

CASE NO. _____
Accepted by: _____
Date: _____
Acct #: _____
Fees: _____
Staff Use Only

VARIANCE APPLICATION
(Incomplete applications will not be accepted)

PROJECT INFORMATION (Completed by Applicant)			
Development/Project Name:			
Address/Location:			
Parcel Number(s)		Related Cases:	
Section	Gross Area (Acre/sq. ft.):	Net Area (Acre/sq. ft.):	Zoning:
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 located on the last page of this document.

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.
- Fees: ☐ Residential: \$211
☐ Non-residential: \$2,942

Note: Fees for variance requests for unauthorized construction/installation are double the amounts listed above.

- Narrative describing all Zoning Ordinance standards that are included in the Variance request and an explanation as to why the request is necessary
- Board of Adjustment Supplemental Questionnaire – see attached
- 1,000-foot radius property ownership map and list in Excel. Must be in Excel .xlsx file format per the attached instructions (1 Excel spreadsheet electronic copy)- see attached
- Affidavit re: property ownership list – see attached
- Title report/deed
- Legal description of property on separate 8½"x11" sheet
- Floor plan 11"x17"
- Site plan 11"x17"
- Each item on the checklist is to be submitted digitally online along with the property owners list spreadsheet in Excel format.
- Other: _____

Signature: _____

Printed Name: _____

Company: _____

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

DIRECTIONS: The following variance questionnaire must be answered prior to the acceptance of the application. In compliance with Arizona Law, Variances cannot be granted by a Board of Adjustment unless all required findings are affirmed.

1. Please describe the special circumstances or conditions relating to the property (if any), which necessitate a Variance from Zoning Ordinance requirements. Special conditions/circumstances may include, but are not limited to, the size, shape, or topography of the subject property.

2. Based upon the special circumstances/conditions cited above in question #1, please explain how a strict interpretation of the Zoning Ordinance would not allow development on your parcel similar to that on surrounding parcels within the same zoning district.

3. Please describe how the requested variance is the minimum necessary to alleviate the hardship identified in your response to question #2.

4. Please describe how granting the variance will not be detrimental to the property, neighboring properties, the neighborhood, or the community?

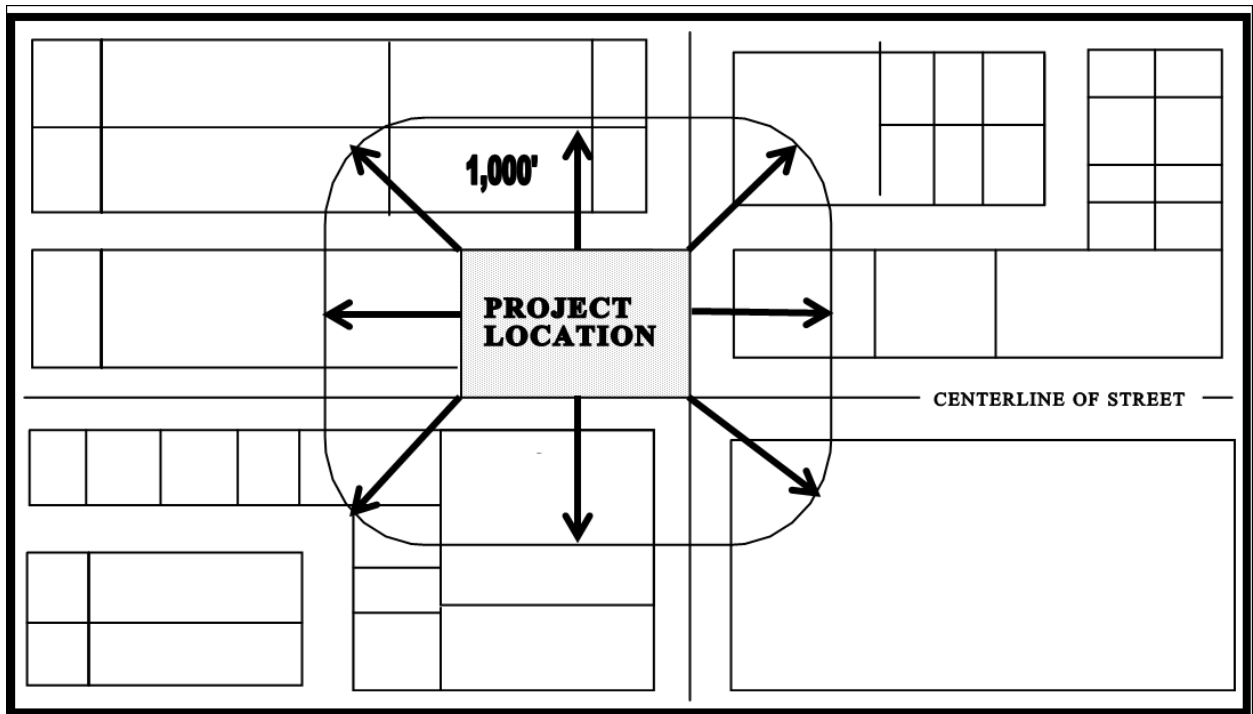
5. Please describe how the hardship identified in your response to question #2 was not created by you, the property owner, and that the request for a Variance is not the result of personal inconvenience or financial hardship.

INSTRUCTIONS FOR PROPERTY OWNERSHIP LIST AND MAP

1. The applicant will obtain names and addresses of property owners within 1,000 feet of the site boundaries from the Maricopa County Assessor's Office, <http://maps.mcassessor.maricopa.gov/> or from a title company using the last declared record of owner.
2. The applicant will provide a digital file in Microsoft Excel format containing the Assessor's Parcel Number (APN), property owner names, and addresses, each in a separate column. Verify information is correct and complete.

	A	B		D	E	F	G
1	APN	Owner	MAIL_ADDR1	MAIL_CITY	MAIL_STATE	MAIL_ZIP	MAIL_COUNTRY
2	10231375	2013-1 IWER LP	901 MAIN ST STE 4700	DALLAS	TX	75202	USA
3	10231126	A AND S CORPORATION	10450 W MCDOWELL RD STE 101	AVONDALE	AZ	85392	USA
4	10231415	ABDO STEPHEN P/ELIZABETH M TR	25291 DERBYHILL DR	LAGUNA HILLS	CA	92653	USA
5	10231127	AMERICAN MINI STORAGE - AVONDALE LLC	729 QUIET HILLS FARM RD	ESCONDIDO	CA	920297309	USA

3. The applicant shall prepare parcel map showing subject property and all parcels within 1,000 feet of the project boundaries according to the County Assessor's Office or Title Company. See typical map below.
4. Where land that is the subject of a proposed change abuts or affects adjacent municipalities or unincorporated areas of the county, copies of the notice postcards shall be transmitted by City staff to the planning agency of the appropriate jurisdiction.
5. Where a Homeowners' Association (HOA) is within the 1,000 ft radius of the proposed project, copies of the notice postcards shall be transmitted by City staff to the appropriate HOA address.



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

**AFFIDAVIT RE: PROPERTY
OWNERSHIP LIST**

Date: _____ Project Name: _____ Case No: _____

Address /Legal Description of Property:

I, _____ certify that I am the authorized applicant to the City of Avondale for the above application, and do hereby affirm the attached listing of names and addresses accurately reflects the ownership of property within 1,000 feet of the above property, according to the Maricopa County Assessor records on ____/____/____.
Month Day Year

Applicant/Representative Signature: _____

STATE OF _____)
County of _____) ss

The foregoing instrument was acknowledged before me this _____ day of _____, 20____.

Notary Public

My Commission Expires:

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.