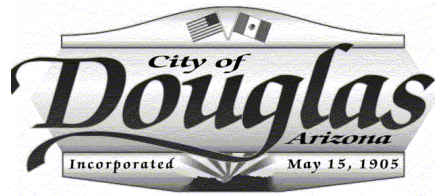


# Community Development Department PLANNING AND ZONING DIVISION



## VARIANCE APPLICATION

BEFORE FILING THIS APPLICATION YOU MUST SCHEDULE A MEETING WITH COMMUNITY DEVELOPMENT DEPARTMENT TO DISCUSS YOUR APPLICATION REQUEST. THIS MEETING MUST OCCUR AT LEAST ONE WEEK PRIOR TO FILING THIS APPLICATION. STAFF WILL DETERMINE IF THIS APPLICATION IS NECESSARY AND PROVIDE YOU INFORMATION ON THE PLANNING DIVISION'S POLICIES AND PROCEDURES, AS NECESSARY.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED AT THE FRONT COUNTER. ALL APPLICATIONS SUBMITTED TO THE COMMUNITY DEVELOPMENT DEPARTMENT COUNTER MUST HAVE ALL FORMS AND DOCUMENTS COMPLETED AS STATED IN THE PACKET AND AS REQUESTED BY THE CITY.

## VARIANCE PROCESS

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1. PREAPPLICATION MEETING WITH PLANNING DIVISION
2. SUBMIT APPLICATION AND SUPPORTING DOCUMENTS WITH FEE TO THE PLANNING DIVISION
3. DEPARTMENT REVIEWS THE APPLICATION.
4. NOTIFICATION TO PROPERTY OWNERS AND PUBLIC, POSTED 15 DAYS PRIOR TO MEETING
5. STAFF RECOMMENDATION OF APPLICATION TO BOARD OF ADJUSTMENT
6. BOARD OF ADJUSTMENT MEETING AND DECISION

## APPLICATION REQUIREMENTS

- A. Application form (1 copy) and filing fee. In addition, ownership verification, Site Plan, and Notification list. It is highly recommended that the applicant meet with City staff prior to filing the application.
- B. Copies (12) of a plot plan of the property in question drawn to scale. Where applicable, plot plans should show in detail those features being presented to the Board for consideration. Large size plot plans should be folded to approximately 8" X 11" in size. If large plot plans are utilized, 8" X 11" photographic reductions should be made of each plot plan. An 8" x 11" plot will be accepted in lieu of a larger scale drawing, if the plot plan can present sufficient detail and is easily readable.

### BASIC SITE PLAN REQUIREMENT

North Arrow

Street Names

Dimensions of Lot

Location and dimensions of all existing and proposed structures on the property

Dimensions Between all Structures and Property Lines and/or Fences

Dimensions Between all Structures on the Same Lot

Front, side and rear yard dimension.

Location and Dimensions of Item for which Variance is requested

Status of Project (proposed or existing)

Additional Requirements/Items Required by the City

## NOTIFICATION LIST

The applicant needs to provide staff with mailing labels, obtained from the Cochise County Assessor's Office, identifying the land owners within a 150 foot radius of the subject property, measured from the perimeter of the site proposed for variance.

The City will mail letters, of the requested variance, to all property owners within 150 of subject property.

## APPEALS PROCEDURE

Any person wishing to appeal a decision of the Board of Adjustment's may be filed within 30 days after the filing of the decision, file with the Superior Court. (Section 1106 of the Zoning Code) For further information on the appeal procedure call Community Development Department.

**City of Douglas**  
Community Development Department  

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425 10<sup>th</sup> street  
Douglas, AZ 85607  
(520) 805 - 4047

VARIANCE APPLICATION FORM

APPLICATION #. \_\_\_\_\_

DATE: \_\_\_\_\_

ACCEPTED BY: \_\_\_\_\_

1. Applicant's Name, Address and Phone Number

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Property Owner's Name, Address and Phone Number (if different)

\_\_\_\_\_  
\_\_\_\_\_

3. Site Address

\_\_\_\_\_  
\_\_\_\_\_

4. Parcel Number

\_\_\_\_\_

5. Current Zone District \_\_\_\_\_

6. Acreage \_\_\_\_\_

6. Existing use(s) on subject property

\_\_\_\_\_  
\_\_\_\_\_

7. Variance Requested

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional Information

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Property Owner or Petitioner

JUSTIFICATION OF VARIANCE  
REQUEST QUESTIONNAIRE  
(Must Be Completed Fully By Applicant)

DIRECTIONS: The following questions are intended for you to explain why your request meets the four conditions in order to be granted a variance by the Board of Adjustment. A variance cannot be granted by the Board of Adjustment unless evidence is presented that satisfies the conditions below.

1. **Special Circumstances:** Describe the unique conditions and circumstances (including size, shape, topography, locations or surroundings) which are peculiar to the land, structure or building which are not applicable to other lands, structures, or buildings in the same zoning district in other locations.

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2. **Alleged Hardship:** Please provide information that proves the special circumstances on your property were not created by the owner, any previous owner, or applicant.

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3. **Reasonable Used:** Describe why granting the requested variance will not result in any special privileges that are denied by the zoning ordinance to others owning lands, structures or buildings in the same zoning district.

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4. **Impact on other Properties:** Indicate why granting the variance will not interfere with or injure the rights of other adjacent properties, to the neighborhood, or the public welfare in general in the same zoning district.

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# City of Douglas

## Community Development Department

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425 10<sup>th</sup> street  
Douglas, AZ 85607  
(520) 805 - 4047

APPLICATION #. \_\_\_\_\_

Variance processing costs:

Residential: \$ 25

Commercial: \$ 100

Total Amount \_\_\_\_\_ Amount Paid: \_\_\_\_\_

### ITEMS REQUIRED FOR APPLICATION COMPLETION

Proof of Ownership \_\_\_\_\_  
Processing cost paid \_\_\_\_\_  
Signed Variance application \_\_\_\_\_  
Site Plan (refer to page 2) \_\_\_\_\_  
Notification list (refer to page 2) \_\_\_\_\_

I, the undersigned, have reviewed the above information and found it to be correct. I also understand that all the above items are required for my application to be considered complete and for it to be scheduled on the agenda for the Board of Adjustment. I have included all items marked above as received with this application.

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Applicant's Signature

Date