



# COMMITTEE REVIEW SPECIAL CIRCUMSTANCES APPLICATION FORM

**Please fill this form out completely.**

For assistance in completing the form, consult with the City permit review staff assigned to review your proposal or with the Development Services Center. Refer to Section 1.7 of the *2025 Stormwater Management Manual* for the complete Special Circumstances Submittal Requirements.

A complete Special Circumstances submittal consists of this form, the Special Circumstances Application Fee (if applicable), one (1) set of plans, and any supplemental information that supports this Special Circumstances request. Plans should clearly indicate the proposed new or redeveloped impervious area and proposed stormwater management. Also clearly show the unmanaged area for which the project is requesting special circumstances review.

*(for staff use only)*

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

Deemed complete on: \_\_\_\_\_

## I. PROJECT INFORMATION

### SITE INFORMATION

Permit Number/LUR Case/Public Works Project Number: \_\_\_\_\_

Site ID (R number(s)): \_\_\_\_\_

Project Location/Site Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Project Name *(if applicable)*: \_\_\_\_\_

Special Circumstances request location *(choose one)*:  Private property  Right of way

### APPLICANT INFORMATION

Applicant Name: \_\_\_\_\_

Applicant Business Name: \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Applicant Phone Number: \_\_\_\_\_

Applicant Email Address: \_\_\_\_\_

### OWNER INFORMATION *(if applicable)*

Owner Name: \_\_\_\_\_

Owner Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Owner Email Address: \_\_\_\_\_

Describe the development or improvement proposal *(one set of plans must be submitted that match this description)*:

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## 2. SPECIAL CIRCUMSTANCES INFORMATION

Provide reason for the Special Circumstances request:

- Why are stormwater management facilities not technically feasible?
- Why should this proposal be considered given the stormwater management requirements in the Stormwater Management Manual?

## 3. STORMWATER MANAGEMENT INFORMATION

Describe any existing or proposed stormwater management facilities on the site.

### ALL PROJECTS

A. Project impervious area  
(only include area triggering SWMM requirements) \_\_\_\_\_ ft<sup>2</sup>

B. Project Impervious Area subject to Special  
Circumstances Fee (unmanaged impervious area): \_\_\_\_\_ ft<sup>2</sup>

### PROJECTS IN THE RIGHT-OF-WAY USING TREE CREDITS

C. Applicable Tree Credit (attach Tree Credit Worksheet) \_\_\_\_\_

D. Project impervious area subject to Special Circumstances  
Fee adjusted with tree credit. (Subtract C from B) \_\_\_\_\_ ft<sup>2</sup>

**Where will stormwater be discharged if  
Special Circumstances is approved.**

- Onsite infiltration  
 Storm-only system:  
Watershed or waterbody: \_\_\_\_\_

Location of storm-only sewer:  
\_\_\_\_\_

- Combined sewer:  
Location of combined sewer:  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ I am the  Applicant  Owner