



DEVELOPMENT ENGINEERING DIVISION CHECKLIST

DESIGN MANUAL WAIVER REQUEST

DATE: _____

PROJECT: _____

PREVIOUS COUNTY FILE NUMBERS: _____

DESIGN FIRM: _____

==== **INSTRUCTIONS:** To be completed by the applicant. All documents to be signed by the appropriate design professional with the initial document submittal. Subsequent checklist submittals will be at the discretion of the Development Engineering Division, DPZ. =====

I. SUBMISSION DOCUMENTS

- A. 3 copies of cover letter designating Design Manual Volume, section, and specific text of what is being requested to be waived or alternative compliance being requested with written justification for the request.
- B. 3 copies of associated plans and supporting documentation to be reviewed, signed, sealed, and dated by the appropriate design professional.
- C. 3 copies of letter from affected adjacent property owners (if encroachments onto setbacks, increase in point discharge, etc.)
- D. Receipt acknowledging payment of review fee.
- E. Maximum Design Manual waivers or alternative compliance requests limited to three per fee.