



# ADMINISTRATIVE VARIANCE APPLICATION

See reverse side for more information regarding the permitting process and the materials required for a complete application.

**NOTE: Must be accompanied by a DEVELOPMENT PERMIT APPLICATION form.**

To be completed by Applicant

### PROJECT SUMMARY

### SETBACK(S) FOR WHICH THE ADMINISTRATIVE VARIANCE IS REQUESTED

(please check and fill in all that apply):

<b>Front</b>	Required Setback _____ feet	<b>Rear</b>	Required Setback _____ feet
	Proposed Setback _____ feet		Proposed Setback _____ feet
<b>Side</b>	Required Setback _____ feet	<b>Street Side</b>	Required Setback _____ feet
	Proposed Setback _____ feet		Proposed Setback _____ feet

**IN WHICH ZONING DISTRICT IS THE PARCEL LOCATED?** \_\_\_\_\_

**IS THE PROPERTY LINE IN QUESTION ABUTTING A DIFFERENT ZONING DISTRICT?**

YES If so, which zoning district? \_\_\_\_\_ NO

**Previous Variance Applications for this matter?** YES NO

Previous Case Number(s): \_\_\_\_\_

Was the Variance Granted? YES NO

### ALL REQUIRED MATERIALS ATTACHED

1. Complete application per CBJ 49.20.250(a)
2. Narrative including:
  - Description of the situation which requires a variance
  - What expense or inconvenience would result if the setback infraction was corrected
3. Certified As-Built, if applicable
4. Written statements from owners of adjacent properties

-----DEPARTMENT USE ONLY BELOW THIS LINE-----

ADMINISTRATIVE VARIANCE FEES	Fees	Check No.	Receipt	Date
Application Fees	\$ _____			
Adjustment	\$ _____			
<b>Total Fee</b>	<b>\$ _____</b>			

This form and all documents associated with it are public record once submitted.

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

For assistance filling out this form, contact the Permit Center at 586-0770.

Case Number	Date Received

## **Administrative Variance Application Instructions**

Administrative variances are outlined in CBJ 49.20.250(a)

**Application:** An application for a Administrative Variance will not be accepted by the Community Development Department (CDD) until it is determined to be complete. The items needed for a complete application are:

1. **Forms:** Completed Administrative Variance Application and Development Permit Application forms.
2. **Fees:** The fee for an Administrative Variance Application is \$120.00. All fees are subject to change.
3. **Project Narrative:** A detailed narrative describing the minor hardship infraction that was not the result of a deliberate effort to evade the dimensional requirements of the Land Use code.
4. **Plans:** A certified As-Built may be required if the structure is already constructed.

**Document Format:** All materials submitted as part of an application shall be submitted in either of the following formats:

1. Electronic copies in the following formats: .doc, .txt, .xls, .bmp, .pdf, .jpg, .gif, .xlm, .rtf (other formats may be preapproved by the Community Development Department).
2. Paper copies 11" X 17" or smaller (larger paper size may be preapproved by the Community Development Department).

**Please consult with the Community Development Department to discuss whether additional information may be required for your application. The "Planner-On-Call" can be reached by contacting the Permit Center at 586-0770 or via e-mail at [Permits@juneau.org](mailto:Permits@juneau.org).**

**Application Review Procedure:** Once the application is determined to be complete, the Community Development Department will initiate the review of the application. This process includes:

**Review:** As part of the review process the Community Development Department will evaluate the application for consistency with all applicable City & Borough of Juneau codes and adopted plans. Depending on unique characteristics of the Administrative Variance Application request the application may be required to be reviewed by other municipal boards and committees. During this review period the Community Development Department will coordinate the review of this application by other agencies, as necessary. Review comments may require the applicant to provide additional information, clarification, or submit modifications/alterations for the proposed project.

**Public Notice Responsibilities:** As part of the Administrative Variance process, all requests must be given proper public notice as outlined in CBJ 49.20.230(a) which consists of the following:

**Community Development Department** shall mail notice of the application to the immediately adjoining property owners, and provide at least 14 days to submit written comments before issuing a decision.

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**PLEASE NOTE: As provided by CBJ Land Use code section on Administrative Variances (CBJ 49.20.250(a)), an Administrative Variance may be granted after it is shown that all the following criteria have been met:**

1. *An administrative variance may be granted to allow projections not to exceed 25 percent of the yard setback requirements of this title or two feet, whichever is less, upon the director determining the following:*
  - A. *Enforcement of the setback ordinance would result in an unreasonable hardship;*
  - B. *The grant of the variance is not detrimental to public health, safety, or welfare; and*
  - C. *The grant of the variance is narrowly tailored to relieve the hardship.*
2. *An administrative variance decision by the director may be appealed if a notice of appeal is filed within 20 days of the date the decision is signed by the director, in accordance with section 49.15.239.*

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### **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**



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