



ADMINISTRATIVE EXCEPTION APPLICATION

PFMC 18.20.150

Public Services Department – Planning Division
 408 N. Spokane St. Post Falls, ID 83854
 208.773.8708 Fax: 208.773.2505

STAFF USE ONLY

Date Submitted: _____ Received by: _____ Fee paid: _____ Tyler #: _____

PART 1 – REQUIRED MATERIAL

THE APPLICATION WILL NOT BE ACCEPTED IF THE REQUIRED MATERIALS ARE NOT PROVIDED

An Administrative Exception may be granted to allow certain deviations from the standard setback requirement, lot area requirement, fences and walls in excess of three feet in front yards, and fences or walls in excess of six feet in rear or side yards. *(For additional information on this process and requirements please see PFMC 18.20.150)*

- Completed Application Form**
- Application Fee**
- Written permission of property owner.** If different than applicant.
- A List of the Abutting Property Owners' names and addresses**
- Site Plan:** Submit on 8 ½ inch by 11 inch copy with **all** of the following information:
 1. All dimensions scaled (e.g. 1" = 20').
 2. North arrow. Show actual property boundaries and dimensions, parking, and access, etc.
 3. Label and show location of existing buildings/structures, utilities, and other improvements, showing dimensions, square footage, and distance to property boundaries.
 4. Label and show location of proposed buildings/structures (including exterior decks, and porches), showing dimensions, square footage, and distance to property boundaries.

PART 2 – APPLICATION INFORMATION

PROPERTY OWNER:		
MAILING ADDRESS:		
CITY:	STATE:	ZIP:
PHONE:	FAX:	EMAIL:
APPLICANT:		
MAILING ADDRESS:		
CITY:	STATE:	ZIP:
PHONE:	FAX:	EMAIL:

APPLICATION INFORMATION:

PROPERTY GENERAL LOCATION OR ADDRESS:		
PROPERTY LEGAL DESCRIPTION (ATTACH OR DESCRIBE):		
TAX PARCEL #:	EXISTING ZONING:	ADJACENT ZONING:
	CURRENT LAND USE:	ADJACENT LAND USE:
DESCRIPTION OF PROJECT/TYPE OF ADMINISTRATIVE EXCEPTION REQUESTED AND REASON FOR REQUEST:		

PART 3 – DETERMINATION

STAFF USE ONLY

ADMINISTRATIVE EXCEPTION REVIEW CRITERIA

An administrative exception may be approved, approved with conditions, or denied by the administrator. In consideration of the request, the administrator shall consider the following:

1. That the administrative permit for the proposed minor exception would be consistent with the general intent of the zoning ordinance and related provisions of the code.
2. Granting the permit has not been demonstrated to be detrimental to neighboring development.

Written notice of the decision will be provided to the applicant and abutting property owners. A decision may be appealed to the Planning and Zoning Commission in accordance with City policy.

This request is:

APPROVED
 APPROVED WITH CONDITIONS
 DENIED

Comments/Conditions: _____

DATE: _____

ADMINISTRATOR