



CITY OF SAN LUIS

Development Services Department Planning and Zoning Division

P.O. Box 3750-1090 E. Union Street
San Luis, AZ 85349
Phone: (928) 341-8563
Fax: (928) 341-8599

VARIANCE APPLICATION FORM

VARIANCE

APPEAL DATE: _____

MINOR VARIANCE

OTHER: _____

CASE NUMBER ASSIGNED: _____

BOARD OF ADJUSTMENT MEETING DATE: _____ **HEARING OFFICER MEETING DATE:** _____

SUBJECT PROPERTY INFORMATION

Address/Location: _____

Assessor's Parcel No.: _____

Area: acres _____ Sq. ft. _____ Number of Lots _____

Request: _____

Legal Description: _____

Current Land Use: _____ Current Zoning: _____

Project Name: _____

A.R.S §12-1134 Waiver provided

Initials (Staff) _____

PROPERTY OWNER/AGENT INFORMATION

Property Owner: _____

Agent's Name: _____

Address: _____

Address: _____

City: _____ State: _____ Zip: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Phone: _____ Fax: _____

E-mail: _____

E-mail: _____

I affirm that I am the owner of record of the subject property. If an agent is named, I hereby authorize that person to act in my behalf in matters relating to this application.

I hereby declare that all of the information contained in this application is true and correct to the best of my knowledge and belief. I acknowledge that errors in this application may delay review.

Property Owner's Signature(s) Date

Agent's Signature Date

PROJECT APPLICATION AND CASE REVIEW PROCESS **(VARIANCE)**

1. PRE-APPLICATION MEETING WITH STAFF:

The petitioner may schedule and attend a pre-application meeting with the City staff to discuss, in general, the application procedures and requirements. If an interpreter is needed, it is the responsibility of the applicant to provide one. Please call the Development Service Department at **(928) 341-8563** or Email **P&Z@sanluisaz.gov** to schedule your appointment.

2. SUBMITTAL OF APPLICATION:

Applications must be submitted on/by specific days for scheduling on a Council agenda. A list of deadlines for the various meetings can be obtained from the Planning and Zoning Department. You or your representative must submit your completed application **PRIOR TO** the deadline date. However, because the meetings may be limited in the number of cases heard, you will be scheduled to the next available meeting.

3. STAFF RESEARCH/ PUBLIC NOTIFICATION:

The Planning and Zoning staff will perform background research and will contact various agencies and departments to ask for comments about the application. Also, property owners within 300 feet will be notified and a legal advertisement will be placed in the Yuma Daily Sun for the public at large.

4. FINAL STAFF REPORT:

Once the Final Staff Report is completed, a copy is made available to the applicant prior to the hearing meeting where it will be presented. Upon request, any member of the public or the media may also examine the report. Reports can be sent to you by e-mail if you provide us with your e-mail address.

5. BOARD OF ADJUSTMENT:

For a variance, the City Council acting as the Board of Adjustment considers the reports and recommendations of staff and listens to any public input from any concerned parties. The Board of Adjustment then votes to either deny, approve, approve with conditions or continue the variance request .

6. APPEALS:

In an appeal to the Board regarding an administrative decision or interpretation, the Board's review shall be limited to determining whether the decision or interpretation by the Zoning Administrator was in accordance with the intent and requirements of this title. Accordingly, the Board may reverse or affirm, wholly or partly, or modify the order, requirement or decision of the Zoning Administrator.

PROJECT APPLICATION AND CASE REVIEW PROCESS **(MINOR VARIANCE)**

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2. SUBMITTAL OF APPLICATION:

Refer to Zoning Ordinance Section 18.15.090 for Minor Variance application. Zoning Ordinance is available online on City of San Luis website.

3. REVIEW:

The Hearing Officer will review your application and decide whether to approve or deny the application.

4. APPEALS:

Any decision made by the Hearing Officer may be appealed to the Board of Adjustment.



Application Submittal Checklist

1. A Completed Variance Application Form with all necessary signatures.
2. A Narrative Statement of your request. In all cases, the application shall address all of the following hardship criteria:
 - a) "There exist special circumstances or conditions regarding the land or building referred to in the application, which do not apply to other properties in the zoning district."
 - b) "The above special circumstances or conditions are preexisting and are not created or self-imposed by the owner or applicant."
 - c) "The variance is necessary for the preservation of substantial property rights. Without a variance the property cannot be used for purposes otherwise allowed in this zoning district."
 - d) "The authorizing of the variance will not be materially detrimental to persons residing or working in the vicinity, to adjacent property, or to the neighborhood or the public welfare."
3. Letter of Authorization from property owner (s) if represented by a third party.
4. Application Fees are not refundable even if the application is not approved. Fees adopted on 05-22-24 by Resolution No. 2306 are as follows:

Variance	
Residential	\$600
Commercial/Industrial	\$800
Appeal of Ordinance Interpretation or Minor Variance	\$263 plus \$25 each additional item
Minor Variance (Residential)	50% of Variance fee plus \$10 for each additional item
Minor Variance (Non-Residential)	50% of Variance fee plus \$10 for each additional item
Continuation Public Hearing (applicant's request)	10% of original fee (0-90 days) 50% of original fee (91-365 days)

5. Site Plan– a copy in 11" x 17" or 8 ½" x 11" formats showing at a minimum the following:
 - a) Name, address, scale using, and north arrow
 - b) Property lines and lot dimensions
 - c) Location of existing and proposed structure (s) with dimensions and area (square footage).
 - d) Distance between buildings and property lines
 - e) front, side, and rear setbacks
 - f) All street frontage (s)
6. **FOR COMMERCIAL/INDUSTRIAL ONLY**– Three (3) sets of engineered site plans to scale and one electronic copy. Electronic copy of site plans, photos and any exhibits. Email as an attachment to: P&Z@sanluisaz.gov

For Site Plan detailed requirements please refer to **Section 18.15.030(F)** of the Zoning Ordinance.

Zoning Ordinance is available online on City of San Luis website.

7. **FOR MINOR VARIANCE ONLY**– Minor Variance Acknowledgment Form is needed. (attached)

The City reserves the right to waive some of the above submittal material if found to be unnecessary for a particular application. Conversely, the City reserves the right to require additional information and material, and to require the submission of studies in order to adequately review the request.



Minor Variance Acknowledgment Form

As provided in section 18.15.090 (B)(4) "Written acknowledgment to the notification of the requested minor variance(s) from each adjacent property owner, even if separated by a public right of way." The adjacent property owners must sign that they understand the variance request.

I, _____, own the property located at _____.

I am requesting a Minor Variance for the following: _____

A site plan is attached for review by the adjacent property owners.

Adjacent Property Owners
 We the undersigned adjacent property owners understand the variance requested
 by _____ as described above.

Name: _____ Address: _____ Comments: _____ Date: _____ Signature: _____	Name: _____ Address: _____ Comments: _____ Date: _____ Signature: _____
Name: _____ Address: _____ Comments: _____ Date: _____ Signature: _____	Name: _____ Address: _____ Comments: _____ Date: _____ Signature: _____
Name: _____ Address: _____ Comments: _____ Date: _____ Signature: _____	Name: _____ Address: _____ Comments: _____ Date: _____ Signature: _____

I, _____, verify that I have discussed this proposal with my neighbors, above, and that they acknowledge this request.

Signature

Date