

**NAVAJO COUNTY, ARIZONA  
PUBLIC WORKS DEPARTMENT  
PLANNING & ZONING**

**P. O. Box 668 / 100 East Code Talkers Drive, Holbrook, AZ 86025  
Phone: (928) 524-4100 Fax: (928) 524-4399**

**ADMINISTRATIVE  
WAIVER  
APPLICATION**

**(Revised February 21, 2012)**

# ADMINISTRATIVE WAIVER

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**The following Article from the Navajo County Zoning Ordinance has been provided for your information:**

**Article 25, Section 2509 (Administrative Waiver)**

The director of development services **may**, in the director's sole discretion, grant an administrative waiver of up to 15% from any dimensional requirement(s) set forth in this zoning ordinance (including lot area, lot width, lot coverage, setback, building height and any other requirement stated in feet or square feet) in circumstances where strict compliance would not be desirable or feasible. For example, if the minimum lot size is 10,000 square feet, the director may grant an administrative waiver of up to 1,000 square feet (so as to allow a 9,000 square foot lot). Requests for administrative waivers shall be made to the director in writing and shall state why strict compliance is not desirable or feasible. If a waiver is granted, it shall be in writing and shall be recorded in the office of the county recorder. If a waiver is denied, the property owner may apply to the board of adjustment for a variance, which shall be granted or denied in accordance with the standards applicable to variances.

# ADMINISTRATIVE WAIVER APPLICATION INSTRUCTIONS

*(Please Read Carefully)*

***NOTICE: No application will be processed until all items have been received and the application is complete.***

## **CHECKLIST:**

- All information requested on the attached Administrative Waiver application must be complete, and ownership legally notarized where indicated.
- Attach a copy of the recorded deed or sales contract.
- Six (6) copies of the site plan of the property, drawn to scale, clearly showing the Administrative Waiver(s) requested and all related property features. See attached sample plan and requirements.
- A filing fee of \$200 (**non-refundable**).
- A letter from the applicant stating reasons for requesting the Administrative Waiver(s).
  - Identify special circumstances applicable to the property in question; remembering, any hardship which is a basis for an Administrative Waiver **must** relate to those conditions as specified by the Navajo County Zoning Ordinance (see attached section of the Navajo County Zoning Ordinance).
  - A personal or financial hardship **does not** constitute a hardship as it relates to the issuance of an Administrative Waiver.

*The review and decision for an Administrative Waiver request is based on all information and documents being submitted to, and accepted by, Navajo County staff.*

***Incomplete applications will be returned to the applicant.***



# NAVAJO COUNTY PUBLIC WORKS DEPARTMENT

## PLANNING & ZONING

Post Office Box 668 - 100 East Code Talkers Drive

Holbrook, Arizona 86025

(928) 524-4100 FAX (928) 524-4122

[www.navajocountyaz.gov](http://www.navajocountyaz.gov)

## ADMINISTRATIVE WAIVER APPLICATION

### OWNER & CONTACT INFORMATION:

OWNER'S NAME: \_\_\_\_\_

OWNER PHONE NO.: \_\_\_\_\_ FAX #: \_\_\_\_\_

OWNER EMAIL ADDRESS: \_\_\_\_\_

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

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

CONTACT PHONE NO.: \_\_\_\_\_ FAX #: \_\_\_\_\_

CONTACT EMAIL ADDRESS: \_\_\_\_\_

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

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

### SUBJECT PROPERTY INFORMATION:

LOCATION (include nearest town/community): \_\_\_\_\_

GENERAL DIRECTIONS TO PARCEL: \_\_\_\_\_

PROPERTY ADDRESS (if known): \_\_\_\_\_

LEGAL DESCRIPTION: Township \_\_\_\_\_ North, Range \_\_\_\_\_ East, Section(s) \_\_\_\_\_

ASSESSOR PARCEL NO.: \_\_\_\_\_

PROPERTY SIZE: \_\_\_\_\_ acres; \_\_\_\_\_ square feet

SUBDIVISION NAME: \_\_\_\_\_ LOT #: \_\_\_\_\_

DATE OF OWNERSHIP: \_\_\_\_\_

PRESENT USE OF PROPERTY: \_\_\_\_\_

PROPOSED USE OF PROPERTY: \_\_\_\_\_

CURRENT ZONING: \_\_\_\_\_

**By submitting this application, the applicant and property owner hereby consent to site visits in order for planning staff to review and process the Administrative Waiver request, pursuant to A.R.S. §11-805, 11-813, 11-816, 11-829, or 11-831.**

(continued):



# **ADMINISTRATIVE WAIVER**

## **SITE PLAN INSTRUCTIONS**

### **DEFINITION:**

A plan, prepared to scale and accurately indicating all building and site dimensions, the boundaries of a site and the location of all buildings, structures, uses and principal site development features impacted by the Variance request for the specific parcel of land.

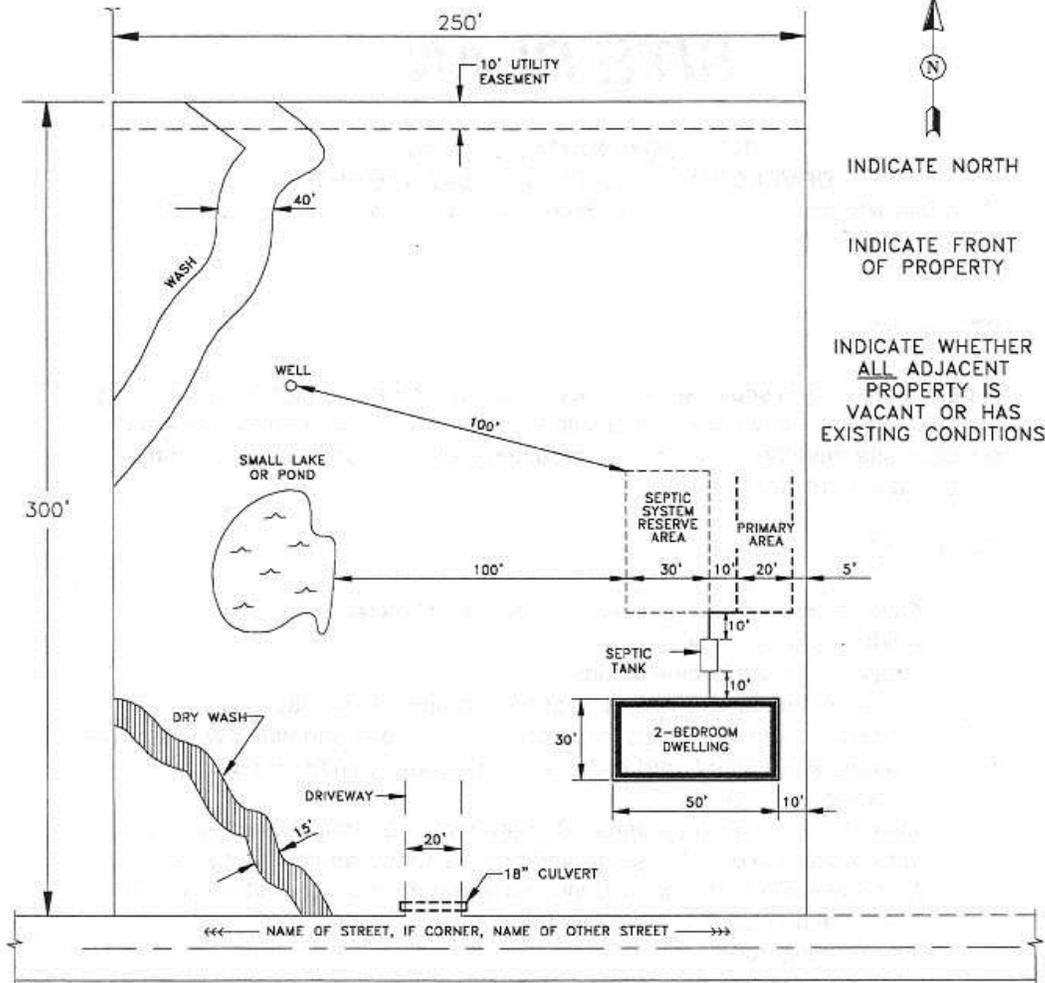
### **REQUIREMENTS:**

1. Six (6) copies of the site plan, on 8-½" x 11" paper.
2. North arrow and scale.
3. Property lines with dimensions.
4. Location and dimensions of existing or proposed structures.
5. Distances from structures to property lines, septic (including the leach field area) and water well facilities.
6. Indicate all required yard setbacks from property lines and distances between buildings.
7. Show existing and proposed access into and out of (ingress and egress) the subject property.
8. The Assessor's Parcel Number (APN) for the subject parcel.
9. The address for the subject parcel.
10. The existing zoning.
11. Owner's signature and date.

## EXAMPLE SITE PLAN

Date: \_\_\_\_\_ Owner's Name: \_\_\_\_\_ Parcel No: \_\_\_\_\_

Address: \_\_\_\_\_



N  
↑

INDICATE NORTH

INDICATE FRONT OF PROPERTY

INDICATE WHETHER ALL ADJACENT PROPERTY IS VACANT OR HAS EXISTING CONDITIONS

**SITE PLANS MUST INCLUDE THE FOLLOWING INFORMATION:**

1. The location and dimensions of all proposed improvements.
2. The location and dimensions of all cultural features on or adjacent to the property. This includes all property lines and their measurements, streets, buildings, water wells, septic systems, easements, right-of-ways, driveways, underground and overhead utilities, fences, and drainage, irrigation, and water storage structures.
3. The location and approximate dimensions of all watercourses and water bodies on the property or within 500 feet of the proposed improvements. This includes rivers, streams, creeks, washes, arroyos, lakes, ponds, etc...