

**CHECKLIST FOR ZONING ADMINISTRATOR ADJUSTMENT (ZAA) TO
AREA, YARD, BUILDING LINE, HEIGHT OR SLIGHT MODIFICATION**

Case No. _____

Staff processor _____

Date _____

A. APPLICATION FORM

1. Type of application (Check one)

- Adjustment to Area (ZAA)
- Slight Modification (SM)
- Adjustment to Height (ZAA)
- Front Property line determination
- Adjustment to Prevailing front yard (ZAA)
- Adjustment to Required setbacks-side/rear yards (ZAA)
- Passageway
- Distance between buildings
- Other
- Entitlement Manager? Name _____

2. Project location and size

- Street Address
- Legal Description
- * Lot Dimensions & Lot Area (sq. ft.)
- * Total project size (sq. ft.)

3. Project Description

- * Check application for completion of this section

4. Request Clause is Accurate, Clear and Complete

- * Code citation section number
- * List of recent or pending case numbers relating to this site (if any)

***NOT required for Slight modification**

5. Applicant status

 Owner/Lessee* Lessee (entire site) and copy of lease* Owner in escrow - proof of present owner's signature (ZA memo #46) Address and day-time phone number

6. Affidavit Signed

 Owner Lessee with owner-granted authority to sign* Lessee (if entire site is leased)* Notarized**B. APPLICATION MATERIALS**

1. Plot Plan

 2 copies all requests

2. Floor Plan

 2 copies all requests (where applicable)

3. Elevation Plan

 1 set for any height variance request or if located in hillside area.

4. Additional Information/Findings

* a) Adjustment to Area, Yard, Height, Building Line, questions 1 through 5 on Special Instructions

5. Mailing List

 Abutting property owners list (one set of gummed labels required for ZA files and one copy keyed to ownership map. Applicant and Representatives address on all labels and copies.* BTC receipt number _____. Perjury Affidavit.

6. Environmental Clearance (Remember to add case number to environmental forms)

 Categorical Exemption Environmental Assessment Form EIR Other*** NOT required for Slight Modification**

C. **STAFF REQUIREMENTS**

1. Check Council District number
2. Assign Case Number
 - Pull blue folder
 - Notate all exhibits, plans, maps etc.
 - Photocopy district map (2 copies) - (Fill in north arrow, street names, D.M. number and case number) Note: Only required for ZA cases.
- * Give Posting Instructions to Applicant
3. Application Acceptance
 - Receipt issued
 - Application receipted (Back page) 5 acres or less or more than 5 acres
 - Fill-in upper right hand corner of application
 - Store everything in folder and rubber band.
4. REVIEW BY DRAFTING ROOM STAFF Initial _____
 - (Legal) description sign off, plot plan
 - * Net area for fee computation (needed if more than 5 acres)
 - Post case number on district map
 - PA Number and CT Number
 - Thomas Bros. Atlas page number and grid
5. CASE LOGGER
 - Log in ZA and Council books
6. REVIEW BY SUPERVISOR OR DESIGNEE Initial _____ Date _____

Date:

 - Stop letter (returned check, error in filing-staff/applicant) _____
 - Material received _____
 - Follow-up stop letter sent, if required _____
 - DATE APPLICATION DEEMED COMPLETE AND FILED** _____
 - Case delivered to ZA secretary - Room 763 _____

* NOT required for slight modification