



## BOARD OF ADJUSTMENT VARIANCE APPLICATION

(Electronic Version Available at: <https://casagrandeaz.gov/241/Land-Use-Application-Processing-Forms>

**I. PROJECT NAME** \_\_\_\_\_

Site Address \_\_\_\_\_

Assessor's Parcel #'s \_\_\_\_\_

Site Area \_\_\_\_\_ Property Zoning \_\_\_\_\_

**2. REQUEST: (Note: If more than two variances are requested, attach additional sheet)**

Variance #1 from Ordinance Section \_\_\_\_\_

Ordinance Requirement \_\_\_\_\_

Proposed Request \_\_\_\_\_

Variance #2 from Ordinance Section \_\_\_\_\_

Ordinance Requirement \_\_\_\_\_

Proposed Request \_\_\_\_\_

**3. APPLICANT INFORMATION:**

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

**4. PROPERTY OWNER INFORMATION:**

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

**OWNER AUTHORIZATION:**

\_\_\_\_\_  
*Signature of Property Owner*

\_\_\_\_\_  
*Date*

STATE OF ARIZONA

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) ss

County of \_\_\_\_\_ )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, before me, the undersigned Notary Public, personally appeared \_\_\_\_\_ known to me to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged that \_\_\_\_\_ executed the same.

IN WITNESS WHEREOF, I hereto set my hand and official seal.

My commission expires:

\_\_\_\_\_  
*Notary Public*



Applicants may receive clarification regarding the specific steps included in processing this application as well as information regarding any code, regulation or policy relevant to the processing of this application by contacting one of the following Planning staff members:

**Jim Gagliardi** – [jim\\_gagliardi@casagrandeaz.gov](mailto:jim_gagliardi@casagrandeaz.gov); 520-421-8630, Ext. 3020

**Samuel Leonard** – [samuel\\_leonard@casagrandeaz.gov](mailto:samuel_leonard@casagrandeaz.gov); 520-421-8630, Ext. 3023

**Jaclyn Sarnowski** – [jaclyn\\_sarnowski@casagrandeaz.gov](mailto:jaclyn_sarnowski@casagrandeaz.gov); 520-421-8630, Ext. 3161

**Daniela Warren** – [daniela\\_warren@casagrandeaz.gov](mailto:daniela_warren@casagrandeaz.gov); 520-421-8630, Ext. 3107

## Overview

A Variance is a request to the Board of Adjustment for an exception to the development standards of the Zoning Ordinance because of special circumstances (i.e., size, shape, topography of lot) when the strict application of the Zoning Ordinance deprives such property of privileges enjoyed by other similar properties and to recognize unique characteristics of a business or property and give consideration to exceptional situations in order to eliminate hardships.

## Pre-Application Process

Prior to the submittal of a Variance Application the applicant is required to hold a Pre-Application meeting with the Planner to review the application submittal requirements, processing step, timelines, and to determine whether the proposed Variance will meet the review criteria as listed in section 17.54.040 of the City Code.

## Public Notice

- 1) Newspaper Notice- City staff will prepare the Notice of Public Hearing.
- 2) Sign Posting- The applicant must post a Notice of Public Hearing Sign at least fifteen (15) calendar days prior to the date of the public hearing. City Staff will provide the applicant with signposting instructions 21 days prior to the hearing. *Said sign must be removed from the site no later than 10 days after the last applicable public hearing. The city offers a sign removal service for a fee (if desired check the box below). For additional public notice sign posting instructions please contact your planner.*
- 3) Surrounding Property Owner Notification - City Staff will prepare and mail all required notices to surrounding property owners.

## Fees

Variance (BOA)-Single Family and Duplex Residential: \$262.50 for one variance plus \$157.50 for each additional variance

Variance (BOA)-Commercial, Industrial, Office, Institutional and Multi-Family Developments: \$787.50 for one variance plus \$262.50 for each additional variance

Technology Recovery Fee: 5% of Review Fee

Sign Removal Fee (Optional): \$100



### Variance Submittal Package Checklist

Each application for a Variance shall be accompanied by the following documents that will be reviewed by City Staff and by the Board of Adjustment:

Y    N

**Project Narrative**

**Applicant Variance Justification**- The applicant must submit a written statement that justifies how the following three required criteria are met:

- That there are special circumstances or conditions applicable to the property referred to in the application which does not prevail on other property in that zone.
- That the strict application of the regulations would work an unnecessary hardship and that the granting of the application is necessary for the preservation and enjoyment of substantial existing property rights.
- That the granting of such application will not materially affect the health or safety of persons residing or working in the neighborhood and will not be materially detrimental to the public welfare or injurious to property or improvements of the neighborhood.

**Site Plan:**

- Name of project
- Vicinity Map
- North arrow and scale of drawing
- Existing zoning and proposed use
- Location and dimensions of existing and proposed property/lot lines
- Location and width of all public and private roads, driveways and alleys with their names shown
- Location and dimensions of all existing and proposed structures labeled as existing or proposed with the current or proposed use noted. Structures include:
  - Buildings (principle & accessory)
  - Fences and walls
  - Dimensions between all existing and proposed structures
  - Distance of all existing and proposed structures from all lot/property lines
  - Total # of existing and proposed parking stalls, and the location of existing and proposed parking areas including drive aisles (if applicable)
  - Location of existing and proposed easements with their width and purpose noted
  - Other information deemed necessary by the Zoning Administrator

If you checked **NO** on a submittal item, please list and provide explanation or reasoning for the exclusion.

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## ELECTRONIC SUBMITTALS

1. All applicants should email the application (form only, no required submittal material) to [cgplanning@casagrandeaz.gov](mailto:cgplanning@casagrandeaz.gov)
2. Following the application form submittal, we will send a link to a Google Drive folder for you to submit all required application and submittal materials.
3. Please call 520-421-8630 to pay by credit card or e-check. Credit cards are subject to a 2.7% convenience fee and the e-check fee is \$3.

Over-All Review Timeframes for Projects <sup>1,7,8</sup>

Project Classification	Administrative Completeness Review (CR) of Initial Submittal <sup>2</sup>	Review of Initial Submittal and Staff Decision to Issue a Review Letter or Schedule for Public Hearing <sup>4,4,8</sup>	CR Review of Re-Submittal	Review of Resubmittal <sup>5,7,8</sup> and Staff Decision to Issue a Review Letter or Schedule for Public Hearing <sup>4</sup>	Over-All Review Timeframe <sup>6,7,8</sup>
Variance-Commercial, Industrial, Office, Institutional and Multi-Family Developments (BOA) <sup>9</sup>	5	30	5	30	70
Variance – Single Family and Duplex Residential (BOA) <sup>9</sup>	5	30	5	30	70

<sup>1</sup>All times are maximum timeframes in business days (Mon-Fri.; excluding City Holidays). Shorter review times will be accomplished where possible.

<sup>2</sup>Completeness Review timeframes are calculated from date of application submittal to date of acceptance or rejection of the application as administratively complete.

<sup>3</sup>Substantive Review timeframes are calculated from date of acceptance of application for Substantive Review, or upon receipt of re-submittal of revised plans/reports, to the date of issuance of a comprehensive review letter, or final administrative decision.

<sup>4</sup> Review of initial submittal limited to determination of compliance with ordinances, codes, regulations or policy relevant to the specific permit or project application. The review comments on the initial submittal may be amended to address code/policy requirements that City staff failed to include in the 1<sup>st</sup> comprehensive review document.

<sup>5</sup> Review of resubmittal shall be limited to:

- a) Addressing 1<sup>st</sup> review comments that the applicant failed to adequately address in their resubmittal; or
- b) Addressing new review issues arising from modifications the applicant has made to the design and/or technical reports. In this case the City may issue an additional review letter addressing the new design.

<sup>6</sup>Over-All Review timeframe is the sum of the Completeness, Initial & Resubmittal Substantive Review timeframes.

<sup>7</sup> If an applicant requests significant changes, alterations, additions or amendments to an application that are not in response to the request for corrections, the city may make **one additional comprehensive written request for corrections (i.e., review of 2<sup>nd</sup> resubmittal)**. Said additional request for correction shall not exceed 50% of the Substantive Review time frame for the specific type of permit.

<sup>8</sup>The Substantive Review timeframe and the Overall Review timeframe may be extended by mutual consent of the applicant and the City. Said extension shall not exceed 50% of the Over-All timeframe.

<sup>9</sup>Indicates that the Project will require a public hearing and Board/Commission and/or City Council approval. For these Projects the Substantive Review period ends when staff schedules the application for the public hearing and Board/Commission/City Council action.



In accordance with the Regulatory Bill of Rights (ARS 9-835) the City of Casa Grande will typically make an administrative decision on each permit application after one (1) comprehensive staff review. However, from time to time a 2<sup>nd</sup> review is necessary to resolve code/policy compliance issues associated with a permit. In accordance with ARS 9-835.l., by mutual agreement, the applicant and the City may engage in a 2<sup>nd</sup> review of an application as long as said 2<sup>nd</sup> review does not exceed the over-all time frame by 50%. The specific 1<sup>st</sup> and 2<sup>nd</sup> and over-all review timeframes for this application are provided above. Applicants may sign below, consenting to a 2<sup>nd</sup> review, if necessary, within the stated prescribed timeframe. Your consent is not required at time of application submittal. Applicants who do not sign below will be contacted by City staff if a 2nd review is determined to be necessary prior to making an administrative decision on this application. Applications denied after the completion of the review cycle are eligible for re-application to address the code/policy deficiencies which were the basis for the application denial with the payment of a fee equal to 25% of original application fee amount. Said re-application shall occur within 90 days of the application denial.

I hereby consent to an extension of the stated Substantive Review timeframe for a maximum of \_\_\_\_\_ additional days.

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Applicant

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Agreed to by City

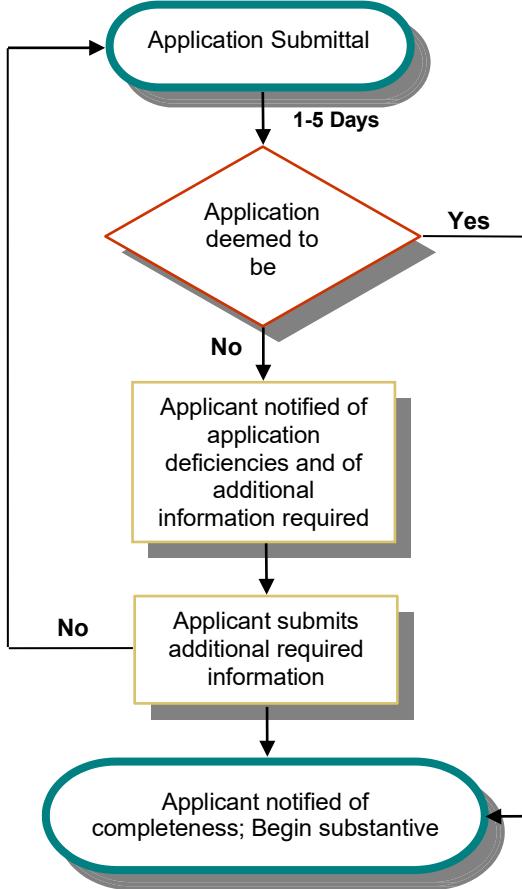
A. In any written communication between a city or town and a person, the city or town shall provide the name, telephone number and email address of the employee who is authorized and able to provide information about the communication if the communication does any of the following:

1. Demands payment of a tax, fee, penalty, fine or assessment.
2. Denies an application for a permit or license that is issued by the city or town.
3. Requests corrections, revisions or additional information or materials needed for approval of any application for a permit, license or other authorization that is issued by the city or town.

B. An employee who is authorized and able to provide information about any communication that is described in subsection A of this section shall reply within five business days after the city or town receives that communication.



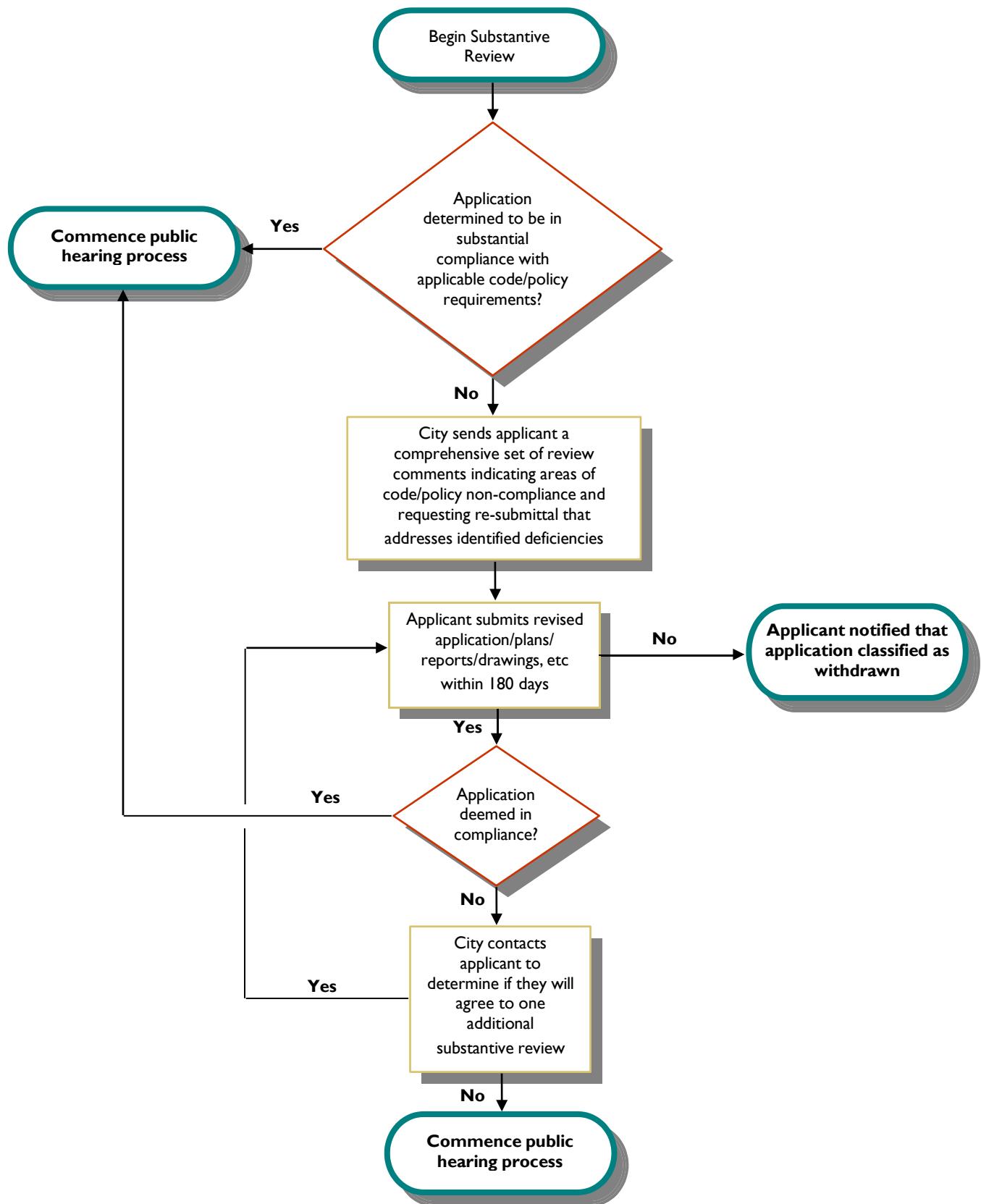
## Administrative Completeness Review Process



\* All time frames are listed as business

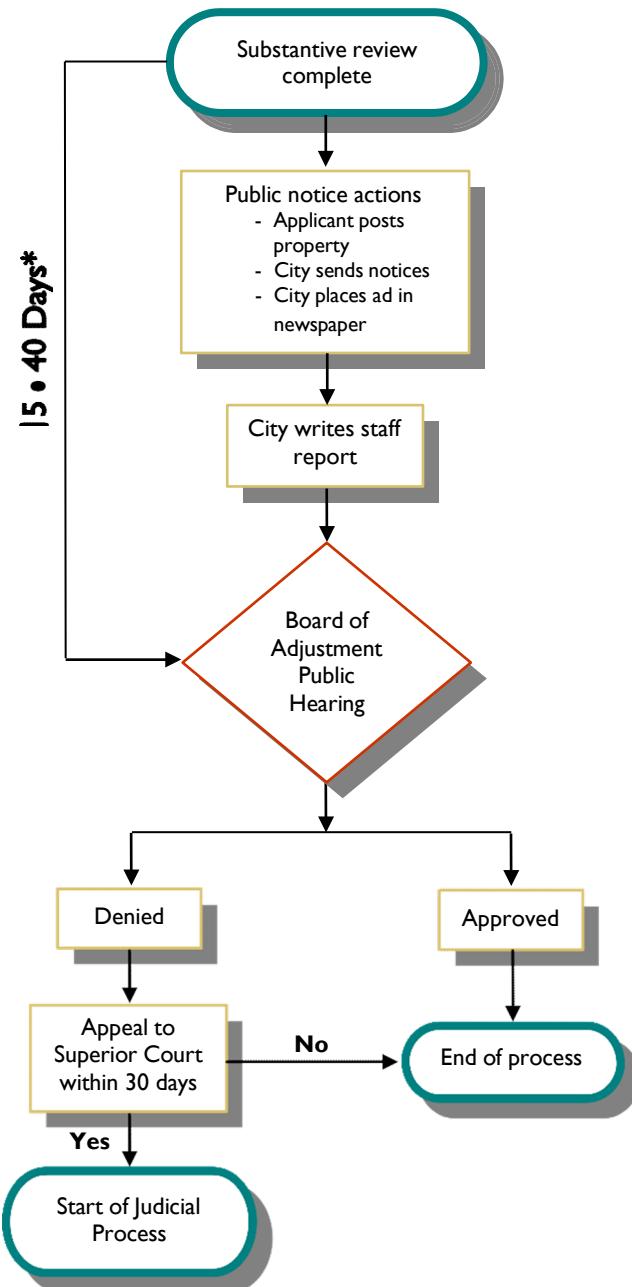


## Substantive Review Process





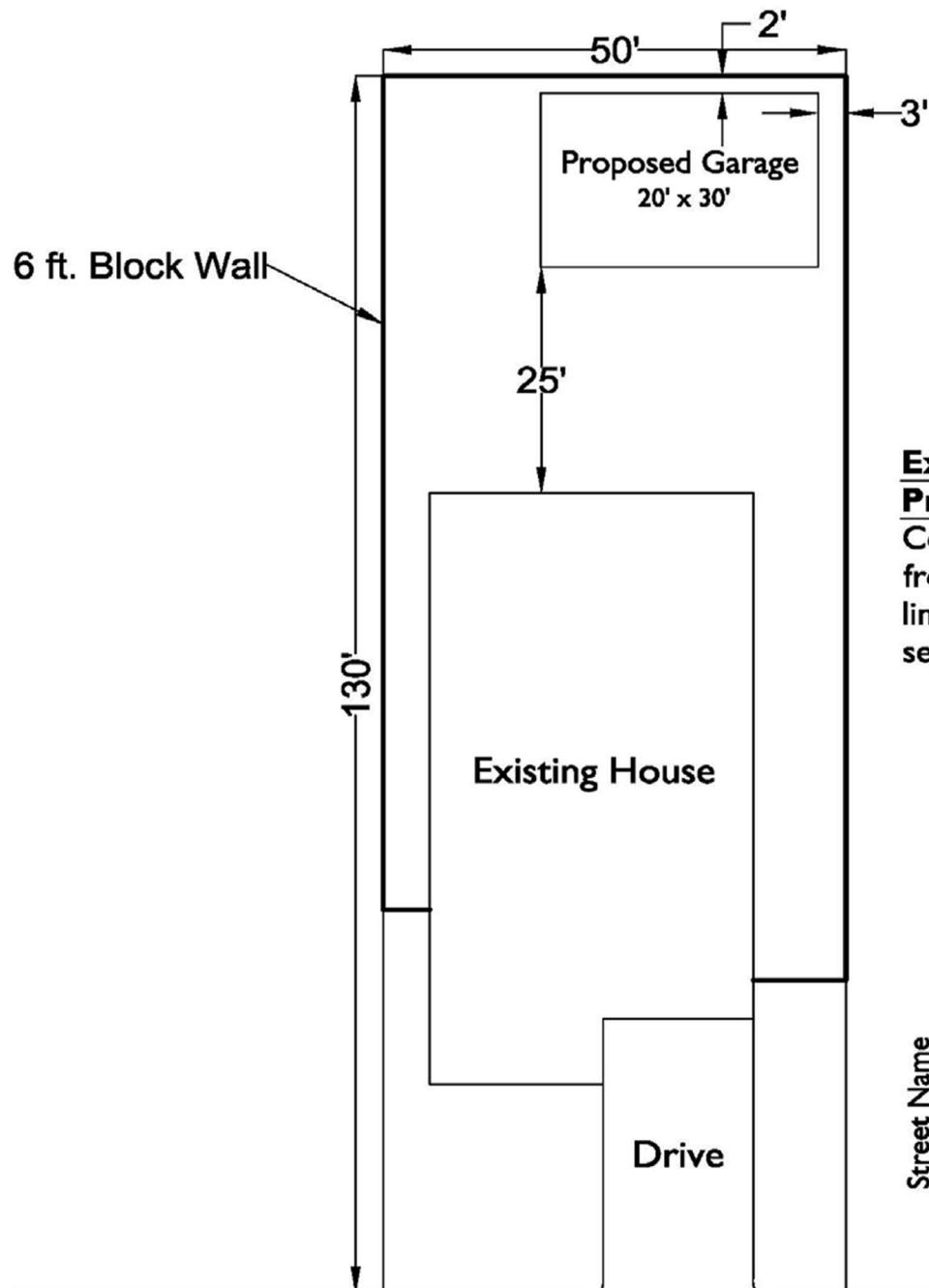
## Board of Adjustment Public Hearing Process



\* All times frames are listed as business days.



## Site Plan Example



STREET NAME



Project Name

Scale: 1" = 20'