



RESIDENTIAL INFILL DESIGN (RID) DESIGN VARIANCE REVIEW

WHAT IS A RID?

RID variances are a discretionary review that provides an alternative to the clear and objective standards of the zone **for structure designs that meet the intent of the standard in a way that is different but better** than what the Code requires. This path is suitable for projects where the zone standards prevent a design that may otherwise be compatible with the character of the surrounding development.

Applicants may seek a RID for a design that does not otherwise meet the following zone or PD standards:

- Building height
- Lot coverage
- Floor area
- Yard setbacks
- Front and side yard setback planes
- Side yard appearance and screening
- Garage location and appearance
- Oswego Lake standards
- Long wall planes

RIDs are **not**:

- To allow overbuilding of the site
- For approval of a use or density that is not permitted by the underlying zone
- A hardship-based application (i.e., it is not a substitute for the Major Variance process).

The RID approval criteria are listed in [LOC 50.08.003.3](#) and [LOC 50.08.003.6](#).

APPLICATION PROCESS

The flow chart on the right identifies the typical review process for a RID Application. Special circumstances may increase certain processing times.

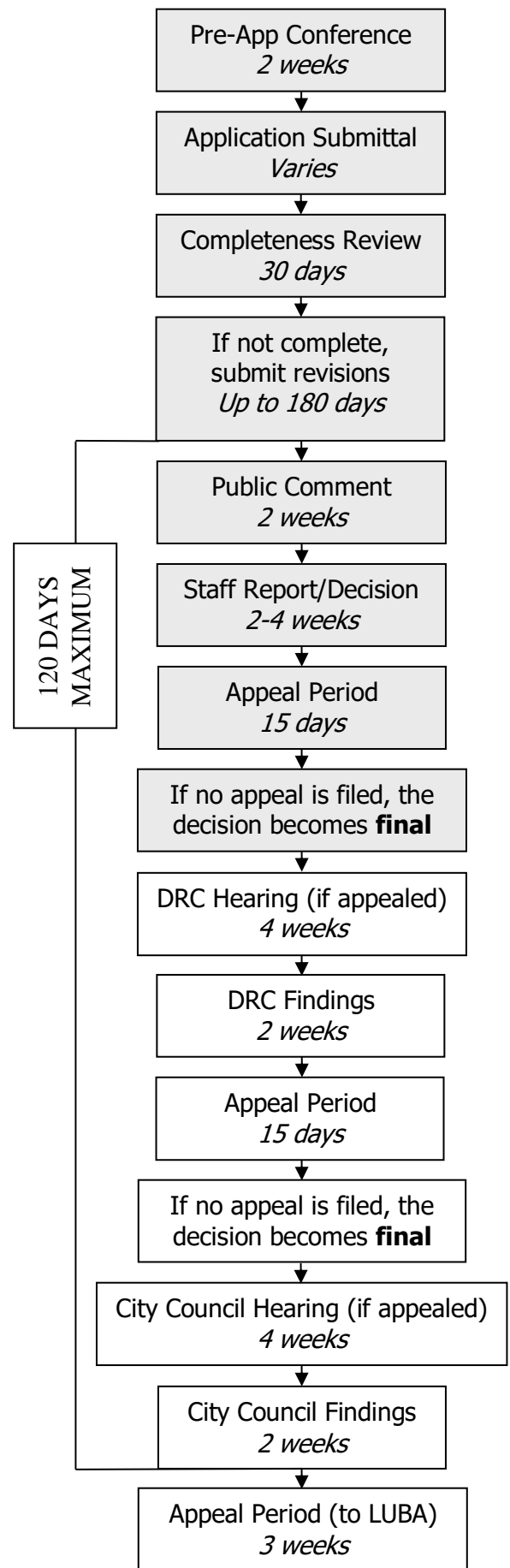
PRE-APPLICATION CONFERENCE REQUIRED: A Pre-Application (Pre-App) Conference with staff is required for all RID applications. The purpose of the Pre-App is to discuss the proposal, applicable criteria, and requirements for completing an application. Please refer to the [Pre-App handout](#) for more information.¹

APPLICATION SUBMITTAL: After a Pre-App conference, the applicant files a complete application with the Planning Department using the [Land Use Application form](#) available at the department and on the [City's website](#). The applicant provides all information and materials specified in the Pre-App. A complete list of the required application materials for your proposal will be provided at the Pre-App Conference. The next page has a list of the materials that are typically required for a RID application.

APPLICATION REVIEW: Submitted plans and documents are routed to all necessary city departments for review. The City has 30 days to determine whether the application package is complete (meaning it has all information to make an informed decision). If the application is incomplete, a letter will be emailed to the applicant indicating what additional information is necessary. When the application is "complete," the applicant is notified and the City mails a Notice of Application to surrounding property owners, beginning a 14-day comment period.

DECISION: In most cases, Planning staff will decide on a RID after the comment period ends. If staff finds that the RID will be controversial or there is a high likelihood that the staff decision will be appealed, staff will forward the application to the DRC for a public hearing for the initial decision. Your application will be evaluated on the information you provide, the applicable criteria listed in the pertinent Development Code sections, and an inspection of the property.

APPEAL: Appeals of the staff decision can be made to the Development Review Commission (DRC), and further appeals to the DRC's decision go before the City Council.



¹ New structures and substantial remodeling of these structures may require a second Pre-App to review the preliminary design, provide feedback, and identify issues before finalizing the design.

SUBMITTAL REQUIREMENTS

Below is a list of required materials for an application to be deemed complete and staff can proceed with technical analysis. Please do not submit your application until all the items below are included. Consult with the Planning Department if you have questions. All application materials become public information. Additional information may be required upon application submittal.

GENERAL

Please submit a **DIGITAL** copy of each of the following items:

- Completed **Land Use Application form** signed by the property owner(s). Agent authorization is required if the owners are not also the applicants.
- **Proof of ownership** for all lots, such as a copy of deeds or title reports.
- A **survey** map that is prepared, stamped, and signed by a licensed surveyor illustrating: the existing structure(s) on the site, the nearest walls of the structure(s) on abutting lots, existing setbacks, two-foot contour lines, easements (if any), and all trees that are 6" in diameter or greater on or in close proximity to the site.
- All relevant graphic information such as a scaled **site plan, floor plans, and complete elevation drawings** (showing existing and finished ground elevations). The existing and proposed footprints and existing and proposed portions of the structure(s) should be clearly labeled on all plans. The elevations for remodeling projects need to clearly identify the existing dwelling and the proposed additions, and label all building materials and colors.
- **Color photographs** of all houses that are within 300' of the site. Label the address on each photograph.
- A **narrative** addressing all applicable standards listed in the Pre-App Checklist in detail.
- If tree removal is necessary as a result of the proposed development: **a site plan illustrating the location, size, and species of all trees on the site** and identifying those designated for removal. Address **Type II tree removal** criteria [LOC 55.02.080 of the Tree Code] and include a **mitigation plan**. Tag trees requested for removal with a yellow ribbon.
- Additional information as identified by the City in the Pre-App Checklist.
- Payment of application **fee** (staff will create an invoice to be paid at application submittal).

Note: Please do not submit the materials as one combined pdf. Instead, the **digital** application package should include separate PDFs for each document (application form, title report, narrative, survey, etc.).