



DESIGN CRITERIA MANUAL (DCM)

Variance Application Form

Incomplete applications will be administratively rejected at submission.

Variation to the DCM standards will only be considered by the City if this Variance Application is complete and substantiated by the information submitted by the applicant. Use separate sheets if necessary and attach supporting documents with the application.

SUBMITTED DATE: _____

PROJECT NAME: _____

☐ DEVELOPMENT PROJECT

☐ CAPITAL PROJECT

APPLICANT'S NAME: _____

☐ OWNER/DEVELOPER

☐ OWNER'S REPRESENTATIVE

COMPANY NAME: _____

ADDRESS: _____

PHONE NUMBER: _____ EMAIL: _____

VARIANCE REQUEST OF:

☐ ADMINISTRATIVE STANDARD

☐ TECHNICAL STANDARD*

***Variation to any non-administrative or technical standard must be submitted and sealed by the appropriate licensed/registered professional in accordance with the DCM**

DESIGN CRITERIA FOR WHICH VARIANCE IS REQUESTED:

Specific Section: (*Ex 5.7.5.C.*) _____

Current Criteria as stated in the DCM:

SPECIFIC PROPOSED VARIANCE FROM DCM:

SPECIFIC REASON FOR VARIANCE REQUEST:

(Statement of why the criteria should be varied or is not applicable. Justification shall not include cost or reference to cost)

IMPACTS AND MITIGATION MEASURES:

(Include potential impacts of variance such as long term maintenance and operation, traffic impacts, potential for erosion, etc.. Mitigation measures shall be supported by attaching applicable studies, plans, and data sheets. Examples of mitigation substantiation include a flood study, TIA, grading plan, landscaping plan, downstream impact analysis, geotechnical report, structural report, material data sheet, etc.)

SIGNATURE OF APPLICANT:

(Seal of Licensed/Registered Professional required for variances to technical standards):

For City Use only

Supporting Documentation Attached: ☐ Yes ☐ No

Reviewed By:

Staff

Date

Department

Variance Request: ☐ Approved ☐ Denied

Copies of backup information/notes attached

Director of Department

Date