



CITY OF
WILLCOX
ARIZONA

*Cultivate the WEST. Discover HERITAGE.
Encounter CREATION.*

Development Services
101 S. Railroad Ave, Suite B
Willcox, AZ 85643
520-766.4461

APPLICATION FOR A VARIANCE

Applicant's Name: _____

Name of All Property Owner(s): _____

Applicant Mailing Address:

Street # Town State Zip code

Subject Property Address (if different than mailing address):

Street # Town State Zip code

Email Address: _____

Phone Number: _____

Tax Parcel Number: _____

Current Zoning Designation: _____

General Plan Designation: _____

Size of Property (in acreage or square feet): _____

How many acres will be cleared and developed? _____

Describe your relationship to this application. (Select one)

☐

I am the property owner

☐

I am an authorized agent for the property owner

If the applicant is not the property owner, please attach a notarized letter of authorization to this application.

The Purpose of a Variance

Zoning regulations regulate land use, control the types of structures allowed, and maintain a certain level of consistency within a community. These regulations are intended to apply equally to all properties. However, in some circumstances a particular property is unfairly burdened by the general rules, creating an unnecessary hardship for the owner. In Willcox, the Board of Adjustment considers all variance requests. A zoning variance, if granted by the Board of Adjustment, allows a property owner to use their land or property in a way that deviates from the established zoning regulations.

What is the Process?

1. Pre-application meeting with city staff.
2. Citizen Review Process – the applicant must send notice to all property owners within a radius of no less than 300 feet of the subject parcel(s), as shown on the most recent available records of the last property tax assessment. The city may expand the mailed notification area to greater than a 300-foot radius at time of application acceptance if there are compatibility concerns associated with the request.
3. The Applicant will hold a Citizen Review Session
4. Application submittal.
5. Technical review by relevant internal staff and external agencies.
6. Public hearing-Board of Adjustment/ City Council (Approval/Denial)

Required Submittals

1. This application
2. Concept Site plan
3. Processing Fee

Concept Plan Instructions for Variances

In order to adequately review the proposed Variance(s) on a piece of property, a Concept Plan must include at a minimum the following information:

- Parcel boundaries and adjacent roads;
- The general location, size and height of all structures and uses (existing and proposed),
- Required set backs.
- Proposed set backs

Supplemental Questions(attached additional sheets if necessary)

1. Please state the reason for this request and why it should be supported.

2. Please state which specific regulation within the Zoning Regulations from which you are seeking relief.

3. Describe how having to adhere strictly to the letter of the title will cause difficulties and hardships upon the petitioner which are unnecessary in order to carry out the purposes of this title.

4. Special circumstances attach to the property covered by the application that do not apply to other property in the same zone.

5. That because of said special circumstances, property covered by the application is deprived of privileges possessed by the other properties in the same zone; and that the granting of the variance is essential to the enjoyment of a substantial property right possessed by the other properties in the same zone.

6. That the difficulties and hardships were not created by any act of the appellant subsequent to the effective date of the regulation appealed from.

I hereby certify that I am the owner or duly authorized owner's agent and all information in this questionnaire, in the Joint Permit Application and on the site plan is accurate. I understand that if any information is false, it may be grounds for revocation of the building permit/variance. In addition, I hereby request all inspections necessary to process this application, and if the permit is issued, I request all inspections necessary to monitor progress, and document completion, at all stages of the work related to this permit. Failure to obtain permits may result in fines or other penalties.

Applicant Signature

Date