

# 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.
- Two (2) 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 \$300 (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  
PLANNING & DEVELOPMENT SERVICES**

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

**ADMINISTRATIVE WAIVER  
APPLICATION**

**CHECK HERE TO PICK UP PERMIT IN:**  Show Low  Holbrook  Heber **OR:**  Mail to Address

**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: \_\_\_\_\_

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

**CURRENT ZONING:** (Please check appropriate Zoning Classification)

- A-Gen       RU-20       RU-10       RU-5       RU-1       R1-43       R1-10
- R-2       R-3       C-R       I-1       I-2       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