



Overview

A Variance is a request to the Board of Adjustment for 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 and to recognize unique characteristics of a business or property and give consideration to exceptional situations in order to eliminate hardships.

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.

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:

- a. **Project Narrative**
- b. **Applicant Variance Justification-** The applicant must submit a written statement that justifies how the following three required criteria are met:
 - (1) 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;
 - (2) 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;
 - (3) 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.
- c. **Site Plan:**
 - (1) Name of project
 - (2) Vicinity Map
 - (3) North arrow and scale of drawing
 - (4) Existing zoning and proposed use
 - (5) Location and dimensions of existing and proposed property/lot lines
 - (6) Location and width of all public and private roads, driveways and alleys with their names shown
 - (7) Location and dimensions of all existing and proposed structures labeled as existing or proposed with the current or proposed use noted. Structures include:
 - (8) Buildings (principle & accessory)
 - (9) Fences and walls
 - (10) Dimensions between all existing and proposed structures
 - (11) Distance of all existing and proposed structures from all lot/property lines
 - (12) Total # of existing and proposed parking stalls, and the location of existing and proposed parking areas including drive aisles (if applicable)
 - (13) Location of existing and proposed easements with their width and purpose noted
 - (14) Other information deemed necessary by the Zoning Administrator



Public Notice

- 1) Newspaper Notice- City staff will prepare the Notice of Public Hearing.
- 2) 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. City Staff will provide the applicant with sign posting instructions 21 days prior to the hearing. *Said sign must be removed from the site no later than 10 days after the last applicable public hearing. The City offers a sign removal service for a fee (if desired check the box below). For additional public notice sign posting instructions go to (<http://casagrandeaz.gov/dept/planning/planning-division/public-process/>)*
- 3) Surrounding Property Owner Notification - City Staff will prepare and mail all required notices to surrounding property owners.

Fees

Variance-Owner Occupied Single Family Residential: \$250

Variance-Other: \$1,000

Technology Recovery Fee: 5% of Review Fee

Sign Removal Fee (Optional): \$100



REGULATORY BILL OF RIGHTS – REVIEW TIMEFRAMES

Completeness & Substantive Review Time Frames¹

Administrative Completeness Review (CR) ²	Substantive Review (SR) Stage ³			
	Review of Initial Submittal ⁴	Staff Decision or Review of Re-submittal ^{5, 6}	Staff Decision based upon 2 nd Re-submittal	Over-All Timeframe ⁷
2 days	30 days	30 days	30 days	62 days

¹All times are maximum timeframes in business days (Mon-Fri.; excluding City Holidays). Shorter review times will be accomplished where possible.

²Completeness Review timeframes are calculated from date of application submittal to date of acceptance or rejection of the application as administratively complete.

³Substantive Review timeframes are calculated from date of acceptance of application for Substantive Review, or upon receipt of re-submittal of revised plans/reports, to the date of issuance of a comprehensive review letter, or final administrative decision.

⁴ Review of initial submittal limited to determination of compliance with ordinances, codes, regulations or policy relevant to the specific permit or project application. The review comments on the initial submittal may be amended to address code/policy requirements that City staff failed to include in the 1st comprehensive review document.

⁵ Issuance of a review letter regarding re-submittal only allowed if applicant consents to extend review timeframe to resolve remaining code/policy compliance issues. Said extension shall not exceed 50% of the over-all timeframe.

⁶ Review of re-submittal shall be limited to:
 a) Addressing 1st review comments that the applicant failed to adequately address in their re-submittal; or
 b) Addressing new review issues arising from modifications the applicant has made to the design and/or technical reports.

⁷Over-All Review timeframe is the sum of the Completeness, Initial & Re-submittal Substantive Review timeframes and does not include any time involved in review of the 2nd Re-submittal. An administrative decision will be made on the permit/project application prior to the end of the Over-All Review timeframe unless the applicant and the City agree to review of a 2nd Re-submittal.

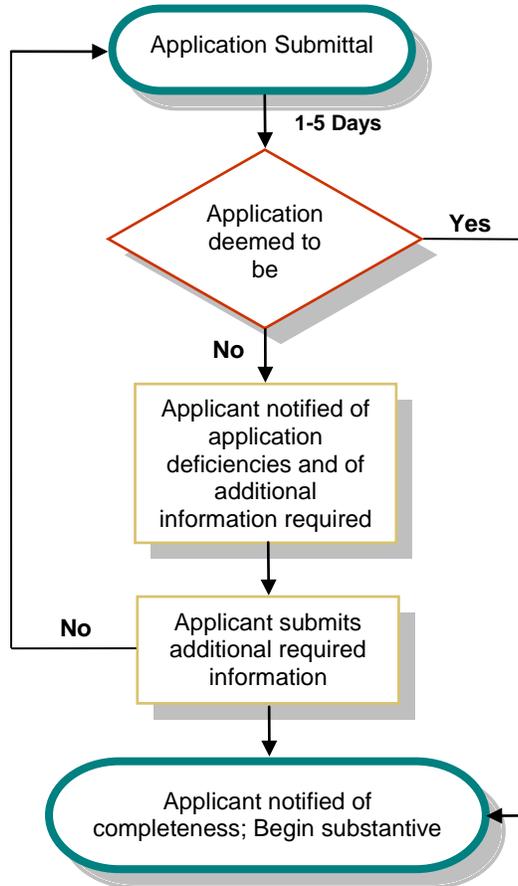
In accordance with the Regulatory Bill of Rights (ARS 9-835) the City of Casa Grande will typically make an administrative decision on each permit application after one (1) comprehensive staff review. However, from time to time a 2nd review is necessary to resolve code/policy compliance issues associated with a permit. In accordance with ARS 9-835.I., by mutual agreement, the applicant and the City may engage in a 2nd review of an application as long as said 2nd review does not exceed the over-all time frame by 50%. The specific 1st and 2nd and over-all review timeframes for this application are provided above. Applicants may sign below, consenting to a 2nd review if necessary, within the stated prescribed timeframe. Your consent is not required at time of application submittal. Applicants who do not sign below will be contacted by City staff if a 2nd review is determined to be necessary prior to making an administrative decision on this application. Applications denied after the completion of the review cycle are eligible for re-application to address the code/policy deficiencies which were the basis for the application denial with the payment of a fee equal to 25% of original application fee amount. Said re-application shall occur within 90 days of the application denial.

I hereby consent to a 2nd review of my application, if necessary, prior to making a final administrative decision.

 Applicant



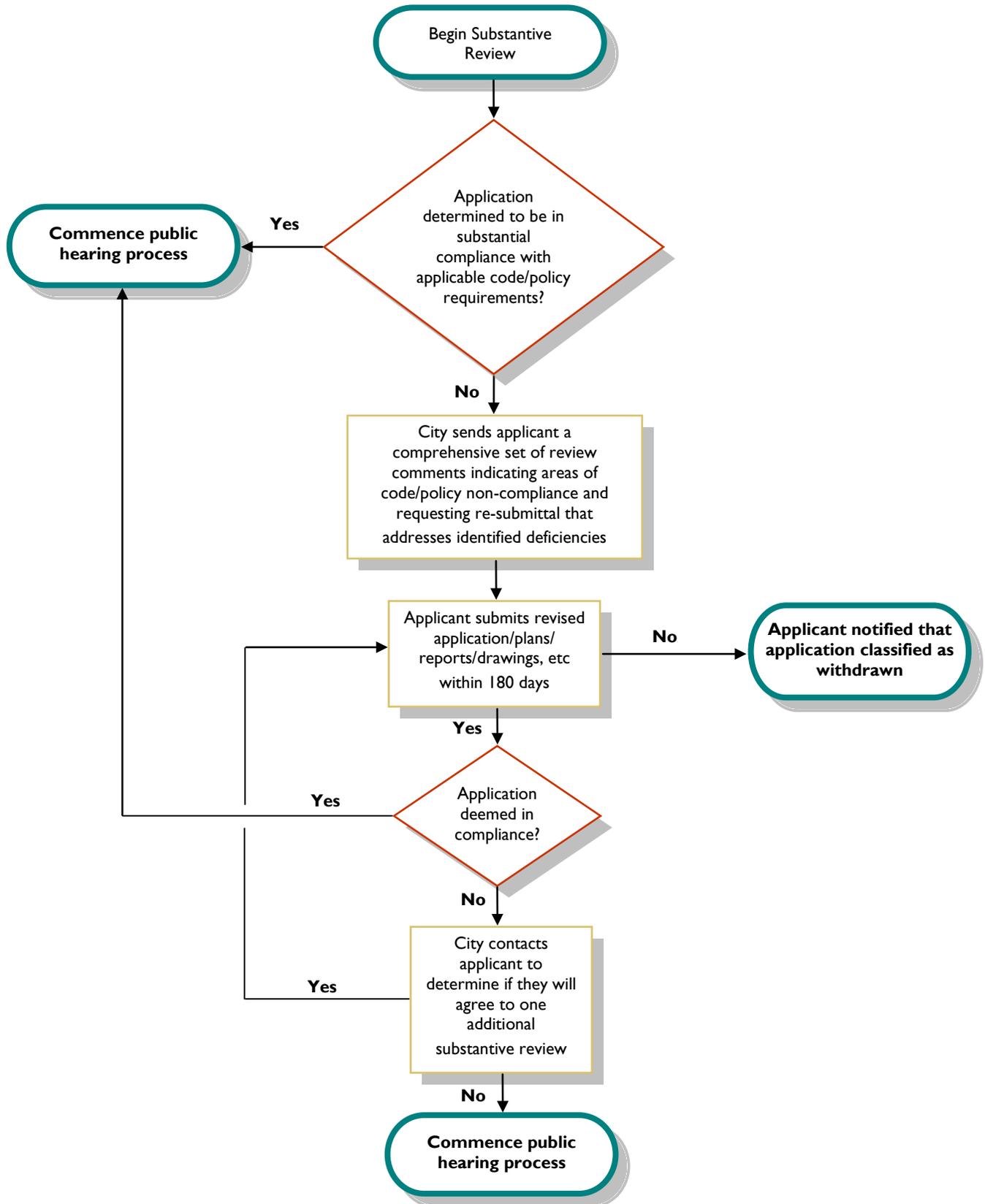
Administrative Completeness Review Process



** All time frames are listed as business*

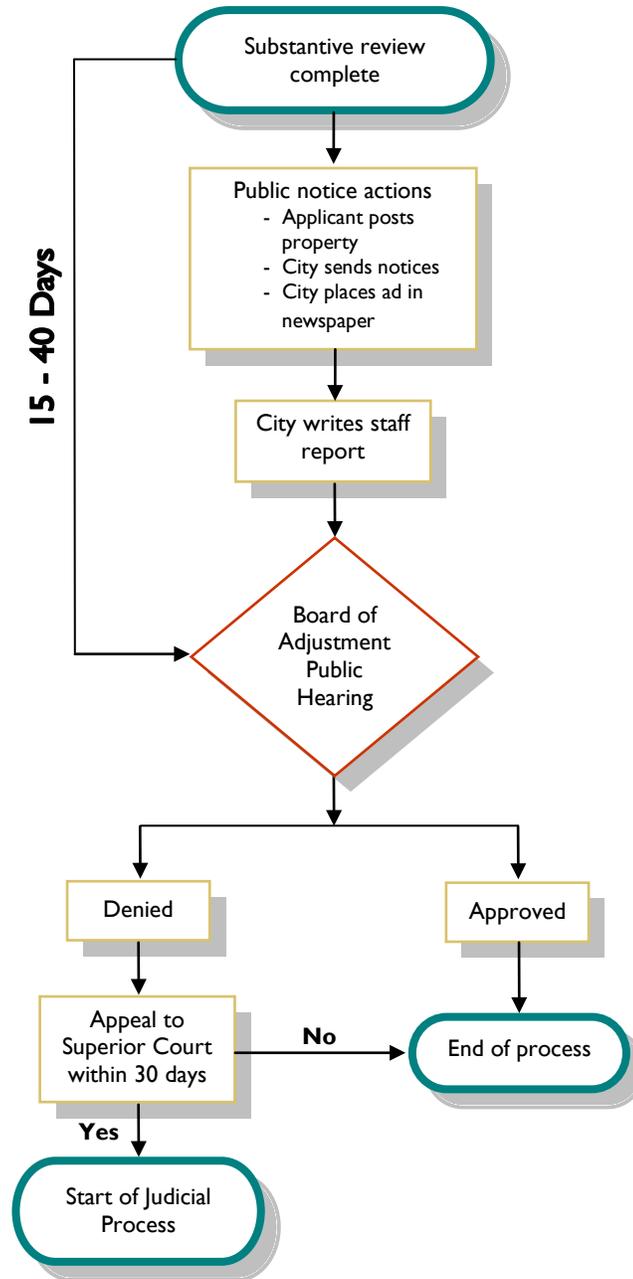


Substantive Review Process





Board of Adjustment Public Hearing Process



* All times frames are listed as business days.



APPLICATION COMPLETENESS REVIEW CHECKLIST

1. **Project Narrative** _____
2. **Variance Justification Statement** _____
3. **Site Plan** (*Draw to scale (1:20, 1:30, 1:40)*) _____
 - (*2 copies – 8 ½ x 11; 11x17 or 24 x36 (depending on scale of project)*) _____
4. **CD containing all Submittal Documents** _____
 - (*1 CD with all documents in PDF format*) _____
5. **Application Fees** _____

