



SUBMITTAL REQUIREMENTS: ADMINISTRATIVE ADJUSTMENT

General Explanation:

The administrative adjustment procedure is intended to allow minor modifications or deviations from the dimensional or numeric standards of this Chapter with approval by the Director. Administrative adjustments are intended to provide greater flexibility when necessary, without requiring a formal zoning amendment or variance. The administrative adjustment procedure is not a waiver of Chapter standards and shall not be used to circumvent the variance procedure. Frisco Town Code, 180-2.7.2, regulates the Administrative Adjustment process.

REVIEW PROCEDURES

1. An application for an administrative adjustment shall be submitted and reviewed concurrently with an application for a conditional use permit, site plan approval (administrative, minor, or major), or plat approval (preliminary or final).
2. Where the concurrently reviewed application requires review and approval by the Planning Commission and/or Town Council, the Planning Commission and/or Town Council shall review and decide the administrative adjustment application.
3. The Community Development Department shall review the administrative adjustment application and shall approve, approve with conditions, or deny the adjustment based on the criteria below.

APPLY HERE: [CommunityCore Online Permit Link](#)

APPROVAL CRITERIA

The application may be approved if the requested adjustment meets all of the following criteria:

1. Is consistent with the purpose statement set forth in the Unified Development Code (UDC) for the applicable zoning district(s);
2. Meets all other applicable building and safety codes; and
3. The requested modification is necessary to either: (a) compensate for some practical difficulty or some unusual aspect of the site of the proposed development not shared by landowners in general; or (b) accommodate an alternative or innovative design practice that achieves to the same or better degree the objective of the existing design standard to be modified. In determining if "practical difficulty" exists, consideration shall be given to any unique circumstances of the property.

Review the below submittal requirements for applicable plans and documents which shall be submitted online with the Administrative Adjustment application. Before submitting online, ensure you have all of the below information.

1. General Application Information

- | | |
|---|--|
| <input type="checkbox"/> Project Street Address & Unit Number | <input type="checkbox"/> Lot Size (square feet) |
| <input type="checkbox"/> Property Legal Description | <input type="checkbox"/> Lot Coverage Information (existing/proposed) |
| <input type="checkbox"/> Owner Name/Address | <input type="checkbox"/> Parking Spaces (existing/proposed) |
| <input type="checkbox"/> Applicant Name/Address | <input type="checkbox"/> Lot Coverage (existing/proposed) |
| <input type="checkbox"/> Description of Work | <input type="checkbox"/> Number of residential units (existing/proposed) |
| <input type="checkbox"/> Zoning District | <input type="checkbox"/> Non-Residential GFA (existing/proposed) |

2. Property Owner Consent

If the applicant is not the owner of the property, a written statement by the owner consenting to this application must be submitted.

3. Homeowners Association Consent

For any improvements proposed on the common area as defined by the homeowners association and/or the Community Development Department require written permission from the homeowners association to which the property is a member.

4. Application Fee: \$100.00

A non-refundable fee submitted with the application. Revisions to the original submittal may require an additional fee.

5. Project drawings

Project drawings shall include site plan, elevations and architectural drawings.

6. Narrative

A written narrative of the project shall be submitted which outlines the request for Administrative Adjustment and demonstrates compliance with Frisco Town Code, Section 180-2.7.2.

7. Other Applicable Materials

The Community Development Department may require additional information as needed for review of this application.