



SETTLED 1870 · INCORPORATED 1986

Case No.: B-
For Official Use Only

Application Fee: \$
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VARIANCE/APPEAL APPLICATION

(Rev 6/22)

The Following Information And Submittals Are Necessary In Order To Process Your Request For An Variance/Appeal:

Submittal Request (Check One): **Variance** **Appeal**

Application Submittal Date: _____ Project Name: _____

Brief Description Of Request: _____

Directions To Parcel: _____

Parcel Address: _____ Size Of The Subject Parcel (s): _____

Assessor's Parcel No. (s): _____ Current Zoning : _____

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. GENERAL APPLICATION REQUIREMENTS (To Be Provided By The Applicant):

- | <u>No.</u> | <u>Requirement</u> |
|------------|--|
| √ | |
| ___ | 1. Appropriate Completed Application Form |
| ___ | 2. The appropriate application fee |
| ___ | 3. Proof of Ownership (recorded) or Letter of Authorization |
| ___ | 4. A list of the Maricopa County Assessor's tax parcel numbers and mailing labels with the names and mailing addresses of the owners of all properties within five hundred (500') feet of the subject property. <i>The applicant is responsible for the accuracy of this list.</i> |
| ___ | 5. Seven (7) folded copies of a Site Plan containing the information listed under " <u>Site Plan Requirements</u> ". |
| ___ | 6. 8 ½" x 11" copy (PMT) of the Site Plan |
| ___ | 7. The name, mailing address, telephone number and fax number of the applicant. |
| ___ | 8. The names, mailing address, telephone numbers and fax numbers of the owners of record of the subject property. |
| ___ | 9. If the applicant is not the sole owner of the subject property; the application must contain written authorization to submit the application from all owners of record of the subject property. |
| ___ | 10. A statement (narrative) indicating how each variance criterion would be met if the basis of the variance were approved. This statement shall also identify the practical difficulties claimed as the basis for the variance. |

SECTION B. VARIANCE CRITERION-STATUTORY COMPLIANCE ARS 9.462.06, G2, H2: (To Be Completed By The Applicant):

Criteria #1. The Board of Adjustment shall: "Hear and decide appeals for variances from the terms of the zoning ordinance only if, because of special circumstances applicable to the property including its size, shape, topography, location, or surroundings,

Applicant's response: _____

Criteria #2. The strict application of the zoning ordinance will deprive such property of privileges enjoyed by other property of the same classification in the same zoning district". **ARS 9-462.06, G2**

Applicant's response: _____

Criteria #3. “Any variance granted is subject to such conditions as will assure that the adjustment authorized shall not constitute a grant of special privileges inconsistent with the limitations upon other properties in the vicinity and zone in which such property is located”. **ARS 9.462.06, G2**

Applicant’s response: _____

Criteria #4. “The Board of Adjustment may not: Grant a variance if the special circumstances applicable to the property are self-imposed by the property owner”. **ARS 9.462.06, H2**

Applicant’s response: _____

SECTION C. SITE PLAN REQUIREMENTS (To Be Completed By The Applicant):

- | <u>√</u> | <u>No.</u> | <u>Requirement</u> |
|----------|------------|--|
| ___ | 1. | Address of the parcel (s) |
| ___ | 2. | Assessor’s Parcel Number (s) |
| ___ | 3. | Existing zoning |
| ___ | 4. | Proposed lot coverage (%) |
| ___ | 5. | Lot size (square footage) |
| ___ | 6. | An 8 ½” x 11” vicinity map (PMT) showing the property’s location, including the street address. |
| ___ | 7. | The legal description of the property. |
| ___ | 8. | A North arrow. |
| ___ | 9. | A Drawing Legend showing line type, symbols, etc. |
| ___ | 10. | Property dimensions at a scale of not less than 1" = 20'. |
| ___ | 11. | Proposed topographic elevation at garage floor and at existing street level at drive entry. |
| ___ | 12. | Average slope and length of the steepest portion of all driveways. |
| ___ | 13. | The building footprint of each proposed structure and of each patio and pool area along with the related square footage of each. |

- ___ 14. Locations of all existing and proposed utility lines, and septic tank or sewage disposal areas.
- ___ 15. Location of all existing and proposed buildings, signs, fences and walls.

SECTION D. ADDITIONAL REQUIREMENTS FOR COMMERCIAL PROPERTIES (To Be Completed By The Applicant):

- | √ | <u>No.</u> | <u>Requirement</u> |
|-----|-------------------|--|
| ___ | 0. | Not applicable |
| ___ | 1. | Drive accesses, driveways, access roads, parking spaces, off-street loading areas, and sidewalks as applicable. |
| ___ | 2. | Parking areas are designed to: <ul style="list-style-type: none"> a. ___ Minimize the amount of paved surface; b. ___ Screen residential uses from vehicle headlights; c. ___ Soften the impact of parking areas on adjacent public and private spaces through landscaping and screening; d. ___ Promote energy conservation through vegetation to shade and cool parking areas. |
| ___ | 3. | Evidence that the on-site lighting is designed so that light is reflected away from adjoining properties and streets. |
| ___ | 4. | Supporting documentation indicating that undesirable impacts produced on the site, such as noise, glare, odors, dust or vibrations are adequately screened from adjacent properties. |
| ___ | 5. | Supporting documentation indicating that unsightly exterior improvements and features such as trash receptacles, exterior vents and mechanical devices will be adequately screened. |
| ___ | 6. | Evidence that storage areas, trash collection facilities and noise generating equipment are located away from abutting residential districts or developments, or site obscuring fencing has been provided. |

SECTION E. ADDITIONAL REQUIREMENTS FOR HILLSIDE & COMMERCIAL ZONED PROPERTIES (To Be Completed By The Applicant):

(Note: Developers Of Properties Regulated By The Hillside Section Of This Ordinance And Developers Of Commercial Properties (CB, And CC Zones) Shall Also Provide The Following Items)

- | √ | <u>No.</u> | <u>Requirement</u> |
|-----|-------------------|---|
| ___ | 0. | Not applicable |
| ___ | 1. | Submit a topographic survey prepared by a Registered Land Surveyor showing contours at two-foot intervals. |
| ___ | 2. | Show all structures, cross sections through the site and building at twenty-five foot intervals perpendicular to the slope, giving the percentage of slope at each interval, and showing exact heights of structures at each contour. |
| ___ | 3. | Show all disturbed (or graded) areas and the proposed method of final treatment. All retaining walls, showing the amount allowed (per regulations) and amount used. |
| ___ | 4. | Submit a Landscaping Plan identifying all existing major trees and cacti and a Revegetation Plan for all disturbed areas. |

SECTION F. **DESCRIPTION OF APPEAL** (To Be Completed By The Applicant):

SECTION G. **SUBMITTAL FINDING** (To Be Completed By Town Staff):

___ **SUBMITTAL IS INCOMPLETE:** (Additional information is required; see items identified above as missing or incomplete for specific details)

Applicant Contacted By: _____ Date: _____

___ **SUBMITTAL IS COMPLETE:**

Applicant Contacted By: _____ Date: _____

Date scheduled for Public Hearing before the Board of Adjustment: _____

SECTION H. **REVIEW** (To Be Completed By Town Staff):

Reviewed by: _____ Title: _____

Review Date: _____

ADDITIONAL NOTES:

1. The requirements referred to on the Variance/Appeal Checklist can be found within the Town of Cave Creek's Zoning Ordinance.
2. **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.**

PLANNING DEPARTMENT
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