



# Administrative Adjustment or Alternative Form of Compliance Request Form

801 Crawford Street, Portsmouth, Virginia 23704

[www.portsmouthva.gov/planning/](http://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