



*Memphis and Shelby County*  
*Office of Planning and Development*

CITY HALL 125 NORTH MID AMERICA MALL MEMPHIS, TENNESSEE 38103-2084 (901) 576-6619

**APPLICATION FOR  
ADMINISTRATIVE DEVIATION APPROVAL**

Date: \_\_\_\_\_

Case #: \_\_\_\_\_

PLEASE TYPE OR PRINT

Name of Development: \_\_\_\_\_

Phase/Section/ Lot  
Area, etc.: \_\_\_\_\_ Number: \_\_\_\_\_

Project Street Address: \_\_\_\_\_

Shelby County Tax Parcel ID#: \_\_\_\_\_

Building or Site Use: \_\_\_\_\_

Class of Work: \_\_\_\_\_ New \_\_\_\_\_ Addition

Existing Zoning District: \_\_\_\_\_

**Requested Administration Deviation:  
(Please check all that apply)**

- **Building Setback**
- **Building Frontage**
- **Building Elements**
- **Streetscape**
- **Parking**
- **Landscaping**
- **Outdoor Lighting**

**Identify the physical impracticality that warrants an Administrative Deviation:**

---

---

---

---

---

---

---

---



**Lot Owner**  
**Of Record:** \_\_\_\_\_ Phone #: \_\_\_\_\_  
Mailing \_\_\_\_\_ City/ \_\_\_\_\_ Zip \_\_\_\_\_  
Address: \_\_\_\_\_ State \_\_\_\_\_ Code \_\_\_\_\_  
E-Mail \_\_\_\_\_ Mobile / Pager / \_\_\_\_\_  
Address: \_\_\_\_\_ Fax Phone: \_\_\_\_\_

**General**  
**Contractor:** \_\_\_\_\_ Phone #: \_\_\_\_\_  
Mailing \_\_\_\_\_ City/ \_\_\_\_\_ Zip \_\_\_\_\_  
Address: \_\_\_\_\_ State: \_\_\_\_\_ Code: \_\_\_\_\_  
E-Mail \_\_\_\_\_ Mobile / Pager / \_\_\_\_\_  
Address: \_\_\_\_\_ Fax Phone: \_\_\_\_\_

**Surveyor:** \_\_\_\_\_ Phone #: \_\_\_\_\_  
Mailing \_\_\_\_\_ City/ \_\_\_\_\_ Zip \_\_\_\_\_  
Address: \_\_\_\_\_ State \_\_\_\_\_ Code: \_\_\_\_\_  
E-Mail \_\_\_\_\_ Mobile / Pager / \_\_\_\_\_  
Address: \_\_\_\_\_ Fax Phone: \_\_\_\_\_

**Engineer:** \_\_\_\_\_ Phone #: \_\_\_\_\_  
Mailing \_\_\_\_\_ City/ \_\_\_\_\_ Zip \_\_\_\_\_  
Address: \_\_\_\_\_ State \_\_\_\_\_ Code: \_\_\_\_\_  
E-Mail \_\_\_\_\_ Mobile / Pager / \_\_\_\_\_  
Address: \_\_\_\_\_ Fax Phone: \_\_\_\_\_

**I (we) \_\_\_\_\_, hereby make application for an Administrative Deviation as permitted by Article 9, Chapter 9.21 of the Memphis & Shelby County Unified Development Code. I (we), accept responsibility for any errors or omissions which may result in any delay of the encroachment being reviewed by the Memphis & Shelby County Office of Planning & Development. I (We), owner(s) of the above described property hereby authorize the filing of this application and the above named persons to act on my behalf.**

\_\_\_\_\_  
Signature of Legal Owner of Record

\_\_\_\_\_  
Date

**GUIDE FOR SUBMITTING  
ADMINISTRATIVE DEVIATION APPLICATION**

**A**     **THE APPLICATION:**

Submit one copy of the Administrative Deviation application (this form), including the signed Owner's Certificate above. All applicable items shall be completed and legibly printed or type-written. A digital copy may be filed in lieu of a hard copy (see Item E below).

**B**     **FILING FEE:**

A non-refundable check or money order in the amount of \$100.00 payable to the M/SC Office of Planning and Development.

**C**     **SITE PLAN:**

One copy of a site plan of the subject property, on 8 ½ x 11 inches sheets, drawn to an engineering scale, showing property boundary lines and dimensions, existing utilities and easements, roadways, rail lines and public rights-of-way, crossing and adjacent to the subject property; the proposed height, dimensions and arrangements of buildings on the property; the type and location of landscaping proposed; the location of points of ingress to and egress (driveways), parking lots and loading areas on the site; and any proposed substantial regarding of the site and any significant topographical or physical features of the site including water courses or ponds. If the site plan is a recordable plat, sufficient space (3"x 2" rectangle area) shall be left on the plat to allow for an Administrative Deviation Certificate.

**D**     **ELEVATION DRAWINGS:**

One copy of the front, side, and/or rear elevations, as applicable of the existing and/or proposed structure(s), drawn to scale, on 8 ½ x 11 inches sheets, showing building(s) or structure(s) height(s). If the application consists of an existing building/structure and the applicant does not propose any exterior changes, then photographs may be furnished as follows: one copy showing building front and side elevations. Photographs should be 8 ½ x 11, or mounted on 8 ½ x 11 inches sheets (Please Note: The requirements for an elevation drawing may be waived by the Planning Director.)

**E**     **COMPACT DISC:**

A compact disc with all submitted application documents, saved and named separately in PDF format, and any proposed conditions, saved in WORD format. In lieu of submitting a compact disc, the application documents may be sent via electronic mail in PDF/WORD format to any planner in the Land Use Controls section (see OPD website).