



# Land Use Application Form

**1. Application is made for:**

- |                                             |                                    |                        |
|---------------------------------------------|------------------------------------|------------------------|
| Zoning Map Change                           | Use Permit                         | General Plan Amendment |
| Conceptual Plan Review                      | Preliminary Plat                   | Final Plat             |
| PUD Zoning                                  | <b>Variance</b>                    | Sign                   |
| Street Abandonment                          | Minor Land Division                | Wireless Tower         |
| Appeal                                      | Verification of Non-Conforming Use | Utility Exemption      |
| Site Plan Compatibility Review (Commercial) |                                    |                        |
| Other: _____                                |                                    |                        |

**2. Project Name:** \_\_\_\_\_

Please print or type legibly

**3. Contact information:** (a list of additional contacts may be attached)

Owner Name: \_\_\_\_\_ Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**4. Property Description:**

Address or Location: \_\_\_\_\_

Existing Zoning: \_\_\_\_\_ Existing Use: \_\_\_\_\_

Proposed Zoning: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

**5. Purpose:** (describe intent of this application in 1-2 sentences)

\_\_\_\_\_  
\_\_\_\_\_

**6. Certification:**

*I certify that I am the lawful owner of the parcel(s) of land affected by this application and hereby consent to this action.*

Owner: \_\_\_\_\_ Date: \_\_\_\_\_ **AND**

*I certify that the information and attachments I have submitted are true and correct to the best of my knowledge. In filing this application, I am acting with the knowledge and consent of the property owner(s). I understand that all materials and fees required by the Town of Camp Verde must be submitted prior to having this application processed.*

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_



# VARIANCE

## Application Instructions

**Staff Use Only**

Application  
 Number: \_\_\_\_\_  
 Received  
 By: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Fees  
 Paid: \_\_\_\_\_

Complete:    Y    N

*The Board of Adjustment is granted the power to authorize variances from the terms of the Planning & Zoning Ordinance. The zoning Variance is a device to grant a property owner permanent exception to certain provisions in the Planning & Zoning regulations where, due to special conditions, a literal enforcement of the terms of the Planning & 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, locations, topography or peculiar surroundings.*

### Required for a Variance

**Complete sets of these documents are required at the time of application.**

**The required quantities are shown next to each item.**

	Staff Use only
1. Pre-Application meeting with Staff	Y N
2. Application fee as per the current fee code.	Y N
3. Completed <b>Land Use Application</b> form	Y N
4. Written Legal description of property	Y N
5. Directions to property	Y N
6. Letter of Intent	Y N
7. Approved request to be annexed into the Camp Verde Fire District (if applicable)	Y N
9. Site Plan (8" x 11") (see Part Six Section 602)	Y N
-Vicinity map included	
-Boundaries and dimensions of the property in question.	
-All adjacent streets and alleys.	
-Building setback lines	
-Required off-street parking.	
-Any additional information necessary to explain the variance request.	

**Please Note:** A request will not be scheduled on an agenda until the application is complete. Submittal of an application does not constitute a complete application until the application is verified as complete and confirmation has been given by the planning division to the applicant verbally. Once an application is deemed complete, payment will be accepted and the application will be scheduled to be heard. 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 by the Board of Adjustments & Appeals.

ARS § 9-462.06 and Town Ordinance 95-107 require that, following a public hearing, the Board of Adjustment & Appeals may grant a variance only when it can be demonstrated that all of the following criteria have been met:

- Special conditions and circumstances exist which are applicable to the property, including its size, shape, topography, location or surrounds, and the strict application of the Planning and Zoning district, and
- The alleged hardships caused by enforcement of the Planning & Zoning Ordinance are not self-imposed, and
- Granting the variance will not confer upon the applicant a special privilege that is inconsistent with the limitation upon other properties in the vicinity and zone in which such property is located.



## SECTION 602 - ZONING ADJUSTMENTS

Zoning matters decided by the Board of Adjustment and Appeals are intended to apply to specific properties or actions. Such decisions are not regarded as strict precedents; however, they may be considered in future matters under similar circumstances.

### A. Variances

1. A variance from the Planning and Zoning Ordinance shall not be granted by the Board unless and until a public hearing has been conducted pursuant to Section 602. C, and until the property owner in a written appeal and at the public hearing demonstrates and the Board finds that all criteria required by subsections a. through e. have been met:
  - a. That special conditions and circumstances exist which are peculiar to the land, structure or building involved and which are not applicable to other lands, structures or buildings in the same District;
  - b. That literal interpretation of the provisions of the Zoning Ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same District under the terms of the Zoning Ordinance;
  - c. That the alleged hardships caused by literal interpretation of the provisions of the Zoning Ordinance include more than personal inconvenience and financial hardship and do not result from actions that are self-imposed or for economic gain by the applicant;
  - d. That granting the variance requested will not confer upon the applicant any special privilege that is denied by the Zoning Ordinance to other lands, structures or buildings in the same District; and
  - e. That granting the variance requested will not interfere or injure the rights of other properties in the same District.
2. The Board MAY NOT:
  - a. Make any changes in the uses permitted in any zoning classification or zoning District, or make any changes in the terms of the Zoning Ordinance, provided the restriction in this paragraph shall not affect the authority to grant variances pursuant to this article.
  - b. Grant a variance if the special circumstances applicable to the property are self-imposed by the owner.