	<hr style="width: 40%; margin: 0 auto;"/> <p>DATE</p>

PERMIT NUMBER:
AMOUNT RECEIVED:
NOTES:

Waiver Checklist

Waiver applications that do not include all of the following information cannot be accepted for review.

- \$150 FEE (NON-REFUNDABLE)
- Completed Application Form
- LETTER JUSTIFYING REQUEST (12 COPIES)**
At a minimum, the letter must explain the request and address each of the following points individually:
 - It is a relatively insignificant deviation from the requirements of this article.
 - It would not have any material adverse effect on the property rights of others.
 - It does not affect applicable zoning and other regulations of the city.
 - It would, in a particular situation, enhance public safety more than strict compliance with a provision of this article.
 - It would, in a particular situation, be more satisfactory to the overall plan of the city than strict compliance with a provision of this article.
- SUPPORTIVE MATERIAL (12 SETS – 11” x 17” MAX. EXHIBIT SIZE)**
Include as many of the following items as is applicable:
 - General location map.
 - Copy of plat, lot layout, site plan, etc.
 - Scaled drawing(s) of proposed changes associated with waiver, lot layout, site plan, etc.
 - Sketch of structures, site work, etc. related to waiver