



Prior to filing out this application and/or submitting this application to the Planning Division. Please ensure that you have submitted a Service Request (SR) to the Planning Division. This can be done by using the SR link below.

## **SERVICE REQUEST**

**PLEASE DO NOT SKIP** this step. If this step is skipped then your application will not be processed. The SR allows the Planning Division to account for your request within our system, assigns you with a SR number, which then allows your request to be assigned a planner. I repeat if you skip submitting a service request your application will not be processed until it is assigned a SR number.

If you have any questions, comments, and/or concerns regarding this please do not hesitate to contact the Planning Division at **623-930-2800**.



# PLANNING

Development Services Department

Date Stamp

## APPLICATION SUBMITTAL CHECKLIST for Variance **SR#**\_\_\_\_\_ **VAR#**\_\_\_\_\_

I acknowledge that the City of Glendale requires the following items be submitted before my application can be processed. I understand that Planning will not accept my application unless all of the following items are included in the submittal packet.

### PROVIDE THE FOLLOWING:

- ONE .PDF FILE COMBINING ALL INDICATED ITEMS BELOW (20 MEGS MAX.)**
- ONE (1) PAPER COPY OF EACH ITEM MARKED (FOLD TO 9' x 12' MAX.):**

	<b>REQUIRED</b>		
	Yes	No	
1.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Completed Master Application w/Applicant's Signature
2.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Service Request (SR) Number: <b>SR</b> _____
3.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Project Narrative
4.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Citizen Participation Plan
5.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Property Owners' and Interested Parties List (including Additional Notification Information) from Citizen Participation packet (2 copies on mailing labels)
6.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Parcel Map
7.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Copy of Deed/Title (including Legal Description)
8.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Assessor's Parcel Number : _____
9.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Floor Plan
10.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site Plan
11.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Single Residence <b>\$ 221.91</b> <input type="checkbox"/> All Others <b>\$1,558.28</b>

- FILING FEE: \$** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

**PRINTED NAME** \_\_\_\_\_

**COMPANY** \_\_\_\_\_

**DATE** \_\_\_\_\_

IF YOU HAVE QUESTIONS REGARDING THE ITEMS ON THIS CHECKLIST, CONTACT YOUR PROJECT PLANNER.

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

**Phone:** **623-930-** \_\_\_\_\_

**Email:** \_\_\_\_\_ **@glendaleaz.com**

Revised 9-2020

## **ZONING ORDINANCE**

### **SECTION 3.706**

#### **3.706 Findings for a Variance.**

- A. The purpose of a variance is to restore equity when, due to special circumstances or conditions, the ordinance restricts one property more severely than other properties in the same zoning district. The circumstances or conditions must be beyond the control of the owner and relate to the property as opposed to the owner. Personal hardship or inconvenience does not justify a variance. The burden of proof is on the property owner.
- B. The Board of Adjustment shall make the following findings based on the evidence in the record prior to granting a variance:
  - 1. There are special circumstances or conditions applicable to the property including its size, shape, topography, location, or surroundings which were not self-imposed by the owner;
  - 2. Due to the special circumstances, the strict application of the Zoning Ordinance would deprive the property of privileges enjoyed by other properties in the same classification in same zoning district;
  - 3. The variance is the minimum necessary to alleviate the property hardship; and
  - 4. Granting the variance will not have a detrimental effect on the property, adjoining property, the surrounding neighborhood, or the City in general.
- C. The Board of Adjustment shall not grant a variance when:
  - 1. The special circumstances applicable to the property are self-imposed by the owner. This includes:
    - 1. A hardship that has been intentionally, knowingly, or recklessly created.
    - 2. The failure of the owner to consider other reasonable alternatives, which do not require a variance.
  - 2. The variance would constitute a change to the uses permitted in any zoning district.
  - 3. The variance would constitute a grant of special privileges inconsistent with the limitations on other properties in the zoning district. (Ord. No. 1772, 7-23-93).