



CHECKLIST FOR MINOR EXCEPTION



Minor Exceptions may be granted by the Planning Director to provide flexibility in achieving certain Development Code requirements, provided the minor adjustment to the requirement is compatible with adjoining uses. Minor Exceptions may be granted for the following in accordance with Section 17.16.110 of the Development Code:

**Fence Height
Lot Coverage
Height**

**Setbacks
Parking**

For a description of the review process, please refer to *The Development Review Process*, a booklet available from the Planning Department.

SECTION 1: Filing Requirements

- 1. Uniform Application Parts 1 and 3.
- 2. One site plan, drawn to scale on an 8 1/2" x 11" format, indicating the proposed Minor Exception, location of existing structures, and location of structures on adjacent properties. (See attached example).
- 3. A written justification outlining the reasons for the Minor Exception and how this Exception is compatible with the surrounding area.

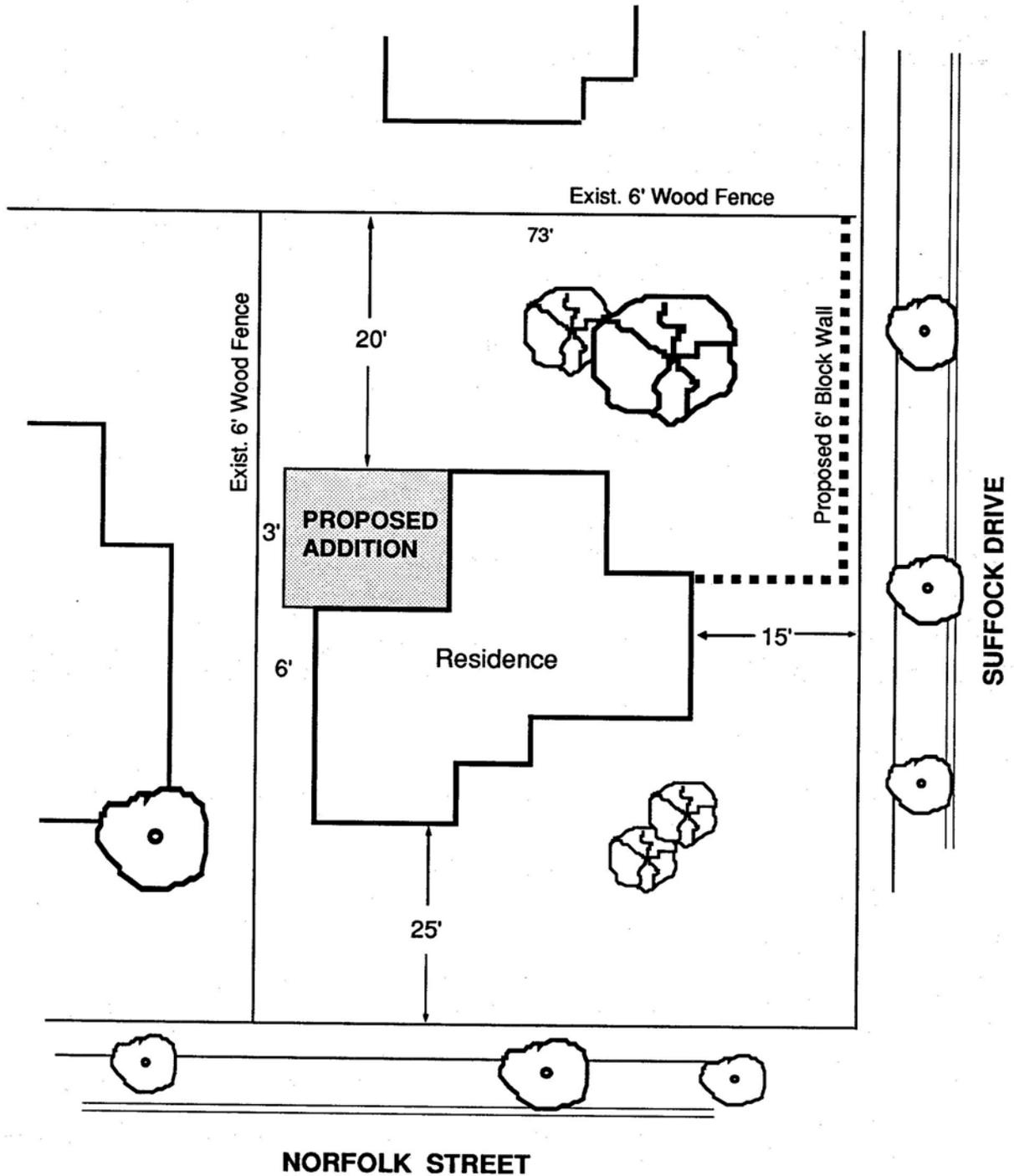
SECTION 2: Filing Fees

- Minor Exception..... See current fee list.

SECTION 3: Approval Process

- 1. Notification: Prior to consideration of a Minor Exception, the Planning Director shall cause notice to be given to contiguous property owners, by mail, 10 days prior to the decision on the application.
- 2. Action by Planning Director: Following the notification period, the Planning Director may (1) grant approval as requested by the applicant, (2) grant approval in a modified form, or (3) deny the application.
- 3. Effective date of approval: The decision of the Planning Director shall be effective 10 calendar days after the date of the decision unless an appeal has been filed with the Planning Commission.

SAMPLE



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