

**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**

**VARIANCE  
APPLICATION**

**(Revised February 21, 2012)**

# VARIANCE

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

**Article 28, Section 2802, Item 2 (Variances):**

The board may grant variances from the terms of the Zoning Ordinance concerning the construction or placement of buildings and structures associated with permitted uses when, due to **peculiar conditions**, a strict interpretation would work an unnecessary hardship, if in granting the variance the general intent and purposes of the Zoning Ordinance will be preserved. "**Peculiar conditions**" must relate to the property on which the use is proposed and shall include **exceptional narrowness, shallowness or shape, unusual topographic features, or other extraordinary features** of the property or its surroundings which would result in unnecessary hardship for the owner if the Zoning Ordinance were strictly applied. No variance shall be granted if the hardship has been self-imposed by the owner or is a matter of mere inconvenience or personal preference. In granting a variance, appropriate conditions to preserve the intent and purposes of the Zoning Ordinance may be prescribed.

A variance shall not be granted so as to allow a use not permitted by the regulations applicable to the zoning district in which the property is located.

# VARIANCE

## APPLICATION INSTRUCTIONS

*(Please Read Carefully)*

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

### **CHECKLIST:**

- All information requested on the attached Variance 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 Variance requested and all related property features. See attached sample plan and requirements.
- A filing fee of \$400 (**non-refundable**).
- A letter from the applicant stating reasons for requesting the Variance.
  - Identify special circumstances applicable to the property in question; remembering, any hardship which is a basis for a variance **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 a zoning variance.

The Navajo County Board of Adjustment generally meets the second Wednesday of each month (based on case load), beginning at 9:00 a.m., in the Board of Supervisors Chambers at the Navajo County Complex in Holbrook, Arizona. Please contact staff to verify dates, times and locations of the meeting.

*Scheduling for a public hearing before the Navajo County Board of Adjustment 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)

## VARIANCE 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 prepare the case report to the Board of Adjustment and to post the property pursuant to A.R.S. §11-805, 11-813, 11-816, 11-829, or 11-831.**

(continued):



# VARIANCE

## 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.

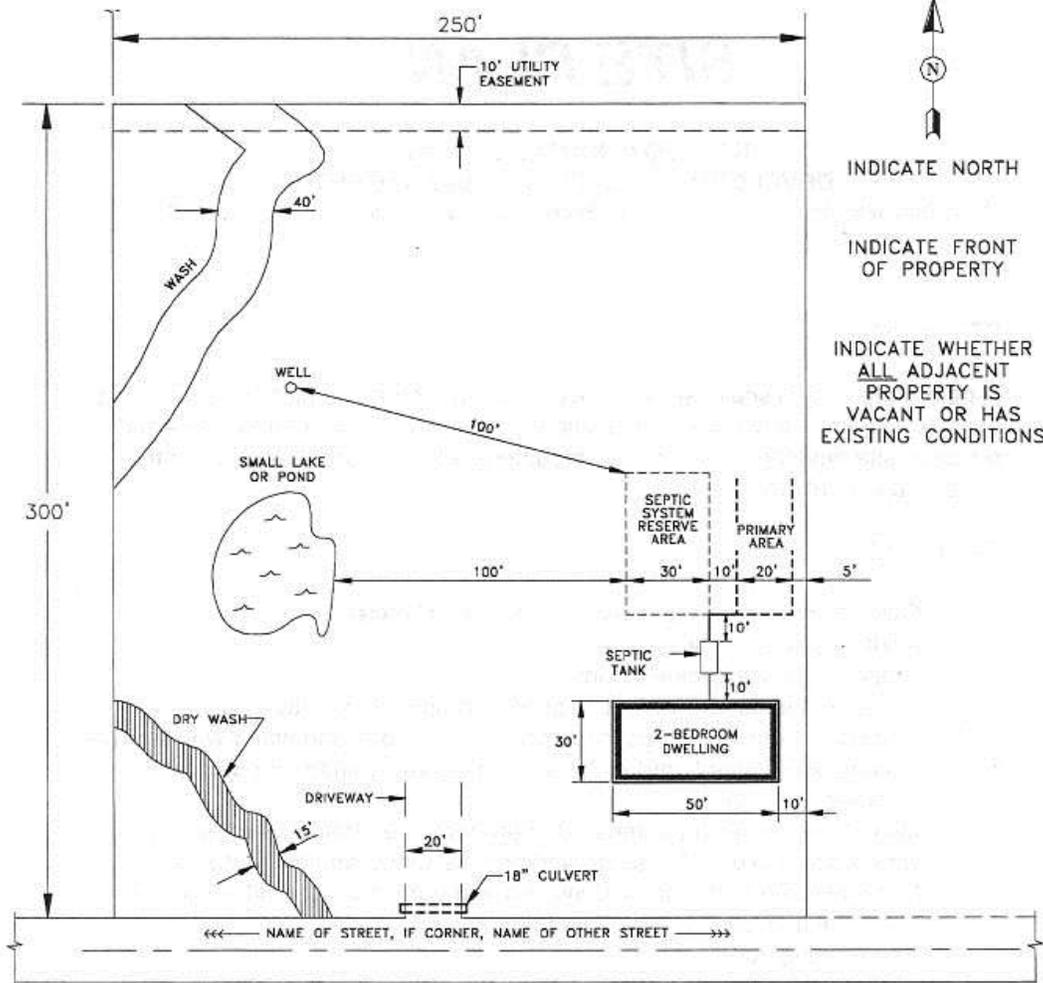
### **REQUIREMENTS:**

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...