

Revised 10-16-09

TOWN OF CAMP VERDE

VARIANCE PROCESS GUIDE



CASE NO. _____

PROJECT NO. _____

**TOWN OF CAMP VERDE
 COMMUNITY DEVELOPMENT DEPARTMENT
 473 S. MAIN STREET, SUITE 108
 CAMP VERDE, AZ 86322
 (928) 567-8513 • FAX (928) 567-7401**

VARIANCE APPLICATION FEE: Current Fee Schedule

APPLICATION DATE _____ TAKEN BY _____
 ASSESSOR'S PARCEL NO. _____ FEES _____
 PRESENT ZONING _____ HEARING DATE _____
 SUBDIVISION _____ EXISTING USE OF PROPERTY _____
 ADDRESS OF PROPERTY _____

REQUEST:

OWNER _____ PHONE _____ FAX _____
 ADDRESS _____ CITY _____ STATE _____ ZIP _____
 CONTACT PERSON _____

If applicant is not the property owner, the owner shall complete and sign the following statement. I hereby authorize _____ to act as my agent in the application.

Name of Agent

Signature of Owner

Date

.....
AGENT _____ PHONE _____ FAX _____
 ADDRESS _____ CITY _____ STATE _____ ZIP _____
 CONTACT PERSON _____

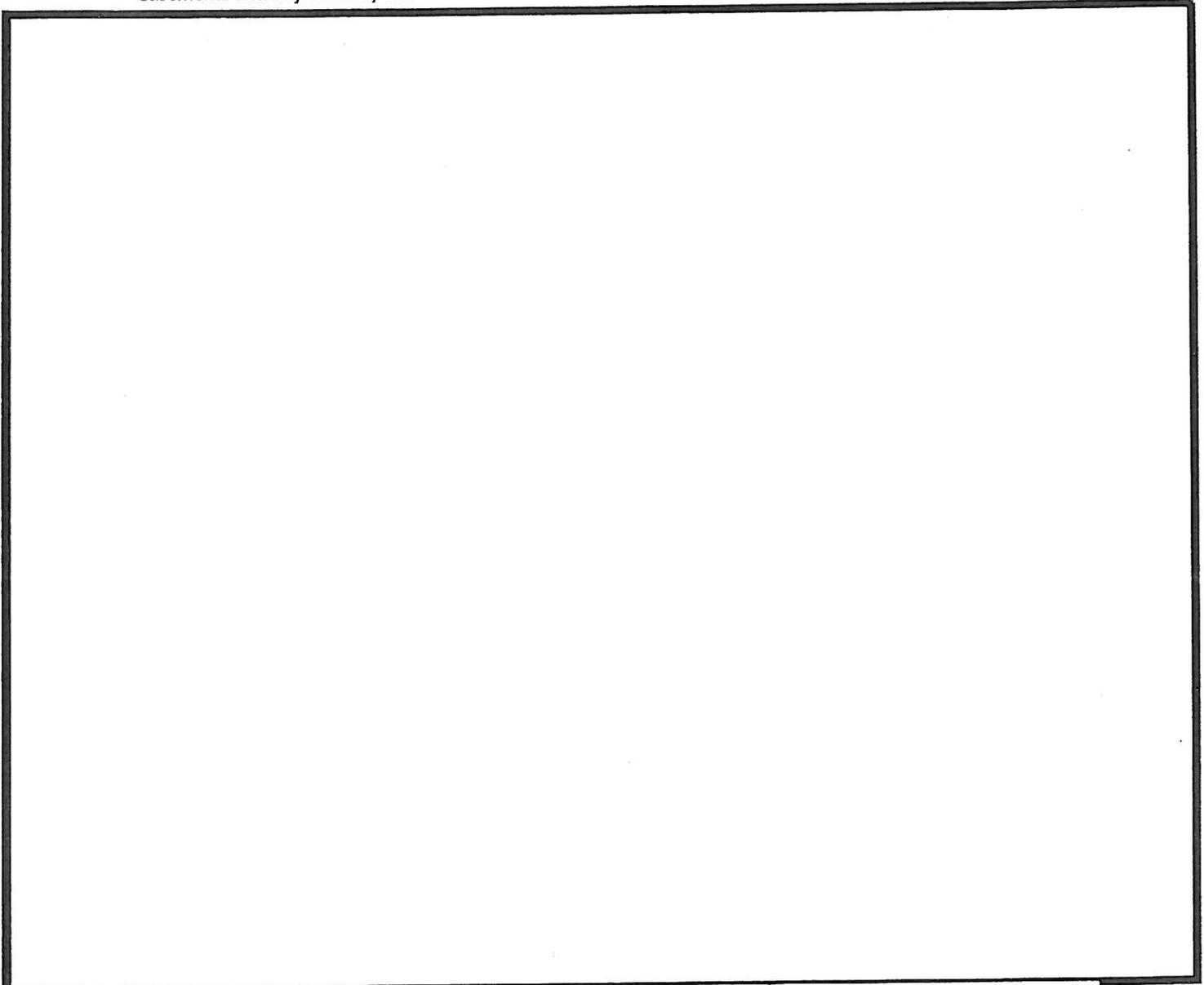
I hereby file the above request and declare that all information submitted is true and correct to the best of my knowledge and belief. I further acknowledge that any omission of information or any error in my application may be cause for delay in it's normal scheduling.

Signature of Applicant

Date

TOWN OF CAMP VERDE
COMMUNITY DEVELOPMENT DEPARTMENT
PLOT PLAN SKETCH

Show lot/parcel lines and dimensions, adjacent streets and alleys, front of property, driveway, location of all proposed and existing buildings including dimensions, all building setbacks and distances between buildings, location of septic tank and leach lines, locations of incoming water yard lines and meter, electric yard line and meter, gas lines and tanks, any terrain features that affect placements, location and dimensions of easements and any washes, creeks or ditches within 20 feet of the property.



PERMIT #	ASSESSOR'S PARCEL #	ADDRESS

I/we certify that the proposed construction will conform to the dimensions and uses shown and that no changes will be made without first obtaining approval. All structures (including fences, walls and pads, correct setback distances, legal access and easements, cuts, fills, drainage and any water course on or adjacent to the property within 20 feet of any proposed or existing structure has been indicated.



INDICATE
NORTH

Scale: _____

Approved By: _____

Date: _____

Signature of Owner or Authorized Representative

Date

VARIANCE APPLICATION PROCEDURES

The Board of Adjustment is granted the power to authorize variances from the terms of the Zoning Ordinance. The zoning variance is a device to grant a property owner permanent exception to certain provisions in the zoning regulations where, due to special conditions, a literal enforcement of the terms of the Zoning Ordinance would result in an unnecessary hardship upon the owner. **The special conditions must relate to the land or structure in question and generally involve the property size, shape, location, topography or peculiar surroundings.**

ARS Section 9-462.06 and Town Ordinance 95-A107 require that, following a public hearing, the Board may grant a variance only when it can be demonstrated that all of the following criteria have been met:

1. Special conditions and circumstances exist which are applicable to the property, including its size, shape, topography, location or surroundings, and the strict application of the zoning ordinance will deprive the applicant of privileges enjoyed by other properties of the same classification in the same zoning district, and
2. The alleged hardships caused by enforcement of the ordinance are not self-imposed, and
3. Granting the variance will not confer upon the applicant a special privilege that is inconsistent with the limitations upon other properties in the vicinity and zone in which such property is located.

If you do not meet all of these criteria, staff cannot make a favorable recommendation to the Board, and further, the Board should not grant the variance.

PRE-APPLICATION CONFERENCE

A pre-application meeting with the planner is recommended to familiarize yourself with Board of Adjustment procedures and the criteria necessary for a favorable recommendation. A pre-application meeting can be arranged by contacting the Planning Division at (928) 567-8513.

SUBMITTAL REQUIREMENTS FOR A VARIANCE

1. APPLICATION- Print or type the information requested on one copy of the application form including the variance request questionnaire.
2. SITE PLAN- Submit a site plan of your property drawn to scale. The plan should be prepared in an 8 1/2" x 11" format on the form provided so it may be included in the staff's report to the Board of Adjustment. The site plan should include the following information.
 - a. Boundaries and dimensions of the property in question.
 - b. All adjacent streets and alleys.
 - c. All existing and proposed structures.
 - d. Building setback lines.
 - e. Required off-street parking.
 - f. All other information necessary to explain the variance request.

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3. LEGAL DESCRIPTION- for properties other than recorded subdivisions, attach a metes and bounds legal description.
4. A WRITTEN NARRATIVE DESCRIBING THE REQUEST
5. FILING FEE- Current Fee Schedule - Non-refundable

PLEASE NOTE, THAT A REQUEST WILL NOT BE SCHEDULED ON AN AGENDA UNTIL THE APPLICATION IS COMPLETE. SUBMITTAL OF AN APPLICATION AND PAYMENT OF A FEE DOES NOT CONSTITUTE A COMPLETE APPLICATION UNTIL THE APPLICATION IS VERIFIED AS COMPLETE AND A CONFIRMATION HAS BEEN GIVEN BY THE PLANNING DIVISION TO THE APPLICANT VERBALLY.

PUBLIC HEARING

The Town of Camp Verde Board of Adjustment is comprised of seven citizen volunteers appointed by the Mayor and Town Council. The Board has regularly scheduled meetings on the third Tuesday of each month at 3:00 pm in the Town Council Chambers. The deadline for applying for a variance is approximately four weeks prior to the date of the meeting.

You will be notified by mail of the time and place of the public hearing. In addition, notice of your variance request is placed in the local newspaper, the property is posted and first class letters are sent to property owners within 300 feet of the perimeter of the applicant's property.

THE APPLICANT, OR THEIR DESIGNATED REPRESENTATIVE MUST ATTEND THE MEETING WHEN THEIR APPLICATION IS BEING CONSIDERED. FAILURE TO ATTEND MAY RESULT IN POSTPONEMENT OF ACTION OR DENIAL BY THE BOARD OF ADJUSTMENT.

At the public hearing, the Chair of the Board will request a brief staff presentation of your request including background and comments. After the staff report, you or your representative will have the opportunity to present your request and explain how it meets the conditions required for a variance. At this public hearing, anyone wishing to speak for or against your request will be given the opportunity to be heard. Following any additional discussion by the Board, the request is decided by a vote of the Board and findings of fact are made which support the decision to grant or deny the request, indicating specific criteria which have been or have not been met.

APPEALS

Appeals of any decision of the Board of Adjustment may be made directly to Yavapai County Superior Court within 30 days after the Board has rendered its decision. Variance rulings not appealed within 30 days are final.

VARIANCE REQUEST QUESTIONNAIRE

DIRECTIONS: The following questionnaire must be answered prior to the acceptance of the application. Please type or print your response and attach additional sheets as necessary.

1. Describe the unique conditions and circumstances (including size, shape, topography, locations or surroundings), which are peculiar to the lands, structures or buildings in the same zoning district in other locations.
2. Describe how the literal interpretation of the provisions of the zoning ordinance deprives you of development rights commonly enjoyed by other properties in the same zoning district.
3. Describe how the alleged hardships caused by the literal interpretation of the provisions of the zoning ordinance include more than personal convenience and financial hardship and that alleged hardships were not created or self-imposed by the property owner.
4. Indicate why granting the requested variance will not result in your receiving any special privileges that are denied by the zoning ordinance to others owning lands, structures or buildings in the same zoning district.
5. Indicate why granting the variance will not interfere with or injure the rights of the properties in the same zoning district.

Variance Flow Chart

