

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

P. O. Box 668 / 100 West Public Works Drive, Holbrook, AZ 86025

Phone: (928) 524-4100 Fax: (928) 524-4399

**VARIANCE
APPLICATION**

(Revised July 03, 2023)

VARIANCE

NAVAJO COUNTY
PUBLIC WORKS DEPARTMENT
PLANNING AND DEVELOPMENT

P. O. Box 668 / 100 W. Public Works Drive, Holbrook, AZ 86025 Phone: (928) 524-4100 Fax: (928) 524-4399

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.
- Two (2) 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 \$500 (**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.

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.

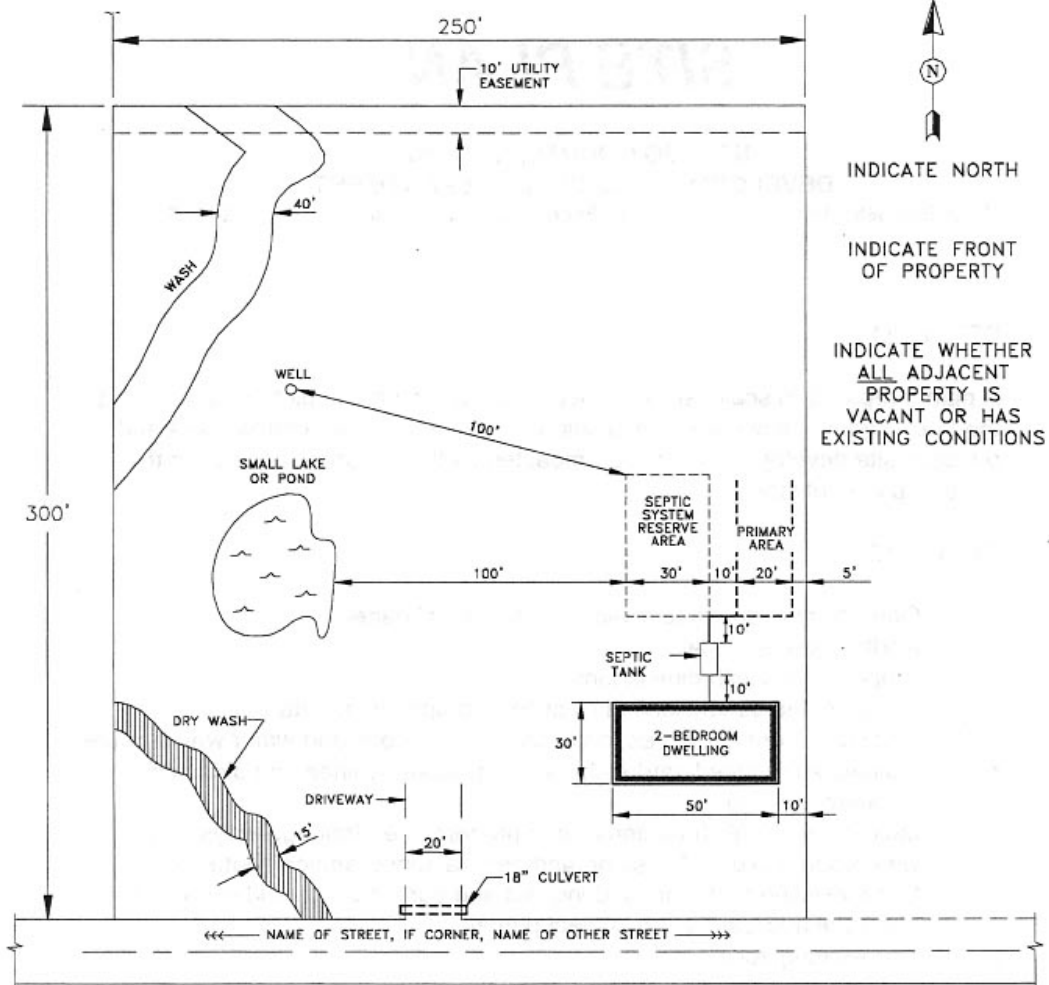
REQUIREMENTS:

1. Two (2) 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
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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...



**NAVAJO COUNTY
PLANNING & DEVELOPMENT SERVICES**

Post Office Box 668 - 100 W. Public Works Dr.
Holbrook, Arizona 86025
(928) 524-4100 FAX (928) 524-4122

VARIANCE APPLICATION

OWNER INFORMATION:

OWNER'S NAME: _____

CONTACT PHONE NO.: _____ E-MAIL: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

AGENT/POINT OF CONTACT INFORMATION:

CONTACT'S NAME: _____

COMPANY NAME: _____

CONTACT PHONE NO.: _____ E-MAIL: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

SUBJECT PARCEL INFORMATION:

LEGAL DESCRIPTION: T _____ N – R _____ E, SECTION _____, ASSESSOR PARCEL NO.: _____

SUBDIVISION NAME: _____ LOT: _____

RURAL ADDRESS: _____ AREA: _____

PARCEL SIZE: _____ DATE OF OWNERSHIP: _____

PRESENT USE OF PROPERTY: _____

CURRENT ZONING: (Please check appropriate Zoning Classification)

- | | | | | | | |
|--------------------------------|--------------------------------|--------------------------------|-------------------------------|-------------------------------|--|--------------------------------|
| <input type="checkbox"/> A-Gen | <input type="checkbox"/> RU-20 | <input type="checkbox"/> RU-10 | <input type="checkbox"/> RU-5 | <input type="checkbox"/> RU-1 | <input type="checkbox"/> R1-43 | <input type="checkbox"/> R1-10 |
| <input type="checkbox"/> R-2 | <input type="checkbox"/> R-3 | <input type="checkbox"/> C-R | <input type="checkbox"/> I-1 | <input type="checkbox"/> I-2 | <input type="checkbox"/> Special Development | |

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.

OWNER'S AFFIDAVIT:

I, (print name) _____, being duly sworn, depose and say that I am an owner of the property involved in this application and that the information herewith submitted is true and correct to the best of my knowledge.

Owner's Signature

STATE OF ARIZONA)
) SS
COUNTY OF _____)

Sworn and subscribed before me on this _____ Day of _____, 20_____

Notary Public

My Commission Expires

FOR STAFF USE ONLY:

ACCEPTED BY: _____ DATE: _____

SUBMITTAL APPROVED: _____ DATE: _____

CASE NO.: VAR _____ ACTION: GRANT DENY WITHDRAWN

NOTES / STIPULATIONS: _____

Variance Questionnaire:

Identify difficulties or problems that would result from complying with the present zoning requirements:

Identify and explain all unique and peculiar circumstances that would prevent you from complying with the present zoning requirements on your property in regard to the following areas (slope, narrowness, shallowness, irregular shape, location, washes, vegetation, and easements):

Identify and explain any peculiar conditions in the surrounding area which would keep you from complying with the present zoning requirements:

Attach any additional comments regarding your request that you would like to provide:
