

**ALTERNATIVE ARCHITECTURAL DESIGN (ARC)**  
LDC Section 5.05.08 G.  
Chapter 6 of the Administrative Code

**Verification:** Please obtain verification from County Staff that the proposed work qualifies for an Alternative Architectural Design prior to paying the application fee. Application fees are non-refundable. Please ask County Staff if you have any questions regarding the criteria for an Alternative Architectural Design.

Upon request by the applicant, the County Manager or designee may administratively approve, approve with conditions, or deny the request for the Alternative Architectural Design plan(s) and corresponding site plan, in whole or in part, for a plan meeting the standards of LDC section 5.05.08. Approved deviations are allowed only as to the specific design and plan reviewed. Any modification to an approved design shall necessitate re-review and approval by the County Manager or designee.

The Alternative Architectural Design application may be submitted at any time during the Site Development Plan or Architectural Design Plan process, if deemed necessary.

The following types of buildings and uses qualify for an administrative determination of deviations from LDC subsection 5.05.08 G.4.a.:

- i. Assembly,
- ii. Educational,
- iii. Institutional,
- iv. Mixed use buildings (such as commercial/residential/office), and
- v. Any other non-commercial building or use that is not listed under LDC section 5.05.08 E. Design standards for specific building types identified in LDC section 5.05.08 and due to their function, have specific requirements which make meeting section LDC 5.05.08 standards unfeasible.
- vi. Buildings located on property with a commercial zoning designation when submitted for Site Development Plan review except for the following:
  - a) Buildings with a gross building area of 10,000 square feet or more on the ground floor.
  - b) Multi-story buildings with a total gross building area of 20,000 square feet or more.
  - c) Project sites with more than one building where the aggregate gross building area is 20,000 square feet or more. Individual buildings within a project site that have been previously granted deviations where additional development causes an aggregation of buildings area 20,000 square feet or greater, must bring existing buildings up to the requirements of LDC 5.05.08.
- b. The deviation process is also applicable to the specific requirements listed under the following sections:
  - i. LDC section 5.05.08 B.3. Alterations to an existing building.
  - ii. LDC section 5.05.08 E.2.d. for Self-storage buildings.

**APPEAL**

Pursuant to LDC subsection 5.05.08 G. 5.d., the applicant may appeal the administrative decision to the Architectural Arbitration Board by making a written request to the Development Review Division.

Should the applicant or staff request a decision by convening an Architectural Arbitration Board meeting, then the review of the Site Development Plan will be placed on hold upon receipt of the written request by the County Manager or designee. Should the County Manager or designee request the assistance of the Architectural Arbitration Board, then review of the Site Development Plan will be placed on hold at staff discretion. Once the final decision by the Board is reached, review of the Site Plan shall resume.

**Applicant Contact Information**

Name of Owner: \_\_\_\_\_  
 Name of Applicant, if different than owner: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_

Name of Agent: \_\_\_\_\_  
 Firm: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_

**Property Identification/Project Information**

Project Name: \_\_\_\_\_  
 Zoning: \_\_\_\_\_ Building Type: \_\_\_\_\_  
 Building Size: \_\_\_\_\_ Sq. ft.     Multi-Story

**Deviation Request**

On a separate sheet attached to the application, provide a narrative identifying all of the code sections of LDC section 5.05.08 from which the deviations are requested and provide justification for each deviation. Additionally, provide a narrative for each of the alternative architectural design elements and explain how the proposed alternative design accomplishes the purpose and intent of the LDC section 5.05.08 in the same manner as the provisions would.

**Submittal Requirement Checklist**

The following Submittal Requirement checklist is to be utilized at time of application submittal. **Incomplete submittals will not be accepted.** Documents shall be submitted electronically.

REQUIREMENTS FOR REVIEW:	REQUIRED
<b>Application Form</b>	<input checked="" type="checkbox"/>
Architectural Design plans and/or Site Development Plan. - The Plans shall be clearly labeled as "Alternative Architectural Standards Design." - Architectural plans must be 1/8" scale minimum (signed & sealed)	<input checked="" type="checkbox"/>
Narrative statement that specifically identifies all standards of LDC section 5.05.08 from which the deviations are requested, the proposed alternative design letter, and the justification for the request	<input checked="" type="checkbox"/>

**Fee Calculation Worksheet**

- **Request for Alternative Architectural Design: \$500.00**

**Links**

[Online Payment Guide](#) – Help with payments

[E-Permitting Guide](#) – For help with submitting on portal

Checks payable to: Board of County Commissioners

\_\_\_\_\_  
Owner's or Agent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Owner or Agent