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## **ALACHUA COUNTY PUBLIC WORKS OPERATING PROCEDURE**

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**DIVISION:**            **Transportation & Development**

**SECTION:**            **Development Review**

**PROCEDURE #:**      **EDR-6**

**SUBJECT:**            **Board of Adjustment Request Review Procedures**

**DATE:**                **12/15/01**      **REVISION #:**

**PREPARED BY:**      **Michael J. Fay**

**APPROVED BY:**     **Matthew Dominy, P.E., Director Of Public Works**

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**POLICY:**            **To provide a thorough and timely review and provide professional recommendations on all requests for variances to various code requirements that are before the Board of Adjustment (BoA).**

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Listed below are the procedures for items in a Board of Adjustment cycle, from receiving package through drafting memorandums and providing comments at the BoA public hearings.

**Receiving:**

1. Assistant Director receives a copy of the Board of Adjustment agenda with supporting documentation from the Office of Codes Enforcement.
2. Package is then forwarded to Engineering Technician to prepare maps that show the location of the request on USGS Maps of Flood Prone Area, or other maps deemed appropriate by the Assistant Director. Packages are then returned to the Assistant Director for review and comment.

**Review:**

1. Requests are reviewed with particular emphasis on impacts of the request on adjacent roadway, overall transportation system, flood prone areas and drainage impacts on adjacent properties and overall watershed. Privately maintained adjacent roads are reviewed for number of individuals using the road, roadway conditions and the ability of the road to accommodate service delivery vehicles.
2. Field review, usually undertaken with the Zoning Codes Supervisor from the Office of Codes Enforcement, is conducted for review of impacts listed above.

**Memorandum to the Office of Codes Enforcement:**

The Assistant Public Works Director prepares a memorandum to the Director of Codes Enforcement with comments regarding each request. If the Department has no comment that should be clearly indicated. Comments must be provided by the day of the meeting.

**BoA Meeting:**

Assistant Director, or his designee, will attend meeting and provide technical support to the BoA.

**Following BoA Meeting:**

The Assistant Director will amend whatever comments were adjusted during the meeting, revise the memorandum accordingly and send an electronic copy of the final memorandum to the Clerk of the BoA. The file copy of the memorandum will be routed to the file through the Construction Inspections Office so that they are aware of any action taken by the BoA.