

CASE NO. _____
Accepted by: _____
Date: _____
Acct # _____
Fees: _____
STAFF USE ONLY

ADMINISTRATIVE RELIEF APPLICATION
(Incomplete applications will not be accepted)

PROJECT INFORMATION (Completed by Applicant)				
Development/Project Name:				
Address/Location:				
Parcel Number(s):		Gross Area (Acre/sq. ft.):	Net Area (Acre/sq. ft.):	Zoning:
Section:				
Township:				
Range:				
APPLICANT INFORMATION (Single point of contact)				
Name:		Company:		
Address:				
City:		State:	Zip Code:	
Phone Number:		E-mail address:		
PROPERTY OWNER				
Name:		Company:		
Address:				
City:		State:	Zip Code:	
Phone Number:		E-mail address:		
Review times in accordance with SB 1598 Policy				

Signature of Applicant: _____

Date: _____

Signature of Property Owner: _____

Date: _____

Signature of Project Manager: _____

Date: _____

Development Services Department
11465 W. Civic Center Drive, Avondale, AZ 85323 • Phone (623) 333-4000 • Fax (623) 333-0400 • TDD (623) 333-0010
www.AvonDaleAZ.gov/Developmentservices

Per A.R.S. § 9-495, an employee able to provide additional information is available at 623-333-4000 and EmailDevelopmentServices@avondaleaz.gov. All inquiries will receive a response within five business days. Please refer to the notice on the last page of this document.

ADMINISTRATIVE RELIEF SUBMITTAL CHECKLIST & ACKNOWLEDGEMENTS

I acknowledge that the following items are required for the processing of my application with the City of Avondale Development Services Department. I understand that the application will be not accepted without the following items and that the City of Avondale reserves the right to request additional information supplementary to this list:

- Completed Application with both the applicant's and owner's original signatures on the Planning Application.
- Fees: ☐ Administrative Relief (Residential – One Lot): \$211
☐ Administrative Relief (Residential – Multiple Lots): \$474
☐ Administrative Relief (Commercial): \$474
- Project narrative. The narrative needs to describe in detail the request for Administrative Relief and how the request meets the following required findings:
 - Overview of the request for an Administrative Relief.
 - The proposed improvement requiring relief will not be detrimental to the property requesting relief, any adjacent property, or the City as a whole.
 - The relief requested is needed due to the unusually small size or irregular shape of the parcel.
 - The relief granted is the minimum required to meet the needs of the proposed improvement.
 - The relief shall not be contrary to the purpose and intent of the Zoning Ordinance.
- Site plan – 24"x36" drawn to scale.
- Other: _____

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NOTICE: By participating in any correspondence, telephone conversation, discussion, meeting, or any other communication with an Avondale employee, you agree and acknowledge that: (1) any information provided in a format other than a formal written determination by the designated Zoning Administrator is preliminary in nature and shall not be relied upon for any purpose by the recipient or any other person or entity; (2) any information provided by an Avondale employee is not the equivalent of a title report or a real estate survey; (3) you are responsible for independently researching and verifying the information; (4) an Avondale employee is not authorized to bind the City of Avondale in any manner, except by formal Zoning Administrator determination; and (4) any error, omission, incorrect information, or false information provided by an Avondale employee shall not give rise to any liability on behalf of the City of Avondale.