



Planning & Development
Department

VARIANCE



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Planning & Development
Department
VARIANCE
APPLICATION INSTRUCTIONS



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- **SUBMITTAL DEADLINE IS 12:00 NOON ON THE CLOSING DATE.**
 - **IT IS RECOMMENDED THAT A PRE-APPLICATION MEETING BE HELD PRIOR TO THE CLOSING DATE. (REQUIRED FOR HILLSIDE PARCELS.)** Please call 602-506-3279 to set up an appointment.
 - **INCOMPLETE SUBMITTALS WILL NOT BE ACCEPTED.**
-

DOCUMENTATION REQUIRED FOR SUBMITTAL

- 1. ONE COPY OF THE COMPLETED APPLICATION AND SUPPLEMENTAL QUESTIONNAIRE**
 - a) The application **MUST** be **TYPED** or **PRINTED LEGIBLY IN BLACK INK**. Additional information may be attached to the supplemental questionnaire as needed.
 - b) The application must be signed by the owner of the subject property or accompanied by a Property Owner Authorization Form at the time of submittal.
- 2. TWO OFFICIAL RECORDED COPIES of the most CURRENT deed.** If the application is for a **Variance for substandard lot area or width**, a copy of the first OFFICIAL recorded instrument creating the parcel, must be submitted as well. Copies of **patent or recorded easements** on the property must also be submitted, if applicable. Patent Easement information can be obtained through the Bureau of Land Management (B.L.M.) (602) 417-9200.
- 3. TEN COPIES (folded if 24" x 36") OF THE SITE/PLOT PLAN** of the property, **DRAWN TO SCALE**, indicating the following:
 - a) North arrow and scale (written and graphic to scale) shown on plan.
 - b) All property lines with dimensions shown.
 - c) Location and dimensions of all existing and proposed structures (including fences, signs and pools) from property lines and distance between structures.
 - d) Location and width of dedicated streets, recorded easements, (Provide recording number) and patent easements on or adjacent to property (include names of streets if applicable).
 - e) **ALL EXISTING AND PROPOSED STRUCTURES MUST BE SHOWN AND DIMENSIONED ON THE SITE/PLOT PLAN, EVEN IF THE STRUCTURE IS NOT A PART OF THE VARIANCE REQUESTED.**

4. **TWO COPIES (folded if 24"x36") OF FLOOR PLAN AND ELEVATIONS** of all existing or proposed buildings or additions pertinent to the request. Include elevations of any other structures pertinent to the Variance (e.g., signs, fences, etc.). **If the Variance is for lot coverage, a roof plan with exterior dimensions is also required.**
5. **A REDUCED COPY (8½"x11")** of any site plan, floor plan and/or elevation is REQUIRED if plans are submitted on a sheet of any other size. **No plans drawn on a sheet size larger than 24"x36" will be accepted.**
6. **PICTURES OF THE PROPERTY** including:
 - Neighboring properties looking out from all sides of the property.
 - The subject property looking in from all sides of the property.
 - Provide any additional pictures that may assist the Board of Adjustment in making their decisions.

PICTURES SHOULD BE FORMATTED AS FOLLOWS:

- Conventional photographs are to be mounted on 8½"x11" sheets.
- Digital photographs are acceptable and can be submitted in disk or printed format.
- Each picture needs to be labeled indicating what direction the picture faces and in what location the picture was taken.
- A site-plan or key map may also be used in conjunction with the pictures; include the proper notations.

7. **NOTIFICATION REQUIREMENTS TO SURROUNDING PROPERTY OWNERS.**

The applicant must submit the names of the property owners within 300 feet of the boundary of the subject property. Properties located in platted subdivisions may provide names of the property owners directly surrounding the subject property. The names of the surrounding property owners must be submitted on mailing labels (8½"x11" label sheets preferred). A blank, stamped envelope for each surrounding property owner shall also be included. Also required is an Affidavit of Notification (provided by the County) which must be signed by the applicant and notarized.

The names of the surrounding property owners can be obtained from the Maricopa County Assessor's Office, located at 301 West Jefferson, first floor, or on their website at: **<http://www.maricopa.gov/Assessor/GIS/map.html>**

Maricopa County will prepare a letter notifying the surrounding property owners of the type of request, the location, date and time of the hearing. The notification letter will be sent to the surrounding property owners using the labels/envelopes provided by the applicant.

8. **FEES:** Residential variance fees are **\$250.00** for the first variance request and **\$50.00** for each additional variance request. Commercial variance fees are **\$750.00** for the first variance request and **\$100.00** for each additional variance request. All applications are subject to a Drainage Plan Review fee of **\$150.00** in addition to the base variance fee(s). All fees are non-refundable.
9. All information required must be complete and in order. **Incomplete submittals will not be accepted and will be returned.**

BOARD OF ADJUSTMENT PROCESS

Procedure for making application to the Board of Adjustment as provided in the Maricopa County Zoning Ordinance (Chapter 3, Article 303.4 and 303.5):

1. **Submit** the completed documentation to the Maricopa County Planning and Development Department, located at:

**501 North 44th St., Suite 200
Phoenix, AZ 85008**

2. **After it has been determined** that the submittal is complete, the filing fee per Zoning Ordinance requirement is to be paid by the applicant (**checks should be made payable to "Maricopa County"**). A receipt will then be issued, a case number assigned, and a **tentative hearing date** before the Board of Adjustment established.
3. Applicants will be provided written notice of the time, date and place of hearing approximately five working days prior to the date of the hearing. The **Board of Adjustment meets at 9:30 a.m. in the Board of Supervisors' Auditorium at 205 West Jefferson Avenue**, unless otherwise noted.
4. It is the applicant's responsibility to provide supporting information and/or evidence to the Board of Adjustment explaining why a request should be granted. This information/evidence should be submitted as a part of the application. Additional information may also be presented at the Board's hearing on the matter.
5. A letter indicating the Board's action on the request will be sent to all applicants within one week after the Board's hearing on the matter.



Planning & Development
Department
VARIANCE APPLICATION



APPLICATION MUST BE COMPLETED IN FULL
ALL FEES ARE DUE AT TIME OF APPLICATION AND ARE NON-REFUNDABLE

Is this subject property within an area of 15% or greater hillside slopes? Yes [] No []

REQUEST:

Description of Request:
Existing Use of Property:
Existing Zoning District:
Related Case Number(s):

PROPERTY INFORMATION:

Address (if known):
General Location (include nearest city/town):
Size in Acres: Square Feet:
Legal Description: Section: Township: Range:
Assessor's Parcel Number:
Subdivision Name (if applicable):

APPLICANT INFORMATION:

Name: Contact:
Address:
City: State: Zip:
Phone #: Fax #:
E-mail Address:

PROPERTY OWNER INFORMATION:

Name: Contact:
Address:
City: State: Zip:
Phone #: Fax #:
E-mail Address:

Applicant's Signature: Date:

Table with 3 columns: FEES, Category, Amount. Rows include Residential, Non-Residential, Blanket, Continuance, and Drainage Fee.

DEPARTMENT USE ONLY:

Case #: Zoning Map#: Supervisor District:
Date of Submittal: Ordinance Section:
Fees: Accepted By:



Planning & Development Department



BOARD OF ADJUSTMENT VARIANCE SUPPLEMENTAL QUESTIONNAIRE

Section 303.2.2. Allow upon application a Variance in the strict application of any of the regulations of this Ordinance where by reason of any peculiar situation, surroundings or conditions of a specific property, or by reason of particular narrowness, shallowness or shape of a specific lot or record, or by reason of unusual topographical conditions, the strict application of any regulation of this Ordinance would result in practical difficulties or unnecessary hardship upon the owner of such property, provided such relief can be granted without substantially impairing the purpose of this Ordinance. In granting any Variance appropriate conditions in conformity with the purpose of this Ordinance shall be prescribed. Under no circumstances shall there be granted a Variance to allow a use of property not permitted by the regulations for the zoning district in which such a property is located or where such Variance is specifically prohibited within this ordinance.

*Additional sheets may be attached.

1. Explain why you wish to use the property without meeting the present requirements.

2. Identify and explain all unique and peculiar circumstances on your property in regard to the following areas (slope, narrowness, shallowness, irregular shape, location, washes, vegetation, and easements, etc.)

3. Identify and explain any peculiar conditions in the surrounding area which would support your request.

4. Attach any additional comments regarding your request that you would like to provide.

5. List all attached information.

BA Case No.:

Staff Use only



**Planning & Development
Department**

2008 FILING DEADLINES AND HEARING DATES



BOARD OF ADJUSTMENT	
Variance, Interpretation, and Appeal of Staff Decision	
Appeals of Temporary Use Permits	
Hearing dates are tentative	
Held in the Board of Supervisors Auditorium, 205 West Jefferson, Phoenix, AZ 85003	
Application Deadline 12:00 Noon	Board of Adjustment Hearing
December 4, 2007	January 9, 2008
January 2, 2008	February 13, 2008
February 5, 2008	March 19, 2008
March 4, 2008	April 16, 2008
April 8, 2008	May 14, 2008
May 6, 2008	June 11, 2008
June 3, 2008	July 9, 2008
July 1, 2008	August 13, 2008
August 5, 2008	September 10, 2008
September 2, 2008	October 8, 2008
October 7, 2008	November 12, 2008
November 4, 2008	December 10, 2008
December 2, 2008	January 14, 2009



Planning & Development
Department



PROPERTY OWNER AUTHORIZATION

COMPLETE THIS FORM IF THE APPLICANT IS NOT THE PROPERTY OWNER

Date: _____

I hereby authorize: _____ ,

address _____ , to

file this application and to act on my behalf in regard to this request.

Property Owner's Signature: _____

Printed Name: _____

DEPARTMENT USE ONLY

Tracking
Number: _____

Title of Project: _____



Planning & Development
Department



AFFIDAVIT OF NOTIFICATION

Date: _____

I, _____, being the owner or authorized applicant for the Maricopa County planning case referenced below, do hereby affirm that the attached listing of names and addresses accurately reflects the ownership of property within 300 feet of the subject planning case/project, according to current Maricopa County Assessor Records.

Applicant's/Representative's Signature: _____

SUBSCRIBED AND SWORN before me this _____ day of _____, _____.

Notary Public

My Commission Expires: _____



Planning & Development
Department
PLANNING ACTIVITY CHECKLIST

PLEASE RETURN THIS FORM WITH ALL REQUESTED DOCUMENTS



VARIANCE

YES NO N/A

- 1. Variance Application (including completed questionnaire)
Comments: _____
- 2. Ten (10) Site Plans - **FOLDED**
Comments: _____
- 3. One (1) Site Plan (8½" X 11")
Comments: _____
- 4. Two (2) Floor Plans with Elevations (optional - may be requested at later date)
Comments: _____
- 5. One (1) Floor Plan with elevations (8½" X 11") (optional-may be requested at later date)
Comments: _____
- 6. Two (2) Recorded Deeds (Proof of Ownership)
Comments: _____
- 7. Property Owner Authorization
Comments: _____
- 8. Photographs (mounted on 8½" X 11" sheets with directional description)
Comments: _____
- 9. Affidavit of Notification (signed with notary seal)
Comments: _____
- 10. Mailing labels
Comments: _____
- 11. Envelopes (Stamped)
Comments: _____
- 12. Variance Fees
Comments : _____
- 13. Drainage Fees
Comments: _____
- 14. Other
Comments: _____

RECEIVED BY: _____ DATE: _____