

INTERPRETATION of the Zoning Ordinance or Official Zoning Map

PZ-INT

WHAT TO EXPECT

- **Read this document in its entirety before using the online portal to apply for a permit.**
- **What is an Interpretation?** - The Board of Adjustment may interpret the Zoning Ordinance if the meaning of any word, phrase, or section is in doubt; if there is a dispute over a staff interpretation; or if the location of a district boundary is in doubt.
- **Be Prepared** - Information to have ready and submittal requirements are noted below. All submittal items must be in electronic format PRIOR to initiating an online application. **Only PDF format will be accepted.**
- **Online Portal Tutorial** – please watch a very brief video [here](#) prior to applying online so you understand how to use the online portal permitting system.
- **Register** – You will need to register in the online portal [here](#) if you have not already done so. Please remember your e-mail address and password because you will need them for future log-ins.
- **Start Your Online Application** - When you have followed the steps above, initiate an application using the online portal [here](#). You will need to log in, select My Portal, then Apply Online, then Planning and Zoning, then “Interpretation by the Board of Adjustment,” and follow the prompts from there.
- **Submit** - Clicking “Save and Continue” at the end will submit your application and create a permit. You will have an opportunity to edit your information one last time prior to submitting, and if you need to make changes later you may contact staff for assistance.
- **Upload** – Once you have created your permit, you may scroll down to “Submittals” and upload your PDF documents. Please note that you may see many requested items that were not discussed at your pre-application meeting. If staff did not request these items specifically and/or if they are not mentioned in your pre-application meeting notes, you may leave these items blank. *Please see the Online Submittal Requirements below.*
- **Pay** – A planner will review your application and submitted documents and let you know if any submittal items are missing. After staff has processed your documents, you will receive a message from the online system telling you your permit is “**technically complete**.” This means it is time to log into the online portal to pay for your permit. If someone else will be paying for your permit, please contact staff for assistance.
- **Communication** – Your case will be assigned to a planner who will let you know if anything else is needed to proceed with your permit. Your case will be placed on a Board of Adjustment hearing agenda when ready.

ONLINE APPLICATION INFORMATION

- **Pre-Application Meeting** - must have been held with staff prior to submitting an online application (or be prepared to provide electronic documentation of an approved Pre-Application Meeting waiver)

ONLINE SUBMITTAL REQUIREMENTS

Please provide a **CLEAR, READABLE** electronic or scanned copy of the following in PDF format:

- **Narrative** – typewritten request to the Community Development Director citing the section of the ordinance in question and the reason for the interpretation request

PROCESS

Appeals to the Board of Adjustment may be taken by any Person who feels that there is an error or doubt in the interpretation of the ordinance pursuant to A.R.S. § 11-816.

Interpretations shall be submitted to the Board of Adjustment for review based on its next available calendared meeting.