



ADMINISTRATIVE ADJUSTMENT APPLICATION FORM

This form is intended for request an Administrative Adjustment per [RMC Chapter 19.660.040.B – Administrative Adjustment](#). Any application that may require minor, administrative adjustments from the standards set forth in Title 19 – Zoning Code, shall fill out this form with a written request to the Community & Economic Development Department, or his/her designee. The Community and Economic Development Department Director, or designee, may approve, conditionally approve, or deny the request.

The Administrative Adjustment shall not apply in Residential Conservation (RC) and Residential Agricultural (RA-5) zones, or in an Industrial zone where located within 200 feet of a sensitive receptor as defined by RMC Chapter 19.130.030.

All questions can be directed to the City Hall (3rd Floor) One Stop Shop at (951) 826-5800.

PROJECT INFORMATION

Site Address: _____

Cross Streets: _____

Assessor's Parcel Number(s): _____ Zoning: _____

Is the request associated with any Planning Case or Building Permit?

☐ YES Case/Permit Number: _____ ☐ NO

APPLICANT INFORMATION (PRIMARY CONTACT)

Firm/Company Name: _____

Contact Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Daytime Phone: _____ Mobile: _____

Email: _____

ADMINISTRATIVE ADJUSTMENT

I'm requesting the following Administrative Adjustments from the standards set forth in Title 19, which include the following:

- ☐ A maximum increase of 10 percent in the allowed sign area and height.
- ☐ A maximum decrease of 20 percent in the required setbacks, except in no case shall this provision permit a setback of fewer than five feet.
- ☐ A maximum decrease of 20 percent in the required distance between structures on the same site on multifamily lots.
- ☐ A maximum decrease of 10 percent in the required parcel dimensions (area, depth, and width).
- ☐ A maximum decrease of 5 percent or one space, whichever is greater, in the required parking spaces.
- ☐ A maximum decrease of 10 percent in required landscaped dimensions (area, depth, or width).
- ☐ Any other standards not addressed by these provisions may be permitted up to a 10 percent adjustment as determined by the Community and Economic Development Department Director, or his/her designee (specify below).

**The Administrative Adjustment Request should be noted on the submitted plans*

PROJECT DESCRIPTION

Provide detailed information regarding the Administrative Adjustment request, including the necessity for the requested adjustment.

SUBMITTAL REQUIREMENTS

Plans must be legible and drawn to scale to clearly illustrate the components of the project. Remember that Planning Staff are not familiar with the property and need this information to evaluate your project. If the plans are not legible, or do not contain the information listed below, your application will not be accepted for processing. Please initial below to acknowledge that you have provided all required application materials. Incomplete applications will not be accepted.

PLAN FOR ADMINISTRATIVE ADJUSTMENT REQUEST:

- ☐ Site Plan
- ☐ Landscape Plan
- ☐ Signage Plan
- ☐ Other Plan (if applicable)

STAFF USE ONLY

Case/Permit Number: _____

Administrative Adjustment: ☐ APPROVED ☐ CONDITIONAL APPROVED ☐ DENIED

NOTES: _____

CEDD Director or His/her
Designee Signature: _____ Date: _____