



Administrative Variance Applications

An administrative application is processed without a public hearing. Allow 10 business days for review. Processing time begins after receiving a complete application with all required information. Listed below are common requests authorized for administrative consideration (see Zoning Resolution Article XVI Section 1610 page 152 for a complete list).

If construction has already started and/ or a setback error has happened, STOP WORK AT ONCE. Do not proceed with any additional construction until the variance is resolved. Inform PTC why the mistake was made and provide a survey showing the encroachment, a letter from qualified design professional attesting to building code compliance, and a letter detailing what steps are being taken to make sure the same error does not reoccur.

Setback Encroachment

- Front Setback: 10 feet maximum
- Rear Setback: 10 feet maximum
- Side Setback: 5 feet maximum

Provide letters of agreement as follows: for side setback, provide letter(s) from adjacent property owner(s); for rear setback, provide letter(s) from property owner(s) adjacent to the side and rear; for front setback, provide letter(s) from property owner(s) adjacent to each side as well as across the street. **Setback applications must include the roof overhangs.**

Building Height Administrative Applications

- Building Height 10 feet maximum if no increase in allowed number of stories

Provide one (1) full size and one (1) 8 ½ X 11 inch of each building wall elevation.

Parking Reduction

- Parking Space Quantity: 10 percent maximum