DSA-_____

City of Casa Grande, Planning & Development Dept., 510 E. Florence Blvd, Casa Grande, AZ 85122

VARIANCE REVIEW APPLICATION

(Electronic Version Available at: www.casagrandeaz.gov/web/guest/devforms)

Request Type (Please indicate the type of Variance):
☐ **Owner Occupied Single Family Residential**
☐ **Other**

1. PROJECT NAME _____

Street Address _____

Assessor's Parcel Number _____

Legal Description (Section, Township & Range) _____

_____

Land Area _____ Sq. ft. _____ Acres _____ Building Size _____

2. REQUEST:

Variance from Ordinance Section _____

Ordinance Requirement _____

Proposed Requirement _____

Variance from Ordinance Section _____

Ordinance Requirement _____

Proposed Requirement _____

Variance from Ordinance Section _____

Ordinance Requirement _____

Proposed Requirement _____

3. APPLICANT INFORMATION:

Name _____

Address _____City_____ State _____ Zip Code _____

Phone _____ Fax _____ Email Address _____

Status (Owner, Lessee, Agent, etc.) _____

4. PROPERTY OWNER(S):

Name _____

Address _____City_____ State _____ Zip Code _____

Phone _____ Fax _____ Email Address _____

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*

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*** Applicants who are not the property owner of record are required to have the application co-signed by the property owner and 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.*

CITY INTAKE:

Date Accepted & Logged In: _____ Intake Staff:_____

Fee Receipt # _____ Assigned Planner: _____

Planner Approval for Submittal: _____

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VARIANCE

Overview

A Variance is granted by the Board of Adjustment to recognize unique characteristics of a business or property and give consideration to exceptional situations in order to eliminate hardships. To request an exception to the development standards of the Zoning Ordinance because of special circumstances (i.e., size, shape, topography of lot) when the strict application of the Zoning Ordinance deprives such property of privileges enjoyed by other similar properties.

Pre-Application Process

Prior to the submittal of a Variance Application the applicant is required to hold a Pre-Application meeting with the Planner to review the application submittal requirements, processing step, timelines, and to determine whether the proposed Variance will meet the review criteria as listed in section 17.54.040 of the City Code.

Application Processing

1) *Staff Review of Submitted Plans*- The complete application will be routed to City Staff and agencies that are involved in the review process for their comments. Review comments will be sent back to the applicant no more than 28 days after the submittal of a complete application. The applicant is responsible for addressing staff comments/redlines and submitting revised plans. Staff will respond to the re-submittal, and any subsequent reviews within a maximum of 14 days.
2) *Board of Adjustment Hearing*- After comments/redlines have been adequately addressed, a Staff Report will be prepared and the application forwarded to the Board of Adjustment for consideration. The Board of Adjustment hearings are held on the second Tuesday of each month at 6:00 p.m. at the City Hall Council Chambers, 510 E. Florence Boulevard, Casa Grande, AZ 85122.

Variance Submittal Package

Each application for a Variance shall be accompanied by the following documents that will be reviewed by City Staff and by the Board of Adjustment:

1) **Applicant Variance Justification-** The applicant must submit a written statement that justifies how the following three required criteria are met:
   a. That there are special circumstances or conditions applicable to the property referred to in the application which does not prevail on other property in that zone;
   b. That the strict application of the regulations would work an unnecessary hardship and that the granting of the application is necessary for the preservation and enjoyment of substantial existing property rights;
   c. That the granting of such application will not materially affect the health or safety of persons residing or working in the neighborhood and will not be materially detrimental to the public welfare or injurious to property or improvements of the neighborhood.
2) **Site Plan:**
   a. Name of project
   b. Vicinity Map
   c. North arrow and scale of drawing
   d. Existing zoning and proposed use
   e. Location and dimensions of existing and proposed property/lot lines
   f. Location and width of all public and private roads, driveways and alleys with their names shown
   g. Location and dimensions of all existing and proposed structures labeled as existing or proposed with the current or proposed use noted. Structures include:
      - *Buildings (principle & accessory)*
      - *Fences and walls*
   h. Dimensions between all existing and proposed structures
   i. Distance of all existing and proposed structures from all lot/property lines

j. Total # of existing and proposed parking stalls, and the location of existing and proposed parking areas including drive aisles *(if applicable)*
k. Location of existing and proposed easements with their width and purpose noted
l. Other information deemed necessary by the Zoning Administrator

Public Notice

1) *City Staff will provide the applicant the following notification items 21 days prior to the hearing:*
a) Sign Posting Instructions
2) *Notice of the Paper*- City staff will prepare the Notice of Public Hearing.
3) *Sign Posting*- The applicant must post a Notice of Public Hearing Sign at least fifteen (15) calendar days prior to the date of the public hearing subject to the Casa Grande Public Notice Sign Posting Instructions. (http://www.casagrandeaz.gov/web/guest/devforms)
4) *Notice to Property Owners* - City Staff will prepare and mail the Notice of Public Hearing.

Fees

Variance-Owner Occupied Single Family Residential: $250
Variance-Other: $1,000
Technology Recovery Fee: 5% of Review Fee

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VARIANCE – APPLICATION INTAKE CHECKLIST

	Applicant	Planner
1. **Owner's Authorization Form** *(if applicable)*	☐	_____
2. **Project Narrative**	☐	_____
3. **Variance Justification Statement**	☐	_____
4. **Site Plan** *(Draw to scale (1:20, 1:30, 1:40)*	☐	_____
▪ *(3 copies – 8 ½ x11; 11x17 or 24 x36 (depending on scale of project)*	☐	_____
5. **Application Fees**	☐	_____

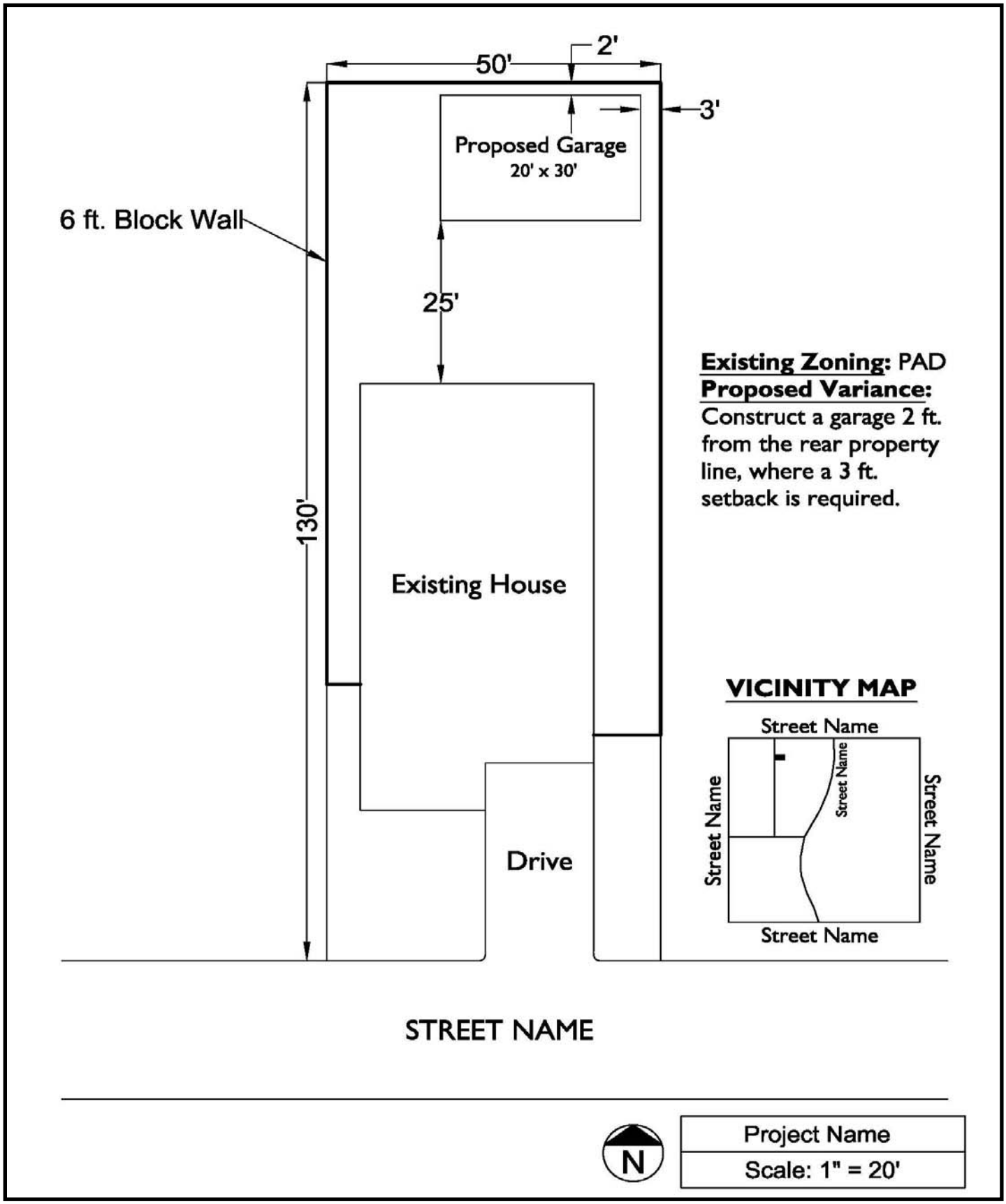
****Prior to submittal the applicant is required to meet with the Project Planner to confirm the complete submittal of all required items.****

PLAN REVIEW DISTRIBUTION

Agency/ Department	Site Plan	Justification Statement
Planning	X	X
Fire		
DC Engineer	X	X
City Engineer		
Traffic Engineer		
Community Services		
Sanitation		
Wastewater		
ADOT *(1)*		
Public Review	X	X

(1) Required for projects adjacent to State or Interstate Highways

Site Plan Example



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Owners Authorization Form

This sheet must be completed if the applicant for a Variance is **not** the owner of the property.
I/we, the Undersigned, do hereby grant permission to: _____

to act on my/our behalf for the purpose of obtaining a Variance on the following described property:

_____
_____
_____

Owner(s)

Signature

_____
Print or Type Signature

Address _____

_____

Telephone _____

STATE OF ARIZONA)
) ss
County of _____)

On this _____ day of _____, 20 _____ , before me, the

undersigned Notary Public, personally appeared , to me to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged that executed the same.

IN WITNESS WHEREOF, I hereto set my hand and official seal.

My commission expires:

_____ _____

Notary Public