



# Planning and Zoning Department

118 Arizona St • Bisbee, Arizona 85603

Phone (520) 432-6000 • FAX (520) 432-6266 • TDD (520) 432-7681

## Board of Adjustments Variance Application

Application # \_\_\_\_\_

Name of applicant: \_\_\_\_\_

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

Name of Property Owner: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Location of Property: \_\_\_\_\_

Property Zoning: \_\_\_\_\_

Change Being Requested: \_\_\_\_\_

Signature of Owner: \_\_\_\_\_

Non-refundable filing fee: \$75.00

### FOR OFFICE USE ONLY

Docket #		Received by:			
Property Map		Filing Date		Appeal Posted	
Site Plan		Posting Date		Appeal Date	
Letter of Reasons		Mailing Date		Permit Hearing	
Legal Description		Hearing Date	Y or N	Council Action	Y or N
List of Owners		Action Date		Council Action Date	
Filing Fee		Fee Amount	\$	Receipt #	
Other Information					

## BOARD OF ADJUSTMENTS APPLICATION PROCESS

- ◆ Preliminary discussion with the aid of City Staff, applicant determines justification and jurisdiction of Board of Adjustments to review the case.
- ◆ A public notice is posted and published in the City's newspaper of record at least 10 days, but not more than 25 days, prior to the public hearing. Notice by first class mail is sent to each real property owner, as shown on the last assessment of the property, within three hundred (300) feet of the subject property.
- ◆ At the public hearing, the Board of Adjustments hears and considers the application request. The applicant or applicant's representative must be present to explain the request. Persons for or against the proposed request are heard. Submissions may be made in person or in writing. The Board of Adjustments approves or denies the proposed action.
- ◆ Appeals: Any person aggrieved by a decision of the Board after hearing an application made by any taxpayer or municipal officer, may petition for a special action to the Superior Court to review the Board's decision.

### REQUIRED ITEMS FOR VARIANCE APPLICATION

1. A list of all property owners including mailing addresses within a 300 foot radius. **It is the responsibility of the applicant to provide stamped envelopes for public notice mailings.**
2. Location maps showing property in relation to existing streets.
3. Site Plan drawn to scale, showing:
  - A. Lot dimensions.
  - B. Location of all buildings and their sizes.
  - C. Walls and fences.
4. Additional information, if requested:
  - A. Access, pedestrian and vehicular
  - B. Signs: location, size and height
  - C. Off street parking
  - D. Loading: location and dimensions
  - E. Lighting
  - F. Landscaping
  - G. Utilities
  - H. Outdoor storage
  - I. Drainage and grading
  - J. Any other requested data

If any person needs any type of accommodations for disabilities, please contact the City Clerk at 520-432-6000 or 520-432-7681 TDD, at least 72 hours prior to the meeting.