

**VARIANCE APPLICATION**

**Owner Information**

Owner's Name \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Email \_\_\_\_\_

**Contact Person**

Contact's Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Email \_\_\_\_\_

**Property Information**

Assessor's Parcel # \_\_\_\_\_  
 Subdivision \_\_\_\_\_  
 Unit # \_\_\_\_\_ Lot# \_\_\_\_\_  
 Address/Location \_\_\_\_\_  
 \_\_\_\_\_  
 Zoning \_\_\_\_\_  
 Existing Land Use \_\_\_\_\_  
 Lot Size \_\_\_\_\_

**Variance Request**

Please provide a brief description of your request:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**CERTIFICATION & ACKNOWLEDGEMENT**

I am applying for a Variance and this application is complete and accurate and I agree to abide by the regulations of this jurisdiction. I understand that by applying for this permit, I am requesting inspection of the permitted development and grant the Coconino County Community Development and their inspectors and regulators access and permission to perform inspections.

Incomplete or inaccurate submittals may result in delays, return of submittals, or denial of this application. The Variance is a supplemental permit and other permits may be required for this project. All required permits must be obtained prior to any construction. The applicant is responsible for all changes and additional time required to correct plans as a result of differences between initial and final plans.

I am responsible for contacting the Coconino County Community Development at (928) 679-8850 to schedule all required inspections for this permit.

**Signature of Applicant**

\_\_\_\_\_ Date \_\_\_\_\_

**Signature of Property Owner (if not the applicant)**

\_\_\_\_\_ Date \_\_\_\_\_

**OFFICE USE ONLY**

Received By \_\_\_\_\_ Date \_\_\_\_\_  
 Receipt # \_\_\_\_\_ Fee \_\_\_\_\_  
 Case # \_\_\_\_\_  
 Related Cases \_\_\_\_\_  
 Appeal Filed By \_\_\_\_\_ Date \_\_\_\_\_  
 Receipt # \_\_\_\_\_ Fee \_\_\_\_\_

**BOARD OF ADJUSTMENT**

Approved with Conditions (see attachments) Denied  
 Resolution # \_\_\_\_\_ Date \_\_\_\_\_

## VARIANCE APPLICATION

### **SUBMITTAL REQUIREMENTS** (see attached guidelines for minimum requirements)

- ◇ Pre-application meeting with a staff planner of the Community Development Department
  - Meeting date \_\_\_\_\_
- ◇ \$480 non-refundable filing fee (the purpose of this fee is to pay for legal noticing and the application process).
- ◇ A *typewritten* narrative describing the request and conformance to the Findings for a Variance (see below).
- ◇ Seven (7) copies of the proposed site plan– *scaled and dimensioned*– detailing property boundaries and any neighboring properties affected by the request, topographic contours at intervals of not more than two (2) feet, and all existing and proposed locations of streets, property lines, uses, structures, driveways, pedestrian walks, off- street parking facilities, easements and landscaped areas.
- ◇ A copy of all recorded easements applicable to the request.
- ◇ A completed survey of the property conducted by an Arizona Registered Land Surveyor.
- ◇ All materials must be folded to fit in a legal-size file (8x14 inch) and labeled so that the applicant's name and project location are visible
- ◇ NOTE- The Director of Community Development may require additional information or plans, if they are necessary to enable a determination as to whether the circumstances prescribed for the granting of a Variance exist. The Director of Community Development may authorize omission of any or all of the plans and drawings required by this Section if they are not necessary.

### **SITE PLAN REQUIREMENTS** (continued on next page)

#### General Property Information: Required

1. Show the entire property (parcel) by the platted property lines; include all property dimensions; and streets labeled.
2. Show the minimum required setback lines (front, sides and rear) conforming to the zoning district. This information is available from Community Development.
3. Direction of slope on property and the direction of natural drainage - accurate topography may be required when necessary.
4. Slopes that exceed 15%, including any cut banks greater than 4' in height.
5. North arrow and site plan scale.
6. Streams, creeks, washes and floodplains.

#### Existing Property Improvements: Required

1. Location of all existing structures. Label all structures, show dimensions from structure to property lines and distances between structures
2. Location of all existing wells.
3. Location of all existing drainage facilities.
4. Location of all existing septic tanks, leach fields and sewer lines.
5. Location of all existing driveways.
6. Location of all ingress and egress easements and utility easements (when applicable).

## VARIANCE APPLICATION

### SITE PLAN REQUIREMENTS (continued)

Proposed Property Improvements: Required

1. Location and dimensions of all proposed structures in relation to property lines and other structures.
2. Label all proposed structures and cross hatch for clarity.
3. Location of all proposed wells.
4. Location of all new septic tanks, leach fields and sewer lines.
5. Location of all new driveways and road improvements including type of material.
6. Show all utility connections and line directions:
  - a. Septic tank and leach field location, reserve area and sewer line locations.
  - b. Water line location.
  - c. Gas line location.
  - d. Liquid propane gas tank location or natural gas meter location (dimension).
  - e. Underground liquid propane tank location (dimension).
  - f. Air conditioner location.
  - g. Electric meter location.
7. Retaining wall locations. Areas to be filled (fills in excess of 4' shall be engineered).
8. Fence locations. Describe type and height of fence.

### 2013 Board of Adjustment Scheduling Calendar

<b>Application Submittal Deadline</b>	<b>Board of Adjustment Hearing</b>
December 14, 2015	January 19, 2016
January 15, 2016	February 16, 2016
February 12, 2016	March 15, 2016
March 14, 2016	April 19, 2016
April 18, 2016	May 17, 2016
May 16, 2016	June 21, 2016
June 20, 2016	July 19, 2016
July 18, 2016	August 16, 2016
August 15, 2016	September 20, 2016
September 19, 2016	October 18, 2016
October 17, 2016	November 15, 2016
November 14, 2016	December 20, 2016
December 19, 2016	January 17, 2017

## VARIANCE APPLICATION

### FINDINGS

Pursuant to Section 20.7-6 of the Coconino County Zoning Ordinance, the Board of Adjustment must make the Findings as prescribed in paragraphs A, B, or C and both paragraphs D and E in order to approve of a Variance. Applicants for a Variance must provide an explanation of how their request meets the following criteria:

- A. That strict or literal interpretation and enforcement of the specified regulation would result in a practical difficulty or unnecessary physical hardship inconsistent with the objectives of this Ordinance.
- B. That there are exceptional or extraordinary circumstances or conditions applicable to the property involved which do not apply generally to other properties in the same zone.
- C. That strict or literal interpretation and enforcement of the specified regulation would deprive the applicant privileges enjoyed by the owners of other properties in the same zone.
- D. That the granting of the Variance as conditioned will not constitute the granting of a special privilege inconsistent with the limitations on other properties in the same zone.
- E. That the granting of a Variance will not be detrimental to the public health, safety, or welfare, or materially injurious to properties or improvements in the vicinity.

### APPEALS

A decision of the Board of Adjustment on a Variance may be appealed within thirty (30) days to the Superior Court. Appeals may be made by the applicant or any other aggrieved persons as prescribed in A.R.S § 11-807.

### PERMIT REVIEW TIMEFRAMES\*

- ◇ Administrative completeness shall be determined within 60 calendar days of the submittal of a Variance application. Applicants will be notified in writing of an incomplete application with a list of deficiencies. Notice in writing of application deficiencies shall suspend the administrative completeness timeframe until such time as all deficiencies have been addressed.
- ◇ Substantive review of all Variance applications shall be completed within 120 calendar days from the determination that the Variance application is administratively complete. One written request for additional information may be made to the applicant during this review process, unless the applicant agrees to respond to additional requests for information. The substantive review includes investigation and report on the case. The substantive review timeframe is suspended during the public hearing process. The public hearing process begins at the posting of the case and is complete upon mailing of the conditional use permit resolution per A.R.S § 11-1605 (c)(8)(c).
- ◇ The total timeframe for the granting or denying of a Variance is 180 days.

**\*Note: Permit review timeframes are provided for compliance with ARS §11-1605. See current year Board of Adjustment Scheduling Calendar for actual timeframes based on a complete application submittal.**