COCONINO COUNTY — Department of Community Development
2500 North Fort Valley Road, Building 1 Flagstaff, AZ 86001 Phone: (928) 226-2700 Fax: (928) 226-2701

ADMINISTRATIVE ADJUSTMENT APPLICATION

APPLICANT

Name _____

Mailing Address _____

_____

_____

Contact Person _____

Phone _____ Fax _____

Email _____

PROPERTY INFORMATION

Assessor's Parcel # _____

Subdivision _____

Unit # _____ Lot # _____

Address/Location _____

_____

_____

Zoning _____

Existing Land Use _____

Lot Size _____

ADJUSTMENT REQUEST

Please provide a brief description of the request.

_____

_____

_____

_____

_____

SUBMITTAL CHECKLIST

- ☐ $50 non-refundable filing fee ***or*** for lot size adjustments, $50 for each 1% reduction in parcel size per parcel (e.g. $500.00 for a 10% adjustment).
- ☐ Two copies of the proposed site plan—*scaled and adequately dimensioned*—detailing property boundaries; existing improvements and uses; proposed improvements and uses; and any proposed signs.
- ☐ If the request is for a setback reduction, a letter approving the adjustment from the adjacent property owner(s).
- ☐ If the request is for a height adjustment, building elevations and/or cross sections with detail on existing grade.

CERTIFICATION & SIGNATURE

Submittal of this application constitutes consent of the applicant in granting the Department of Community Development access to the subject property during the course of project review. No further consent or notice shall be required.

I hereby certify that the information in this application is correct and agree to abide by the regulations of this jurisdiction.

Signature of Applicant

_____ Date _____

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

_____ Date _____

OFFICE USE ONLY

Received By _____ Date _____

Receipt # _____ Fee _____

Case # _____

Related Cases _____

DIRECTOR ACTION

☐ Approved with Conditions *(see attachments)* ☐ Denied

Action By _____ Date _____

Expiration _____

CD-ADJ3 03/25/04

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Requirements for an Administrative Adjustment

FINDINGS

Pursuant to Section 20.8-4 of the Coconino County Zoning Ordinance, the Director of Community Development must make the first five findings below in order to approve a request for an administrative adjustment. Section 20.8-5 requires an additional finding, number 6, for site area adjustments.

Approval of an application for an adjustment is based on the following criteria:

1. That strict or literal interpretation and enforcement of the specified regulation would result in practical difficulty or unnecessary physical hardship inconsistent with the objectives of the Zoning Ordinance.
2. 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.
3. That strict or literal interpretation and enforcement of the specified regulation would deprive the applicant of privileges enjoyed by the owners of other properties in the same zone.
4. That the granting of the Adjustment as conditioned will not constitute the granting of a special privilege inconsistent with the limitations on other properties in the vicinity classified in the same zone.
5. That the granting of the Adjustment will not be detrimental to the public health, safety, or welfare, or materially injurious to properties or improvements in the vicinity.
6. That the property cannot otherwise meet the minimum site area requirement of its current zoning classification.

APPEALS

If an application for administrative adjustment is denied of if the applicant disagrees with the conditions imposed on the granting of the adjustment, the applicant may apply for a variance pursuant to Section 20.7 of the Coconino County Zoning Ordinance.