

BOARD OF ADJUSTMENT APPLICATION
PACKET FOR

APPEAL OF A ZONING
ADMINISTRATOR'S
DETERMINATION

Available online but not included with this application

- Fee Schedule
- BA & DRB Process Deadlines and Meeting Schedules
- Mailing Label Request Form
- Posting Requirements and Affidavit

**APPEAL OF A ZONING ADMINISTRATOR'S DETERMINATION SUBMITTAL
CHECKLIST**

FOR STAFF USE ON FILING DAY

Date Filed: _____ **Case Number: C10-**___ - _____

Reviewed by: _____ **BA public hearing date:** _____

Project Name: _____

Project Address: _____ **Zone:** _____

- APPEAL APPLICATION FORM**
(Signed by the Appellant or Authorized Agent - include letter of authorization)
- ZONING ADMINISTRATOR'S (ZA) DETERMINATION**
(A copy of the ZA's formal determination letter)
- ATTACHMENTS TO DETERMINATION REQUEST**
(A copy of each document submitted with the request for a ZA determination)
- APPELLANT'S APPEAL ATTACHMENT**
(Arguments and documents in support of appeal)
- PROOF OF APPELLANT'S MAIL NOTICE AND MEETING [OPTIONAL]**
(Provide copy of notice, proof of mailing and summary of meeting)
- 10 COPIES OF SUBJECT PROPERTY SITE PLAN OR TENTATIVE PLAT, FOLDED**
(If applicable to the Zoning Administrator's Determination)
- One (1) 11" x 17" COPY OF SUBJECT PROPERTY SITE PLAN OR TENTATIVE PLAT**
- OTHER:** _____
- BOARD OF ADJUSTMENT ZA APPEAL FILING FEES**
- PIMA COUNTY ASSESSOR'S PROPERTY PRINTOUT**
(For the subject property)
- PIMA COUNTY ASSESSOR'S LOT AND BLOCK MAP**
(For the subject property)

SUBMITTAL COMMENTS BY STAFF: _____

BOARD OF ADJUSTMENT APPEAL APPLICATION

PROPERTY INFORMATION

PROJECT NAME: _____
(For example: Al's Bar & Grill, Freimen residence carport addition, or Palo Verde Shopping Center, etc.)

PROJECT ADDRESS: _____
(Note: If the site is vacant ask Pima Co. Addressing, 201 N. Stone, for an Administrative Address)

ZONING OF PROPERTY e.g. R-1, C-2, O-3, I-1 Authorized, etc: _____

PROJECT TYPE (check all that apply):

- New building on vacant land
- New addition to existing building
- Existing building needs permits
- New building on developed land
- Change of Use to existing building
- Other _____

RELATED APPLICATIONS (check all that apply and provide case numbers):

- Board of Adjustment C10- _____
- DDO _____
- SE _____
- HPZ _____
- Rezoning C9- _____
- Other _____

LIST ALL RELATED DP AND PERMIT ACTIVITY NUMBER/S _____

AGENT/APPELLANT (The person processing the application and to whom staff will send mailings):

NAME: _____

ADDRESS/ZIP: _____

BUSINESS EMAIL: _____

BUS. PHONE: () _____ - _____ **FAX:** () _____ - _____

PROPERTY OWNER INFORMATION, IF DIFFERENT FROM ABOVE:

NAME: _____

MAILING ADDRESS: _____

_____ **ZIP:** _____

[SIGNATURE OF APPELLANT OR ATTACH LETTER OF AUTHORIZATION FOR AGENT]:

(NOTE: REQUIRED BY BOARD RULES)

B/A CASE NUMBER: C10- ____ - _____ ACTIVITY NUMBER: _____

FREQUENTLY ASKED QUESTIONS

Who Considers The Appeal?

The Board of Adjustment is a semi-judicial body comprised of lay people appointed by Mayor and Council to hear and decide on appeals to a determination or interpretation made by the Zoning Administrator. Decisions by the Board of Adjustment can be appealed to the Pima County Superior Court. Given the legal nature of this zoning process it is important that each applicant read and follow the submittal steps exactly as provided in this packet.

How Long Does This Process Take?

The typical Board of Adjustment application process takes from 2-1/2 to 3 months to complete from beginning to end. The B/A application processing time does not include the time DSD Zoning Review Staff needs to review a project plan and generate the final *Land Use Code (LUC)* compliance review comments required for your application submittal.

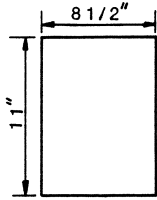
What Are The Steps?

1. Obtain a copy of the formal written ZA determination subject to the appeal from the Zoning Administration Division (if you don't have a copy.)
2. [OPTIONAL but strongly recommended.] Obtain official Board of Adjustment mailing labels from PDSZ Zoning Administration Staff, 2nd Floor Offices Public Works Building, 201 North Stone Avenue 837-4948 or 837-4949.
3. [OPTIONAL but strongly recommended.] Using these official mailing labels, per full notice requirements, mail to all affected parties a notice letter, which includes a description of your project, an offer to meet onsite, and information about the Board of Adjustment hearing. Don't forget to get "proof of mailing" when you mail the notices.
4. [OPTIONAL but strongly recommended.] Hold your onsite meeting with those affected parties interested in the application. Provide a sign-in sheet and prepare a summary of what was discussed.
5. Referring to the "Submittal Checklist" assemble the required items for the appeal application submittal.
6. Contact PDSZ Zoning Administration Staff to schedule an appointment for submittal of the appeal application. **Applications may not be dropped off.** You must be present to answer staff questions. Please allow up to 30 minutes for staff to review the application for completeness and acceptance.
7. Attend the Board of Adjustment hearing.

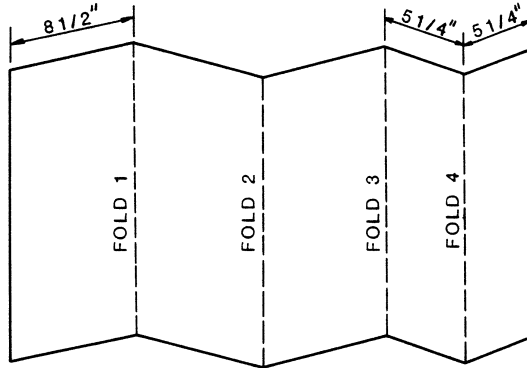
Poorly prepared or incomplete submittals will not be processed and will be returned to the applicant.

STEP 1

Using an 8 1/2" X 11" size sheet of paper as a guide, make folds 1, 2, and 3.



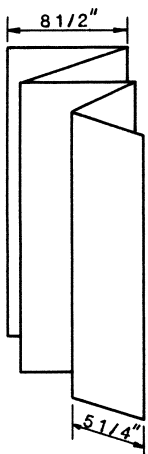
This instruction sheet is 8 1/2" X 11" size.



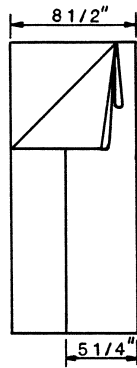
STEP 2

Fold the remaining 10 1/2" in half; this completes fold number 4.

STEP 3

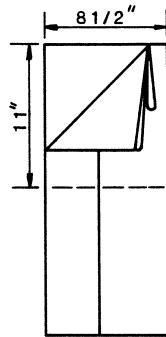


With the 5 1/4" fold to the right

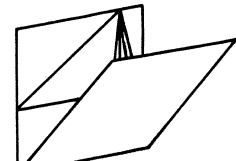


Fold down the corner, all but the last panel.

STEP 4

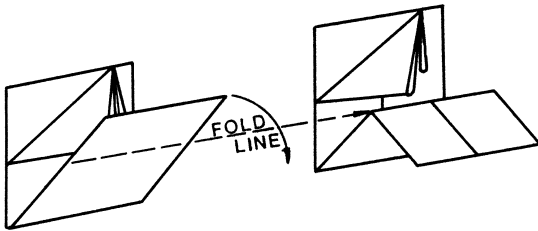


FOLD LINE



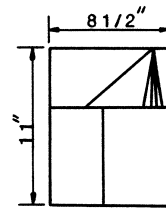
Fold the lower portion up.

STEP 5



Fold the front part in half.

STEP 6



The folded print should be 8 1/2" X 11".