



SETTLED 1870 · INCORPORATED 1986

Case No.: E-
For Official Use Only

Application Fee: \$ _____
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EXCEPTION REQUEST APPLICATION

(Rev 6/22)

The Following Information Is Required In Order To Process Your Request For An Exception To The Subdivision Ordinance. **An Individual Subdivision Ordinance Exception Request Application Is Required For Each Exception From The Standards Or Requirements Of The Subdivision Ordinance.** An Incomplete Application Submittal Will Not Be Accepted For Processing.

Exception Request Application Date: _____

Project Name: _____

Project Location: _____

Project Case No.: _____ Current Zoning District (s): _____

Assessor's Parcel No. (s): _____ Size Of The Subject Parcel: _____

Brief Description of Exception Request: _____

Applicant: _____

Applicant Address: _____

Phone No.: _____ Fax No.: _____ E-mail: _____

Owner: _____

Owner Address: _____

Phone No.: _____ Fax No.: _____ E-mail: _____

Single Point Of Contact For All Formal Communications:

Name: _____

Address: _____

Phone No.: _____ Fax No.: _____ E-mail: _____

Owners Certification:

I, (print name) _____, hereby certify that I am the owner of the property involved in this application and that I have read and examined this application and the attachments, and know the same to be true and correct.

Owner's Signature

Date

SECTION A. **SUBDIVISION EXCEPTION REQUEST SUBMITTAL REQUIREMENTS** (to be provided by the Applicant):

Each Request For An Exception To The Subdivision Ordinance Shall Contain The Following Information:

- 1. Proof of ownership
- 2. The Article, Section And Item No. Of The Subdivision Ordinance, Which Is The Subject Of The Exception Request.
- 3. The Specific Standard Or Requirement Of The Ordinance To Which The Exception Is Being Requested.
- 4. The Requested Modification To The Standard Or Requirement Of The Ordinance.
- 5. The Extraordinary Conditions Of Topography, Land Ownership Or Adjacent Development, Or Other Circumstances Not Provided For In The Subdivision Ordinance Standards Or Regulations Which Merit The Approval Of The Requested Exception.

SECTION B. **SUBDIVISION ORDINANCE EXCEPTION REQUEST FORM** (to be completed by the Applicant):

- 1. The Article, Section And Item No. Of The Subdivision Ordinance Which Is The Subject Of The Exception Request.

- 2. The Specific Standard Or Requirement Of The Subdivision Ordinance To Which The Exception Is Being Requested.

- 3. The Requested Modification From The Standard Or Requirement Of The Subdivision Ordinance.

4. The Extraordinary Conditions Of Topography, Land Ownership Or Adjacent Development, Or Other Circumstances Not Provided For In The Subdivision Ordinance Standards Or Regulations Which Merit The Approval Of The Requested Exception.

SECTION C. GENERAL NOTES:

1. **Discussion Between Town Staff And The Applicant Does Not Bind The Town. The Applicant Should Expect That Additional Issues Will Likely Be Raised By The Town At Later Stages In The Process.**
2. The Preliminary Plat Or Final Plat Application, Which Includes Or Is The Subject Of An Exception Request **Shall Not Be Considered** By The Town Council **Until All Exception Requests** Have Been Either **Approved Or Denied**.
3. The Town Council May Make Such Additional Requirements As Appear Necessary, In Its Judgment, To Secure Substantially The Objectives Of The Standard Or Requirement, Which Is The Subject Of The Exception.
4. A Separate Vote Shall Be Taken For Each Exception By The Commission And Council. No Exception Shall Be Allowed Or Vest Without Such A Vote.

**PLANNING DEPARTMENT
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