MINOR ADMINISTRATIVE VARIANCE APPLICATION CHECK LIST

A FEE IN THE AMOUNT OF $530.00

APPLICATION FORMS TO BE COMPLETED AND SIGNED BY THE APPLICANT:

_________ MINOR ADMINISTRATIVE VARIANCE APPLICATION (3-three pages)
  Provide evidence that there are special circumstances or conditions applicable to the property of application, or to adjacent property, or to the neighborhood, that justify a variance from the requirements so that strict application thereof would create an unnecessary hardship, and that the granting of the request is necessary for the preservation and enjoyment of substantial property rights, and that granting will not materially affect the health or safety of the area residents nor the public welfare or be injurious to property or improvements.

_________ DIRECTIONS TO PROPERTY

_________ PERMISSION TO ENTER PROPERTY (MUST BE NOTARIZED)

_________ PLOT PLAN DRAWN TO ENGINEER SCALE
  (no smaller than 1”=60’)

DOCUMENTS TO BE SUBMITTED BY THE APPLICANT:

_________ AGENT AUTHORIZATION (if applicable)

_________ RECORDED DEED AND LEGAL DESCRIPTION

_________ LETTERS OF SUPPORT IF AVAILABLE (adjacent owners)

AGENCIES INVOLVED IN REVIEW:

_________ HOMEOWNERS/PROPERTY OWNERS
  ASSOCIATION __________________________________________________________

_________ FIRE DISTRICTS ________________________________________________

_________ SPECIAL DISTRICTS ____________________________________________

FORMS INCLUDED FOR APPLICANT'S REVIEW:

SECTION 207 F. – HEARINGS AND RULINGS
  CHECKLIST FOR PLOT PLAN AND EXAMPLE PLOT PLAN FORMS

TO BE ADDRESSED BETWEEN THE APPLICANT AND STAFF AND/OR REVIEWING AGENCY

PLEASE NOTE: ALL VARIANCE APPLICATION REQUESTS ARE REVIEWED PRIOR TO ANY SCHEDULED PUBLIC HEARINGS. UNLESS OTHERWISE SPECIFIED BY THE LAND USE SPECIALIST THE OWNER MUST PHYSICALLY MARK THE PROPERTY LINES PERTINENT TO THE VARIANCE REQUEST AS WELL AS PHYSICALLY MARK THE AREA FOR THE PROPOSED DEVELOPMENT AT LEAST 10 DAYS PRIOR TO HEARING. ALL RELATED CONCERNS AND/OR QUESTIONS WOULD NEED TO BE ADDRESSED BETWEEN THE APPLICANT AND STAFF AND/OR THE REVIEWING AGENCY.
SECTION 207 – PENALTIES AND REMEDIES

F. The purpose of this Section is to grant authority to the Development Services Director to take action on requests for minor modification or adjustments to certain requirements of this Ordinance, when such requests constitute a reasonable use to property not permissible under a strict literal interpretation of the Ordinance.

1. For the purpose of administering this Section, an adjustment in any variance to the terms or requirements of this ordinance, which, if granted, would allow the following:
   a. A decrease of not more than two percent (2%) of the required minimum lot area.
   b. A decrease of not more than five percent (5%) of the required minimum lot area per dwelling.
   c. A decrease of not more than ten percent (10%) of the required minimum lot width and/or depth.
   d. A decrease of not more than twenty percent (20%) of the required width of a side yard or the required building separation.
   e. A decrease of not more than twenty percent (20%) of the required front or rear yard.
   f. An increase of not more than twenty percent (20%) of the permitted height of a fence or wall.
   g. An increase of not more than ten percent (10%) of the permitted projection of steps, stairways, landings, eaves, overhangs, masonry chimneys, and fireplaces into any required front, rear or side setback.
   h. An increase of not more than ten percent (10%) of the permitted height or area(s) of signs as required by Section 601 (Sign Code).
   i. An increase of not more than ten percent (10%) in the maximum allowable lot coverage.
   j. An increase of not more than ten percent (10%) in the permitted height of buildings.

5. Fees

A processing fee shall be submitted in association with a Minor Administrative Variance Application. Upon receipt of an Appeal as set out under Subsection 207 F.6, a fee equal to a standard variance application shall be necessary to cause the matter to be presented to the Board of Adjustments. Any fee submitted for the Minor Administrative Variance Application shall be applicable to the standard variance application.

6. Appeals:

If the Development Services Director denies an application for an Adjustment, or, if the applicant disagrees with the conditions imposed on the granting of an Adjustment, if any, the applicant may file for a Variance in accordance with Section 207 (Adjustment Board).
MINOR ADMINISTRATIVE VARIANCE

APP.# ______________________________

Name_________________________________________ Supervisor District____________

In accordance with A.R.S. 11-816 B. 2, a variance may be granted from the terms of the County Planning and Zoning Ordinance if the following requirements are met satisfactorily to the Director of Development Services by the applicant.

PLEASE PROVIDE EXPLANATIONS TO THE REQUIREMENTS BELOW: (Refer to *NOTE below before filling out.) IF YOU NEED MORE ROOM PLEASE ATTACH YOUR REMARKS TO THIS PAGE OR USE THE BACK OF THIS PAGE.

1. The peculiar conditions that make it necessary for you to request a Variance from the Ordinance are:

2. The unnecessary hardship that would be created if you cannot obtain a Variance:

3. The general intent and purpose of the Zoning Ordinance (which is to conserve and promote the public health, safety, convenience and general welfare by coordinated and harmonious growth and development) will be preserved because:

*Note: Generally, the peculiar condition and unnecessary hardship are situations that run-with-the-land, i.e., rocks, ditches, hills, washes, etc., that would prevent enjoyment of property rights if strict interpretation of the Ordinance were enforced. Personal and/or self-imposed conditions or hardships may be given consideration but may not be valid or substantial reasons for a Variance.

________________________________________
Applicant Sign and Date

- 3 -
Type of Application:
- □ UP
- □ ZMC
- □ FSP
- □ PAD
- □ Wireless
- □ Sketch
- □ PP
- □ FP
- □ FP Recording
- □ Variance
- □ Admin Review w/Comment
- □ Admin Review
- □ Minor Admin Variance

Project Name: _______________________________________

Located in:
Sec _________ Twp _________ Rng _________

Assessor’s Tax Parcel Number:
_____________________________________
_____________________________________
_____________________________________

FOR OFFICE USE ONLY

<table>
<thead>
<tr>
<th>Application</th>
<th>Sketch</th>
<th>FSP/PP</th>
<th>FP/FP Record</th>
<th>Var/Wire.</th>
<th>AR/AA MAV</th>
</tr>
</thead>
<tbody>
<tr>
<td>UP/ZMC</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FSP/PP</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PAD/FP</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wireless</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Admin Review</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minor Admin Variance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Application #: ____________________________
Date Applied: ____________________________
Current Zone: ____________________________
Fees: ____________________________
Receipt: ____________________________

Hearing By: ____________________________
Date: ____________________________

P&Z Final Action: A D W
BOS Final Action: A D W
BOA Final Action: A D W
Admin Final Action: A D W

A=Approved, D=Denied, W=Withdrawn

Property Owner:

Applicant/Agent:

Mailing Address:

Mailing Address:

City:

City:

State:

State:

Zip Code:

Zip Code:

Phone:

Phone:

Fax:

Fax:

E-mail:

E-mail:

Request:

___________________________________________________________________________
___________________________________________________________________________________

Legal Description: □ See attached Legal Description
OR:
Lot: _______________ Block: _______________
Subdivision: ____________________________ Unit: ____________________________

I hereby certify that the information submitted on this application is complete and accurate to the best of my knowledge and that I am the applicant or agent of the same as stated in the attached documentation.

Signature: ____________________________

Please Print Name: ____________________________

Date: ____________________________
YAVAPAI COUNTY DEVELOPMENT SERVICES
PROPERTY DIRECTIONS

ASSESSOR’S PARCEL#___________________________________________________

APPLICANT’S NAME____________________________________________________

DIRECTIONS TO THE PROPERTY:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
PERMISSION TO ENTER PROPERTY

APPLICATION #:______________________________ PARCEL #_______________________

LEGAL DESCRIPTION: __________________________________________________________

NAME(S): ___________________________________________________________________

ADDRESS: ______________________________________ PHONE_____________________

I, undersigned, hereby give permission to the Yavapai County Land Use Specialist (or any Deputy Specialist) in the discharge of his duties as stated herein, and for good and probable cause, to enter the above described property to inspect same in connection with the enumerated application made under the terms of the Yavapai County Planning and Zoning Ordinance: or for any investigation as to whether or not any portion of such property, building or other structure is being placed, erected, maintained, constructed or used in violation of the Yavapai County Planning and Zoning Ordinance; or for any investigation for conditions, compliance, and stipulations under the terms of the Yavapai County Planning and Zoning Ordinance and public hearings concerning this parcel. Such entry shall be within 60 days of the date of my signature (below) or within 60 days of the scheduled date of a public hearing for review, transfer, or renewal of the application. Such entry shall be limited between the hours of 7a.m. and 6p.m. MST. I understand that this permission to enter property is OPTIONAL and VOLUNTARILY GIVEN and may be withdrawn or revoked (either in writing or verbally) at any time.

APPLICANT’S SIGNATURE:_______________________________________DATE______________

(Check one)

__________OWNER

__________AGENT FOR____________________________________________

STATE OF ARIZONA  )

) ss

COUNTY OF YAVAPAI )

On this ___________day of ________________20 ____before me the undersigned Notary Public personally appeared___________________________________________, who executed the foregoing instrument for the purpose therein contained. In witness whereof, I hereby set my hand and official seal,

_____________________________

NOTARY PUBLIC

_____________________________

DATE COMMISSION EXPIRES

- 6 -
PLOT PLAN CHECKLIST

NOTE: PLOT PLAN MUST BE DRAWN TO SCALE IN BLACK INK ON THE FORM PROVIDED THAT INCLUDES ALL OF THE FOLLOWING INFORMATION AND UNLESS OTHERWISE SPECIFIED BY THE LAND USE SPECIALIST THE OWNER MUST PHYSICALLY MARK THE PROPERTY LINES PERTINENT TO THE VARIANCE REQUEST AS WELL AS PHYSICALLY MARK THE AREA FOR THE PROPOSED DEVELOPMENT AT LEAST 10 DAYS PRIOR TO HEARING.

( ) Property dimensions
( ) Indicate scale used (Engineer's Scale – 1”=20' 30' 40' 50' 60')
( ) Indicate North with directional arrow
( ) Proposed structures with all dimensions, including Pools
( ) Existing structures with all dimensions, including Pools
( ) Distances between structures
( ) Distance from all structures to the property lines
( ) Description of each structures use
( ) Adjacent streets/roads
( ) Driveway(s) and material used (i.e. gravel, concrete...)
( ) Location, Size, Dimensions of Septic System with Leach Area
  ___ Perc test holes
  ___ 100% Expansion area (minimum distance from septic and leach)
  ___ Length and slope of outlet lines (5 foot min.)
  ___ Distribution Box/Diversion Valve
  ___ Inspection Pipe(s)
  ___ Length and number of leach lines; distance between trenches
  ___ Degree of slope in leaching area
  ___ Length and slope of building sewer line (max 100 feet)
  ___ Cleanout pipe in building sewer lines
  ___ Setbacks from property lines, buildings wells, dry washes, other sewage systems, water lines.

(NOTE: If individual wells provide water, maintain minimum septic setbacks of 50’ from property lines and 100’ from all wells including neighboring wells)

( ) Location of all utilities, poles, meters and lines
( ) All easements, regardless of purpose (i.e. roads, utilities)
( ) Slope information
  ___ Indicate High and Low points
  ___ Indicate by arrows direction of slope
  ___ Indicate difference in elevation between high and low points
( ) Distance from the closest structure to the top of bank of any watercourse(s)
  (i.e. washes, streams, creeks, arroyos, rivers, drainage ways and slews)
( ) Location where orange Pre-issue card will be posted
Yavapai County Coordinated Permit Process
Plot Plan Sketch and Affidavit

I certify that I am authorized by the property owner to make this application, that all information provided for this application is correct and that this plot plan, as part of the permit, indicates all structures (including fences, walls, and pads), correct property and building dimensions, setback distances, legal access and easements; road cuts, walls, and/or any water course (including washes, drainage ditches etc.) on or within 50’; 100’ and 200’ respectively of the property. We agree to conform to all applicable laws of this jurisdiction.

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

Must be drawn to scale per checklist on back of this form.

<table>
<thead>
<tr>
<th>LAND USE APPROVAL BY:</th>
<th>DATE:</th>
<th>TOTAL SHIELDED LUMENS:</th>
</tr>
</thead>
</table>

Area Map for parcels exceeding 2 acres or with dimensions over 300’.

<p>| | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Zoning: __________________________ Stories: __________________________
Height: __________________________ Slope: __________________________
% FY: __________________________  % RY: __________________________
% EY: __________________________  % IY: __________________________
Lot Area: _______________________ Lot %: _______________________
Density Used: ___________________ Scale: _______________________

North Arrow