

Yavapai County Development Services

Prescott Office
1120 Commerce Dr., Prescott, AZ 86305
(928) 771-3214 Fax: (928) 771-3234



Cottonwood Office
10 S. 6th Street, Cottonwood, AZ 86326
(928) 639-8151 Fax: (928) 639-8153

Addressing – Building Safety – Customer Service & Permitting – Environmental – Land Use – Planning

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).

<p>Type of Application: <input type="checkbox"/> UP <input type="checkbox"/> ZMC <input type="checkbox"/> FSP <input type="checkbox"/> PAD <input type="checkbox"/> Wireless <input type="checkbox"/> Sketch <input type="checkbox"/> PP <input type="checkbox"/> FP <input type="checkbox"/> FP Recording <input type="checkbox"/> Variance <input type="checkbox"/> Admin Review w/Comment <input type="checkbox"/> Admin Review <input type="checkbox"/> Minor Admin Variance</p> <p>Project Name: _____</p> <p>Located in: Sec _____ Twp _____ Rng _____</p> <p>Assessor's Tax Parcel Number: _____ _____ _____</p>	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th colspan="7" style="text-align: center;">FOR OFFICE USE ONLY</th> </tr> <tr> <th style="width:15%;"></th> <th style="width:10%;">UP/ ZMC</th> <th style="width:10%;">Sketch</th> <th style="width:10%;">FSP/ PP/ PAD</th> <th style="width:10%;">FP/FP Record</th> <th style="width:10%;">Var./ Wire.</th> <th style="width:10%;">AR/ AA MAV</th> </tr> </thead> <tbody> <tr><td>Application #:</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Date Applied:</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Current Zone:</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Fees:</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Receipt:</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Supervisor</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>District:</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Taken By:</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <table border="1" style="width:100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width:15%;">Hearing By:</th> <th colspan="5" style="text-align: center;">Date</th> </tr> </thead> <tbody> <tr> <td>P&Z</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Final Action</td> <td>A D W</td> <td></td> <td>A D W</td> <td>A D W</td> <td>A D W</td> </tr> <tr> <td>BOS</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Final Action</td> <td>A D W</td> <td></td> <td>A D W</td> <td>A D W</td> <td>A D W</td> </tr> <tr> <td>BOA</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Final Action</td> <td>A D W</td> <td></td> <td>A D W</td> <td>A D W</td> <td>A D W</td> </tr> <tr> <td>Admin</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Final Action</td> <td>A D W</td> <td></td> <td>A D W</td> <td>A D W</td> <td>A D W</td> </tr> </tbody> </table> <p style="text-align: center; font-size: small;">A=Approved, D=Denied, W=Withdrawn</p>	FOR OFFICE USE ONLY								UP/ ZMC	Sketch	FSP/ PP/ PAD	FP/FP Record	Var./ Wire.	AR/ AA MAV	Application #:							Date Applied:							Current Zone:							Fees:							Receipt:							Supervisor							District:							Taken By:							Hearing By:	Date					P&Z						Final Action	A D W		A D W	A D W	A D W	BOS						Final Action	A D W		A D W	A D W	A D W	BOA						Final Action	A D W		A D W	A D W	A D W	Admin						Final Action	A D W		A D W	A D W	A D W
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<p>Property Owner: _____</p> <p>Mailing Address: _____</p> <p>City: _____</p> <p>State: _____</p> <p>Zip Code: _____</p> <p>Phone: _____</p> <p>Fax: _____</p> <p>E-mail: _____</p>	<p>Applicant/Agent: _____</p> <p>Mailing Address: _____</p> <p>City: _____</p> <p>State: _____</p> <p>Zip Code: _____</p> <p>Phone: _____</p> <p>Fax: _____</p> <p>E-mail: _____</p>																																																																																																																												
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<p>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.</p> <p>Signature: _____</p> <p>Please Print Name: _____</p> <p>Date: _____</p>																																																																																																																													

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.

Signature _____

Date _____

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

Document #

Sec

Twn

Rng

A P N

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

Zoning: _____

Stories: _____

Height: _____

Slope: _____ %

FY: _____

RY: _____

EY: _____

IY: _____

LC: _____

Lot Area _____

Lot % _____

Density Used: _____

Scale: _____

North Arrow

LAND USE APPROVAL BY:	DATE:	TOTAL SHIELDED LUMENS:
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