

ADMINISTRATIVE ADJUSTMENT

Authority: Section 1A.04.00, et. seq., Okaloosa County Land Development Code

Purpose: To provide flexibility in property development without requiring the time and expense of adjustments from the Code through a public hearing process, and is further intended to provide a streamlined alternative to the variance process heard by the Board of Adjustment.

Process: The Planning Official, or designee, shall have the authority to approve, approve with conditions, or deny applications for administrative adjustment consistent with the requirements specified in Section 1A.04.00. Any such adjustment shall be from the requirements of the Code only. The Planning Official does not have the authority to approve an administrative adjustment for: allowable uses, density, intensity, or any other provision prescribed in the Comprehensive Plan; any requirement of the Flood Damage Prevention regulations; allowing expansion of any nonconforming use or structure, or; as otherwise specified in subsection 11.06.04. An approved administrative adjustment must be filed in the Official Records of Okaloosa County.

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

1. Dimensional Requirements. Dimensional requirements including yard setbacks, building height, lot size, etc. may be reduced 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 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 waive the requirement for paving and striping parking lots, except handicapped parking requirements, prescribed in subsection 6.04.07 of the Code, after approval from the Public Works Department.
4. Landscaping. Landscaping requirements may be reduced 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.

Application fee: \$50.00

**OKALOOSA COUNTY
DEPARTMENT OF GROWTH MANAGEMENT
APPLICATION FOR ADMINISTRATIVE ADJUSTMENT**

January, 2007

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. There has been no objection from any adjacent property owner or other potentially adversely affected party.
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.

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 and have no concerns or objections to same.