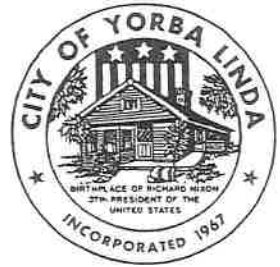


Filing Instructions for:

Administrative Adjustment



A. Purpose:

Administrative Adjustment may be granted by the Zoning Administrator for reductions in required setbacks, increases in permitted architectural projections, wall height, and height or area of signs, or for release from the requirements concerning satellite antennas, when such requests constitute a reasonable use of property not permissible under a strict, literal interpretation of the regulations of the Zoning Code.

B. Filing Requirements:

- _____1. Uniform Application
- _____2. One (1) set of plans, drawn to scale and indicating the subject property (site plan) with improvements and setbacks, applicable floor plans and elevations, and the proposed administrative adjustment.
- _____4. Public hearing information
 - a. Property ownership list – one typed list on gummed labels listing the names, addresses, and assessor's parcel number of all property owners adjacent to the exterior boundaries of the subject property, and any additional properties deemed appropriate by the Zoning Administrator.
 - b. Radius map drawn on the Assessor's Parcel Maps, indicating the properties adjacent to the subject property (see example on reverse).
 - c. The list shall be obtained from the latest equalized assessment roll issued by the Orange County Assessor, 630 N. Broadway, Room 142, Santa Ana, CA (714) 834-2727.
- _____5. The Community Development Department may require additional information or plans if they are necessary to determine whether the circumstance prescribed for the granting of this administrative adjustment exists.

Special Requirements:

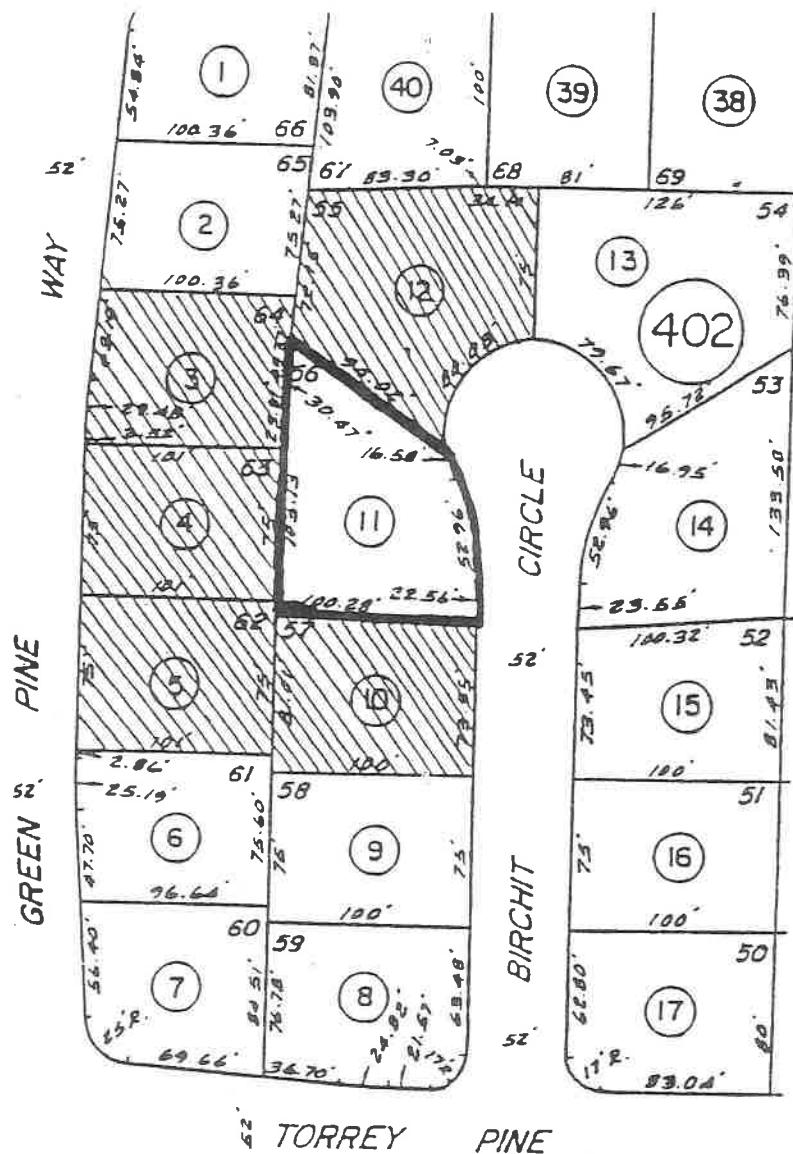
C. Plan Preparation:

1. All plans should be drawn on uniform sheets, no greater than 30" x 42".
2. All plans should be folded to approx. 10" x 12" and grouped into full sheets.
3. All plans must be clear, legible, accurately scaled, and fully dimensioned.

D. Filing Fees:

Administrative Adjustment: \$108.00 set fee

The properties included in the public hearing notice for an administrative adjustment notice must include every lot that touches the property lines of the subject property, even if they meet only at a corner. Mailing addresses of the owners may be obtained at the Orange County Assessor's Office in Santa Ana, and must be submitted typed on a set of adhesive address labels. See example below:



A property owner applying for an Administrative Adjustment for lot number 11 (above) must include property owners information for lots 3, 4, 5, 10 and 12. If the project was to take place on the front of lot 11, the Community Development Director will require notification to be sent to the owners of lots 13, 14, and 15 as well.