

**Administrative Authorization Decision**

**Application #:** 2016-002                      **CBL** 126 E002001

**Name:** Change of Use from 3 Family to 4 Family

**Address:** 579 FOREST AVE

**Description:** Change of use from 3 family to 4 family.

<b>Criteria for an Administrative Authorization:</b> <b>(See Section 14-523 (4) on page 2 of this application)</b>	<b>Applicant's Assessment</b> <b>Yes, No, N/A</b>	<b>Planning Division</b> <b>Use Only</b>
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a) Is the proposal within existing structures? <input type="checkbox"/>	Yes	Yes
b) Are there any new buildings, additions, or demolitions?	No	No
c) Is the footprint increase less than 500 sq. ft.?	N/A	N/A
d) Are there any new curb cuts, driveways or parking areas?	No	No
e) Are the curbs and sidewalks in sound condition?	N/A	yes
f) Do the curbs and sidewalks comply with ADA?	Yes	Yes
g) Is there any additional parking?	No	sufficient parking on site
h) Is there an increase in traffic?	No	one vehicle
i) Are there any known stormwater problems?	No	No
j) Does sufficient property screening exist?	Yes	Yes
k) Are there adequate utilities?	Yes	Yes
l) Are there any zoning violations?	Yes	Yes
m) Is an emergency generator located to minimize noise?	N/A	N/A
n) Are there any noise, vibration, glare, fumes or other impacts?	N/A	N/A

The Administrative Authorization for the Change of Use from 3 Family to 4 Family was approved by Barbara Barhydt, Development Review Services Manager on January 12, 2016 with the following condition of approval listed below:

- 1) subject to the applicant obtaining all required building permits for adding a fourth unit within the existing building with no changes to the site. .

Barbara Barhydt  
 Development Review Services Manager  
 Approval Date: January 12, 2016