



**SMARTCODE  
ADMINISTRATIVE AUTHORIZATION /  
VARIANCE APPLICATION**

A deviation of the requirements of the SmartCode is permissible when reviewed/approved as an Administrative Authorization or Variance. The Development Review Committee has the authority to administratively authorize certain SmartCode requirements while the Planning & Zoning Commission has the authority to grant a variance.  
*(For additional information on this process and requirements see Ordinance No. 1200 Chapter 1.5.)*

**APPLICANT INFORMATION:** **APPLICATION FEE: N/A**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Street Address: \_\_\_\_\_ E-Mail: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**APPLICANT STATUS:** Owner: \_\_\_\_\_ Agent: \_\_\_\_\_ Tenant: \_\_\_\_\_ Contract Buyer: \_\_\_\_\_

**ENGINEER:** \_\_\_\_\_ **SURVEYOR:** \_\_\_\_\_ **PLANNER:** \_\_\_\_\_ **OTHER:** \_\_\_\_\_ (specify)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Street Address: \_\_\_\_\_ E-Mail: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**ADMINISTRATIVE AUTHORIZATION/EXCEPTION INFORMATION:**

SmartCode Articles from which a deviation is sought: \_\_\_\_\_

\_\_\_\_\_

Proposed relief sought: \_\_\_\_\_

\_\_\_\_\_

**To Be Completed By Administrator or Designee**

Administrative Authorization: \_\_\_\_\_ Exception: \_\_\_\_\_

Staff Initials: \_\_\_\_\_ Date: \_\_\_\_\_ Staff Initials: \_\_\_\_\_ Date: \_\_\_\_\_

## **APPLICATION CHECKLIST:**

### **Attach to this application:**

1. A narrative statement that explains the proposed administrative authorization(s) or variance(s) and why it is necessary.
2. Application Fee per most recently adopted Fee Resolution.
3. A vicinity map (no larger than 11x17) showing property lines, thoroughfares, existing/proposed Comp Plan Designations and other such items as required by the Administrator.
4. Authorization Letter (if applicant is other than property owner/contract buyer).

### **In addition to the above, if the request is for approval of an exception by the Planning and Zoning Commission, the following needs to be provided:**

5. A certificate, by a Title Company licensed in the State of Idaho, as to ownership of record and any interest of record in the subject property, a list of property owners of record within 300 feet of the external boundaries of the proposed development and associated mailing labels.
6. The applicant will incur a public hearing mailing fee in the amount of \$5.00 per hearing notice per property within 300 feet of the site. If not submitted with the application, the Planning Department will mail an invoice to the applicant with such fees to be paid before the application is placed on the agenda.