



## **INSTRUCTIONS FOR FILING A REQUEST FOR: VARIANCE**

The application must be filled out completely down to the signature block, signed and dated. In addition, an application fee in the amount of \$200.00 will be required. An advertising fee of \$125.00 will be applied.

The completed application shall be accompanied by:

Letter of authorization from property owner. (Unless you are the owner/ applicant)

A site plan for review by the Community Development Department.

### **WHAT IS A VARIANCE?**

Essentially, a variance is the granting of relief from or a modification of some provision of a zoning ordinance by a public agency vested with the power to authorize it. In Arizona, that agency is the local Board of Adjustment. Section 9-462.06G.2 of the Arizona Revised Statutes gives municipal boards the power to grant variances.

Here is a more descriptive definition: *Variance* means a modification of the specific regulations of this ordinance granted by... the Board of Adjustment in accordance with the terms of this ordinance for the purpose of assuring that no property, because of special circumstances applicable to it, shall be deprived of privileges commonly enjoyed by other properties in the same vicinity and zone.

### **STANDARDS AND CRITERIA USED IN JUDGING A REQUEST FOR A VARIANCE**

A variance may be granted only where there are special circumstances applicable to the property.

Any hardship which would justify the granting of a variance must relate to the use of the land as opposed to the owner. A personal hardship does not justify a variance.

A hardship which has been... intentionally created does not justify a variance.

Need for an adequate financial return is not a legitimate basis for a variance.

A variance shall not confer a special privilege not available to other properties in the same vicinity and zone.

Following receipt of this application and all necessary information, your request will be scheduled for a public hearing before the appropriate Town board. This scheduling will not take place until all necessary information has been received.

State Law requires that the public hearing be properly advertised; therefore, a legal notice in the local newspaper and physical posting of the property is necessary. You are advised that the posting on your property must be maintained by the property owner and it is your responsibility once the Town has placed the notice. Should the notice be removed or not maintained, your scheduled hearing date may be jeopardized. If you have any questions, please contact the Planning and Zoning Department.



**COMMUNITY DEVELOPMENT DEPARTMENT  
VARIANCE APPLICATION**

V- \_\_\_\_\_ DATE FILED: \_\_\_\_\_

ZONING: \_\_\_\_\_ TAX PARCEL NO: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

NAME OF SUBDIVISION: \_\_\_\_\_ LOT NO. \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

LIST DETAILS OF YOU REQUEST: (USE ADDITIONAL SHEET IF NECESSARY)

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

PROPERTY OWNER: \_\_\_\_\_ PHONE: ( ) \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

DESIGNATED AGENT: \_\_\_\_\_ PHONE: ( ) \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

I hereby file the above request as party of interest or representative thereof, and declare that all information submitted is true and correct to the best of my knowledge and belief.

APPLICATION FEE \$200.00 COLLECTED: \$ \_\_\_\_\_ DATE: \_\_\_\_\_

PAYMENT METHOD: cash / check / other

ADVERTISING FEE \$125.00 COLLECTED: \$ \_\_\_\_\_ DATE: \_\_\_\_\_

PAYMENT METHOD: cash / check / other

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

SIGNATURE: \_\_\_\_\_

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