

ADMINISTRATIVE DECISION REQUEST
SITE DEVELOPMENT §17-4-101(3)
PROCEDURES AND REQUIREMENTS

Applications shall be submitted in PDF format and include each item contained summarized in 1-5 below. The application PDF shall be emailed to SDPAdminExemption@aacounty.org. This email may not exceed 25 megabytes (MB). If the attachments will result in an email that is greater than 25 MB, you must provide a link to a large file transfer service where OPZ staff may access the PDF documents. The email subject line shall show the following:

Administrative Decision Request, Site Development (*SITE ADDRESS and/or Tax ID*)

The following items are required with the application:

1. The [Administrative Decision Request Site Development § 17-4-101\(3\) Application Form](#).
2. A letter of explanation that explicitly states the reason and justification for the request. This letter must clearly summarize the existing and proposed site conditions and uses, any existing violations and mitigation proposals, and demonstrate how the proposed development is in conformance with all criteria listed in §17-4-101(3).
3. EDU worksheet.
4. Traffic analyses via a letter with sufficient information to confirm that the project does not result in more than 50 new daily vehicle trips in the scheduled completion year of the improvements and that there is no requirement for a traffic impact study.
5. Written authorization from the owner of property allowing the contract purchaser/lessee to act on the owner's behalf.
6. One site plan, drawn to an engineer scale. The plan should include all information relevant to the Administrative Decision request including, but not limited to:
 - A vicinity map;
 - Site Data Tabulations in acres and square feet (such as lot/parcel area, zoning, existing floor area and use(s), proposed additional cumulative floor area and use(s), floor area ratio, existing and proposed impervious surface, existing and proposed coverage, limit of disturbance, building height, required and provided parking, density, mix of use, etc.);
 - Setbacks;
 - Landscape buffers and planting areas;
 - Scenic or Historic Roads;
 - Easements with recording references;
 - Roads;
 - Limits of disturbance; and
 - Existing and proposed structures, parking and outdoor storage.