



Administrative Adjustment or Alternative Form of Compliance Request Form

801 Crawford Street, Portsmouth, Virginia 23704

www.portsmouthva.gov/planning/

- Notes:**
1. Administrative adjustments and alternative forms of compliance are methods of providing flexibility in meeting the intent and purpose of the zoning ordinance without requiring a variance review by the Board of Zoning Appeals.
 2. The administrative adjustment procedure allows an applicant to request minor variations of up to 15 percent from setbacks or yards required by the zoning ordinance.
 3. Applicants seeking a deviation from the subdivision standards should file a Subdivision Exception application.
 4. Alternative forms of compliance are provisions in the zoning ordinance that allow an applicant the opportunity to propose an alternative method of meeting or exceeding specified standards (e.g., parking or landscaping).

1. General Project Information

Project Address:

Tax Parcel Identification Number:

Is this a request for an administrative adjustment? Yes No

Is this a request for an alternative form of compliance? Yes No

If this is a request for an alternative form of compliance, please specify the type of alternative form of compliance below:

Alternative Parking Plan Alternative Landscaping Plan Security Plan Exemptions

Tree Preservation Credits Green Building Incentives

2. Written Description of Request – Answer all the questions under this section.

A) Please provide a written description of the standard(s) or requirement(s) that you are asking to adjust, the extent (percentage) of the adjustment, or the alternative form of compliance requested (maps, sketches, or illustrations may also be attached on separate pages).

B) Describe how the proposal is consistent with the character of development in the surrounding area, will not result in incompatible uses, and will not substantially interfere with the use of adjacent lands

Project Address:

Tax Parcel Identification Number:

C) Describe how the proposed adjustment or alternative form of compliance advances the purposes of the zoning district and/or comprehensive plan

D) Describe how any adverse impacts from the proposed adjustment or alternative form of compliance will be mitigated to the maximum extent practical

3. Submittal Requirement Checklist

(Submittals should include 13 copies of listed items, unless otherwise stated.)

A. General Information for all Applications

- Master Development Application Form
- Administrative Adjustment or Alternative Forms of Compliance Application Form
- Copy of an approved Certificate of Appropriateness (COA) if located within the D1 Downtown district or within a historic district
- Copy of an approved Certificate of Compliance (D2) if located within the D2 Uptown district
- Application fee as established in the Portsmouth Fee Schedule identified in Appendix D of the Portsmouth Development Procedures Manual
- Scaled drawing showing existing structures, proposed adjustments to structures, boundaries of property, and structures and use types of buildings on adjacent properties
- Any additional information determined to be necessary by the Planning Department

B. Submittal Requirements for Administrative Adjustments

- A copy of a development plan demonstrating that the proposed administrative adjustment does not exceed 15 percent of a building setback standard
- Elevations required if the administrative adjustment involves new construction or changes to an existing building

C. Submittal Requirements for Alternative Forms of Compliance

(may be shown on a development plan sheet if requested as part of a type I or type II development plan application)

- Alternative parking plan, including information about the amount and/or configuration of parking spaces, and justification for the alternative plan
- Alternative landscaping plan, including information about the amount and/or configuration of landscaping, and justification for the alternative plan
- Alternative lighting plan, including information about the amount and/or configuration of lighting, and justification for the alternative plan
- Alternative security plan, including information about the alternative fence or wall height, material, and justification for the alternative plan
- Identification of green building features that will be provided or are requested as part of the green building incentive option
- Identification of the location and size of vegetation to be credited towards the landscaping requirements, if applicable



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Master Development Application Form

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- Notes:**
- All applications require the submission of this Master Development Application Form and the submission of a Specific Procedure Review Form for the proposed activity. Only one Master Development Application Form is required for each project, regardless of the number of actions, permits, or reviews required.
 - No action will take place, nor will the request be placed on any agenda, if staff determines that the application is not complete.
 - No application will be processed while violations exist on the property or if there are outstanding fines, taxes, liens, or other fees owed to the City of Portsmouth.
 - A Certificate of Appropriateness is required prior to any activity in the D1 Downtown District or any Historic District (i.e., Olde Towne, Port Norfolk, Park View, Cradock, or Truxtun). See staff prior to application. A Certificate of Compliance (D2) is required prior to any activity in the D2 Uptown District (Form-Based Code).

1. General Project Information

Project Address:	
Tax Parcel Identification Number:	
Lot Area (in square feet):	
Zoning District:	

2. Proposed Activity – Please check all that apply

(PC) = A preapplication conference must be completed prior to submission of the Master Development Application Form.

Proposed Use:	
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Check all permits or reviews that apply:

<input type="checkbox"/> Zoning Verification Request	<input type="checkbox"/> Use Permit (PC)	<input type="checkbox"/> Variance Permit (PC)
<input type="checkbox"/> Building Permit	<input type="checkbox"/> Zoning Compliance Permit	<input type="checkbox"/> Zoning Compliance Permit (Signs)
<input type="checkbox"/> Temporary Use Permit	<input type="checkbox"/> Certificate of Occupancy	<input type="checkbox"/> Zoning Map Amendment (PC)
<input type="checkbox"/> Certificate of Appropriateness	<input type="checkbox"/> Type I Development Plan	<input type="checkbox"/> Minor Subdivision
<input type="checkbox"/> Certificate of Compliance (D2)	<input type="checkbox"/> Type II Development Plan (PC)	<input type="checkbox"/> Major Subdivision (PC)
<input type="checkbox"/> Wetland Permit	<input type="checkbox"/> Interpretation Request	<input type="checkbox"/> Subdivision Exception
<input type="checkbox"/> Flood Plain Certificate	<input type="checkbox"/> Land Disturbance Permit	<input type="checkbox"/> Encroachment
<input type="checkbox"/> Street Closure	<input type="checkbox"/> Chesapeake Bay Exception	
<input type="checkbox"/> Appeals	<input type="checkbox"/> Administrative Adjustment or Alternative Form of Compliance	

3. Primary Point of Contact Information

Please circle the preferred method of contact (mail, telephone, fax, or e-mail)

Primary Point of Contact Name:	
Mailing Address:	
Phone No.:	Fax No.:
Email:	

4. Property Owner Information (if different from the primary point of contact)
The property owner must sign a property owner consent box (See item number 5 on the following page.).

Property Owner Contact Name:			
Mailing Address:			
Phone No.:		Fax No.:	
Email:			

5. Property Owner(s) Consent

Project Address:			
Tax Parcel Identification Number:			

The names, addresses, telephone numbers, and signatures of all owners of the property are required. Please attach additional sheets as needed. If a legal representative signs for a property owner, please attach an executed power of attorney. Faxed or photocopied signatures will not be accepted.

By signing this application below, I, as the owner of the property under review, give my endorsement of this application.

Property Owner or Authorized Signature:	Date Signed:
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If a business entity owns the property, the following is the name and title of the individual authorized to sign, as the property owner above, for such business entity.

Name of Person Authorized to Sign:			
Title of Person Authorized to Sign:			
Mailing Address:			
Phone No.:			

6. Applicant's Signature

By signing this application below, I hereby attest to the truth and accuracy of all facts and information presented with this application.

Applicant's Signature:	Date Signed:
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OFFICE USE ONLY	Project Number (Tidemark):
Received By:	Received Date:
Accepted as Complete By:	Accepted Date: