



# BOARD OF APPEALS APPLICATION

TYPE ALL THE INFORMATION REQUESTED

**Street Address:** \_\_\_\_\_

**Request:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Applicant Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Note: APPLICANT OR APPLICANT’S REPRESENTATIVE MUST ATTEND THIS MEETING**

I have submitted the following basic minimum material for review:

- ( ) Payment of hearing fee.
- ( ) Letter of Explanation.
- ( ) Twenty (20) sets of plans (Site, floor and elevation plans)
- ( ) Ownership list.
- ( ) I will / will not have legal representation at the meeting.



**OWNER/APPLICANT ACKNOWLEDGEMENT OF RESPONSIBILITIES**

The signature(s) hereby certify that the statements made by myself and constituting part of this application are true and correct. I am fully aware that any misrepresentation of any information on this application may be grounds for denial of this application. I agree that if this request is issued on the representations made in this submittal, and any approval or subsequently issued building permit(s) or other type of permit(s) may be revoked without notice if there is a breach of representations.

\_\_\_\_\_  
 Signature of Property Owner                      Date                      Signature of Applicant                      Date

\*\* Applicants who are not the property owner of record are required to have the application co-signed by the property owner or provide a signed statement by the property owner authorizing the submittal of the application on their behalf by the applicant. See attached Owner Authorization Form.

<b><u>CITY INTAKE:</u></b>	
Date Logged In: _____	Intake Staff: _____
Fee Receipt # _____	Assigned Planner: _____
Date Application Accepted: _____	



## HEARING PROCEDURES

1. **BOARD POWERS AND VARIANCES:** Before submitting a formal application you may want to take a few minutes to review the Board of Appeals powers and authority to grant variances. In your situation the Board may not have the authority to grant your request. In applying for a variance, your situation must meet four criteria as stated in the City Code. If you have any questions of your situation, please contact the Development Center at (520) 421-8630.
2. **APPLICATION:** Form is to be typed, completely filled out and signed by the applicant. To accept your application, item numbers 2 – 6 as stated herein must be submitted. All the items must be received at least fourteen (14) days prior to the next scheduled public hearing. Hearings are held the second Wednesday of each month at 7:00 p.m. in the City Council Chambers at City Hall or as needed.
3. **APPLICATION FEE:** A \$ 100.00 non-refundable filing fees is required for cases brought before the Board of Appeals.
4. **LETTER OF EXPLANATION:** Submit a letter stating;
  - a) What you propose to do.
  - b) Why you cannot achieve compliance with the City Codes.
  - c) Explain what special circumstances affect your property or structure that make it different from similar properties.
  - d) Sign your letter.
5. **PLANS:** Twenty (20) sets of plans or documents showing all pertinent information. Minimum plans size accepted is 24" x 36". This list may not be exclusive of what is needed pending the type of request.
  - a) Site plan.
    - i. Nearby properties affected by your request.
    - ii. Show all structures.
  - b) Floor plan.
  - c) Elevation plans.
  - d) Plans as they pertain to your variance request.
6. **OWNERSHIP LIST:** Typed list containing;
  - a) Names of owners on the property under appeal.
  - b) Names of immediately adjacent property owners.
  - c) Mailing addresses of the above including correct zip codes.
  - d) Legal descriptions of the above. This information is available from the Pinal County Assessor's Office or any title company.
7. **APPLICABLE CODES:** Provide a detailed list of all applicable code books and code sections your request is based upon.
8. **ADDITIONAL VOLUNTARY INFORMATION:** You may wish to provide additional information such as;
  - a. Letters of support from adjoining property owners.



- b. Photos – Polaroid's or digital photos with typed labels stating; Date, time address, elevation and statement or message.
  - c. Any other pertinent information.
9. **REQUIRED ADDITIONAL INFORMATION:** Upon detailed review, you may be requested to provide further information. Every attempt will be made to inform you ahead of time of what is required to be submitted for the Board's review and understanding.
10. **PRESENCE AT PUBLIC HEARING:** Applicant or applicant's representative **MUST BE PRESENT** at the hearing to answer questions concerning the application. Failure to appear may result in denial of your request.
11. **LEGAL REPRESENTATION:** You may choose to bring legal counsel to the meeting with you, if so please state so on the application.
12. **BOARD ACTION:** If the Board finds that the facts presented in an appeal justify approval, they may approve the request or a portion thereof or may specify conditions deemed necessary to preserve the intent of the City's minimum construction codes. If the Board finds that the facts presented do not justify approval they will specify the reasons for denial. Normally, a decision made at the same meeting that the hearing is held.
13. **NOTICE OF ACTION:** Applicant will be formally notified of the Board's actions by mail. Appeals from an adverse decision are to be taken through Superior Court action.

If you have any questions, please contact the Development Center at (520) 421-8630.

