

**APPLICATION FOR
ADMINISTRATIVE ADJUSTMENT**



City of Wilmington
Engineering

PO Box 1810 | 929 N. Front Street,
Wilmington, NC 28402
Telephone 910.341.7807

Purpose

Minor deviations from the standards in the City's Technical standards and Specifications Manual can be considered for approval through the Administrative Adjustment process. The process and review standards are specified in Section 18-604 of City Code.

Application Criteria and Requirements

1. Requests for a design adjustment may be submitted by the property owner, agent, or consultant.
2. Each requested adjustment must be numbered. The specific Technical Standard or standard drawing number must be listed or referenced.
3. Justification must be provided that is consistent with the review standards outlined in Section 18-604 F of City Code. All pertinent material necessary for consideration must be listed, referenced, or attached to this request.

Administrative adjustment approval may only be considered for minor deviations from numeric or dimensional standards in the City's Technical Standards and Specifications Manual. The deviation must not exceed 10% or 10 ft, whichever is greater.

The decision on each request for administrative adjustment will be made by the City Engineer or designee based on the criteria outlined in 18-604 of City Code. Appeal of this decision shall be to the City of Wilmington Board of Adjustment.

Project Information

Project Name: _____

Location/Address: _____

Number of requested Waivers: _____

Signature: _____ Date: _____

REQUESTED ADJUSTMENTS

(Use additional sheets as necessary)

Adjustment number (1,2, 3...): _____

Technical Standard: _____

Requested Adjustment and Justification:

Adjustment number (1,2, 3...): _____

Technical Standard: _____

Requested Adjustment and Justification:

Adjustment number (1,2, 3...): _____

Technical Standard: _____

Requested Adjustment and Justification:

Adjustment number (1,2, 3...): _____

Technical Standard: _____

Requested Adjustment and Justification: