



Application Administrative Departure

Planning Department
1120 Monroe Ave NW
Grand Rapids MI 49503
Ph: 616.456.4100 Fax 616.456.4199

Section 5.13.08. of the 2007 Grand Rapids Zoning Ordinance permits the Planning Director to approve Administrative Departures under certain circumstances. It is intended to provide a limited degree of flexibility as a means to meet the spirit and purpose of the Ordinance and is not a substitute for a Variance. The procedure permits a site-specific plan that is equal to or better than the strict application of the design standard. An individual application for each Administrative Departure is required.

Project Information:

Address: _____

Lot Size Frontage: _____ Parcel No: _____

Lot Size Depth: _____ Area Sq Ft / Acres: _____

Property Owner:

Name: _____ Phone: _____

Address: _____ Fax: _____

City, State, Zip: _____ E-mail: _____

Applicant: (If you are the applicant/property owner check here)

Name: _____ Phone: _____

Address: _____ Fax: _____

City, State, Zip: _____ E-mail: _____

Code Section:

Project Description:

Proposed Departure:

Attachments:

- Site Plan and Elevations of Proposed Departure
- Response to Review Standards Questions

Applicant Name (Please Print) _____ Signature of Property Owner/Applicant _____ Date _____

For Office Use Only

Historic District/Landmark:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Planning Approval:	Approval Date:	Fee:



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Review Standards. Please answer the following questions to the best of your ability. Use additional paper if needed.

1. Zoning Ordinance. Describe how the proposed departure is consistent with the purpose and intent of the Zone District, and the specific requirements and conditions of the Administrative Departure approval criteria.

2. Neighborhood. Describe how the proposed departure will be compatible with adjacent properties and the neighborhood.

3. Environment. Describe how the proposed departure will retain as many natural features of the landscape as possible.

4. Public Facilities. Describe how the proposed departure will not place a burden on existing infrastructure and services.

5. The request is necessitated by a condition of the site or structure, and not as a means to reduce costs or inconvenience.
