



City of Flagstaff

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Community Development Division

APPEAL

Date Received		Application for Appeal		File Number
Appellant		Title	Phone	Email
Mailing Address			City, State, Zip	
Site Address			City, State, Zip	
Parcel Number(s)			Zoning District	
Action Requested: ☐ Appeal to Board of Adjustment ☐ Appeal to Planning and Zoning Commission ☐ Appeal to City Council Date of previous appeal (if any) ☐ Appeal of dedications and exactions to Hearing Officer ☐ Appeal to Heritage Preservation Commission				
Note: - The Board of Adjustment hears and decides appeals when there is an alleged error in an order, requirement or decision made by an administrative official in the enforcement of the Zoning Code. - The Planning and Zoning Commission hears and decides appeals of decisions by Staff concerning design review guidelines. - The City Council hears and decides appeals of decisions by the Planning and Zoning Commission. - A City Manager appointed hearing officer hears and decides appeals of dedications and exactions. For information on the City of Flagstaff appeal process refer to Division 10-50.80 (Procedures for Appeals) of the Zoning Code.				
Submittal Requirements All applications for an appeal shall provide necessary background information to the appeal, and clearly state the grounds for the appeal. An appeal fee as established in Appendix 2 (Planning Fee Schedule) of the Zoning Code shall also be submitted, as well as any documentation, plans or other information in support of the appeal. <u>Fees are non-refundable.</u> Also refer to the Additional Submittal Requirements on the following page.				
Appellant Signature			Date	
Property Owner Signature			Date	
Note: Incomplete applications and those not accompanied by the required information will not be accepted.				
For City Use				
Date Filed: _____			File #: _____	
Hearing Date: _____			Publication and Posting Date: _____	
Fee Receipt #: _____			Amount: _____ Date: _____	
Action by Board: Hearing Date: ☐ Approved _____ ☐ Denied _____ ☐ Continued _____			Cross Reference Numbers: IDS: _____ P&Z: _____	
<i>See reverse side for additional information</i>				

Additional Submittal Requirements

An application for an appeal to be heard by the Board of Adjustment shall be submitted to the Zoning Code Administrator. All other appeals shall be submitted to the Current Planning Manager. All appeal applications shall contain at least the following information:

- A. Proof of ownership, or letter of authorization from the current property owner, if the applicant and owner are not the same.
- B. Statement of approval from a subdivision or property owners association, if applicable.
- C. Filing fee.
- D. Any other information which the applicant feels would be helpful and/or pertinent to the appeal request.
- E. Any other information as may be required to assist in the consideration of the requested appeal.

Notice to Appellants

Pre-Application Meeting: A pre-application meeting or conference with a staff person is recommended prior to submittal of an appeal application.

Meetings: Meetings of the Board of Adjustment are held at 8:15 a.m. on the first and third Wednesday of the month, as needed, and are open to the public. Meetings of the Planning and Zoning Commission are held at 4:00 p.m. on the second and fourth Wednesday of the month, as needed. The Flagstaff City Council holds regular meetings on the first and third Tuesday of the month at 6:00 pm. All meetings are held at Flagstaff City Hall, 211 West Aspen Avenue, Flagstaff, AZ 86001.

Application and Fee: An application for an Appeal shall be made by the property owner, or authorized agent, on a form provided by the City, and shall be accompanied by the required filing fee. The continuance of a public hearing or a request for continuance of an agenda item by an applicant requires payment of a fee as established in Appendix 2 (Planning Fee Schedule) of the Zoning Code.

Appeal Application Review Process:

1. A flow chart describing the review process inclusive of applicable review time frames (administrative completeness review and substantive review) is attached.
2. The City and an applicant for an Appeal may mutually agree in writing to extend the substantive review time frame (and also therefore the overall review time frame) by no more than 50% of the overall time frame, i.e. an additional 13 working days.
3. An applicant for an Appeal may receive clarification from the City of how it is interpreting Division 10-20.80 (Procedures for Appeals) of the Zoning Code.