

# BOARD OF ADJUSTMENT APPLICATION PACKET FOR VARIANCES

## 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
- Design Review Board Application – also necessary if applying for Landscape/Screen Variance or SCZ Variance applications



**BOARD OF ADJUSTMENT APPLICATION**

**PROPERTY INFORMATION**

**PROJECT NAME:** \_\_\_\_\_  
(For example: Al's Bar & Grill, Brown 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):**

- |  |   |
|--|---|
| <input type="checkbox"/> New building on vacant land       | <input type="checkbox"/> New building on developed land     |
| <input type="checkbox"/> New addition to existing building | <input type="checkbox"/> Change of Use to existing building |
| <input type="checkbox"/> Existing building needs permits   | <input type="checkbox"/> Other _____                        |

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

- |   |   |
|---|---|
| <input type="checkbox"/> Board of Adjustment C10- _____ | <input type="checkbox"/> HPZ _____          |
| <input type="checkbox"/> DDO _____                      | <input type="checkbox"/> Rezoning C9- _____ |
| <input type="checkbox"/> SE _____                       | <input type="checkbox"/> Other _____        |

**LIST ALL RELATED PERMIT ACTIVITY NUMBER/S** \_\_\_\_\_

**APPLICANT INFORMATION:**

**AGENT (The person authorized to process the application on behalf of the property owner):**

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

**ADDRESS/ZIP:** \_\_\_\_\_

**BUSINESS EMAIL:** \_\_\_\_\_

**BUS. PHONE:** (    ) \_\_\_\_\_ - \_\_\_\_\_    **FAX:** (    ) \_\_\_\_\_ - \_\_\_\_\_

**[PROPERTY OWNER/S (If ownership is in escrow, please note)]:**

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

**MAILING ADDRESS:** \_\_\_\_\_

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

**[SIGNATURE OF PROPERTY OWNER OR ATTACH LETTER OF AUTHORIZATION FOR AGENT]:**

**(NOTE: REQUIRED BY BOARD RULES)**

**ACTIVITY NUMBER:** \_\_\_\_\_ **B/A CASE NUMBER: C10-** \_\_\_\_ - \_\_\_\_\_

**BOARD OF ADJUSTMENT - REQUIRED FINDINGS**

Arizona State Statutes and LUC Section 5.1.7.3.B.1 state that the Board may grant a variance only if the variance request complies with each and every one of these "Findings" in full. It is up to the applicant to explain to the Board how the request complies with each Finding. **Important Note:** Do not leave any "Finding" unanswered or marked "Not Applicable" or "N/A".

a. That, because there are special circumstances applicable to the property, strict enforcement of the zoning ordinance will deprive such property of privileges enjoyed by other property of the same classification in the same zoning district; and

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b. That such special circumstances were not self-imposed or created by the owner or one in possession of the property; and

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c. That the variance granted is subject to such conditions as will assure that the adjustment authorized shall not constitute a grant of special privileges inconsistent with the limitations upon other properties in the vicinity and zone in which such property is located; and

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d. That, because of special circumstances applicable to the property, including its size, shape, topography, location, and surroundings, the property cannot reasonably be developed in conformity with the provisions of this Chapter; and (Ord. No. 9374, §1, 4/10/00)

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e. That the granting of the variance will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhood in which the property is located; and

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f. That the proposed variance will not impair an adequate supply of light and air to adjacent property, substantially increase congestion, or substantially diminish or impair property values within the neighborhood; and

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g. That the variance, if granted, is the minimum variance that will afford relief and is the least modification possible of the LUC provisions which are in question.

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**B/A CASE NUMBER: C10- \_\_\_\_ - \_\_\_\_\_**





## **BOARD OF ADJUSTMENT (BA) APPLICATION FREQUENTLY ASKED QUESTIONS**

### **Who Approves The Variances?**

The Board of Adjustment is a quasi-judicial body comprised of lay people appointed by Mayor and Council to hear and decide variance requests. Decisions by the Board of Adjustment (B/A) 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 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 PDSZ 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 final not preliminary *Land Use Code (LUC)* compliance review comments for your project from the City of Tucson Development Services Department (PDSZ), 1st Floor City/County Public Works Building, 201 North Stone Avenue. This application process assumes you already have these formal comments.
2. Related *LUC* application processes (e.g. Special Exception, Scenic Corridor Zone, Historic Preservation Zone, etc.) must be completed prior to submittal to the Board of Adjustment.
3. Obtain official Board of Adjustment mailing labels from PDSZ Zoning Administration Staff, 2<sup>nd</sup> Floor Office Public Works Building, 201 North Stone Avenue.
4. Using these official mailing labels, per requirements, mail a notice letter to all affected parties. This notice should include a description of your project and variance request(s), 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 letters.
6. 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.
7. Referring to the "Submittal Checklist" assemble the required items for application submittal.
8. Contact PDSZ Zoning Administration Staff to schedule an appointment for submittal of the 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.
9. Post the site and submit the Public Notice Posting Affidavit and attachments to staff.
10. Attend the DRB meeting and/or Board of Adjustment hearing.

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

## **LAND USE CODE COMPLIANCE REVIEW COMMENTS**

1. Submit the plans for site plan review. Staff will review your project for compliance with applicable Codes and generate the first round of review comments. For the purpose of this application, these are considered to be preliminary comments.
2. Make the necessary corrections to the plans and respond to staff review comments. Indicate in your response which items will be addressed through the variance process.
3. Re-submit the revised plans and written response to comments. Typically, this next round of zoning review comments will be the final LUC compliance review comments necessary for the variance application process, assuming you have addressed all of the prior comments. You may initiate the variance application process once you have received final LUC comments. Please note: Failure to fully address the preliminary review comments may result in the need for more than one resubmittal to obtain comments for this application process.

Please allow sufficient time to make corrections and resubmit to get final LUC comments. Review Staff is unable to take your resubmittal out of turn or hurry up your review for the sake of meeting a Board of Adjustment filing deadline.

## **RELATED APPLICATIONS AND REVIEWS**

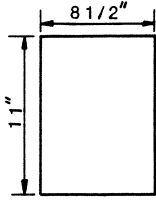
( ) If applicable, attach a copy of the decision letter from other application processes e.g. HPZ review or Design Development Option (DDO) application.

### **NOTICE TO AFFECTED PARTIES Attach the following:**

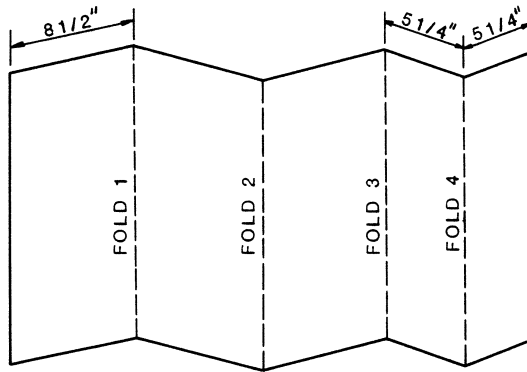
- ( ) Summary of meeting discussion. Include date, time and place of meeting
- ( ) Meeting sign-in sheet
- ( ) Copy of notice mailed to affected parties
- ( ) Proof of Mailing which can be any of the following:
  - Certified mailing
  - US Post Office mailing forms
  - Mailing list stamped by postal clerk
- ( ) Other – e.g. Neighborhood Association meeting minutes, if applicable

## **STEP 1**

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



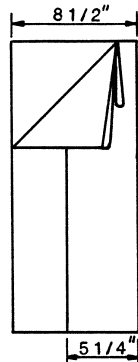
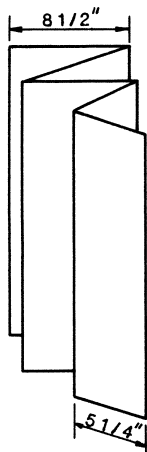
This instruction sheet is 8 1/2" X 11" size.



## **STEP 2**

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

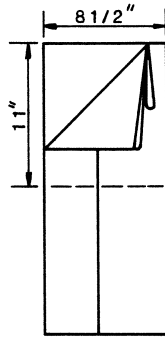
## **STEP 3**



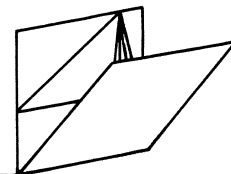
Fold down the corner, all but the last panel.

With the 5 1/4" fold to the right

## **STEP 4**

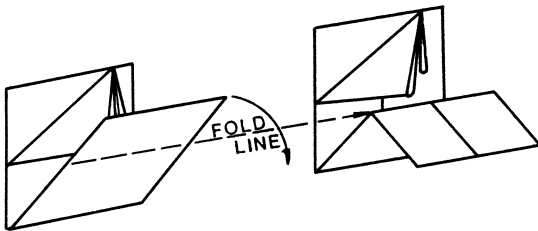


FOLD LINE



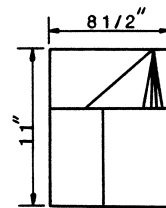
Fold the lower portion up.

## **STEP 5**



Fold the front part in half.

## **STEP 6**



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