

Town of Sahuarita
Planning & Building Department

375 W. Sahuarita Center Way
 Sahuarita, Arizona 85629
 Phone: 520 822-8855 Fax: 520 822-8876
 www.sahuaritaaz.gov



VARIANCE APPLICATION

Address of request for variance:		<p align="center">Check Attached Documents:</p> <p><input type="checkbox"/> Legal Description</p> <p><input type="checkbox"/> List of ownership</p> <p><input type="checkbox"/> Letter of Authorization from owner</p> <p><input type="checkbox"/> Site Plan</p> <p><input type="checkbox"/> Floor Plan, if required</p> <p><input type="checkbox"/> Written Statements</p> <p><input type="checkbox"/> Fees</p>
Parcel #	Zoning:	
Applicant:		
Address:		
City, State, Zip Code:		
Phone #:	Fax #:	
Email address:		
Property Owner:		
Owner's Mailing Address:		
City, State, Zip Code:		
Phone #:	Fax #:	
Type of Variance Requested (Check One):		
Area Requirement: <input type="checkbox"/> Sign Requirement: <input type="checkbox"/> Landscaping Requirement: <input type="checkbox"/> Setback Requirement: <input type="checkbox"/> Parking Requirement: <input type="checkbox"/> Other: _____		
I, the undersigned, represent that all the facts in this application are true to the best of my knowledge. I am aware that application for building permits must be made within nine months of approval of the request for variance and that failure to apply for building permits within that time renders the variance null and void. I have read and understood the variance guidelines and standards.		
Signature of Applicant/Authorized Representative	Date:	

VARIANCE APPLICATION REQUIREMENTS:

The completed application form must be accompanied by the following:

1. Legal description of the property;
2. A list of all ownership interests in the property, by name and title. (If the ownership indicates ownership in a numbered trust, an original signature from the Trust Officer is required along with a disclosure of the beneficiaries of the trust. If the printout indicates ownership to be in an LLC, LP, Corporation or Company, an original signature from an officer with his/her title is required along with a disclosure of the officers of the entity);
3. A letter of authorization for any agent of the property owner;
4. Hearing fees, in accordance with the adopted fee schedule (NOTE: Fees are not refundable even if the variance is not approved);
5. A sketch plan:
 - *These features must be shown on the sketch plan:*
 - All existing & proposed structures
 - Entire lot with dimensions with property lines labeled
 - Arrow showing the north direction
 - Adjacent street or roadway with street name
 - All easements on property
 - Access (i.e. driveway) & parking
 - Distances from structure(s) to property lines & distance between structure(s)
 - Dimensions of all structure(s)
 - Highlight the feature(s) which are the subject(s) of the variance request
 - Points of ingress and egress
 - All measurements and dimensions should be scaled
6. A floor plan detail, when the request pertains to interior access or use;
7. A written statement from the property owner of the present ability and intent to apply for all necessary town permits for construction or use of the property within nine months after granting of the variance; and
8. A written statement describing how the proposed variance meets all seven standards as listed in STC 18.93.030.B.

Process:

STAFF REVIEW: Upon submittal of a complete application, the variance request will be scheduled for a Board of Adjustment public hearing within 45 working days of completed application. A staff report will be prepared with a recommendation for a decision.

NOTICE: Staff will give public notice of the proposed variance no less than 15 days prior to the public hearing by publication in a newspaper and posting the property. Staff will also mail notices to all property owners within 300 feet of the subject property.

PUBLIC HEARING: The applicant or authorized agent shall present information to describe the requested variance and to demonstrate that the variance meets the standards listed below.

The Board may require that additional information be provided by the applicant. Persons who wish to speak to the board regarding the variance request may do so during the public hearing.

The Board of Adjustment may approve the variance with or without conditions, deny the variance, or continue the variance hearing to a definite time, not to exceed three months.

DECISION LETTER: The applicant will receive a letter specifying the Board of Adjustment's decision on the variance request.

PERMITS: If the variance is approved, an application for the necessary permits for use and construction of the property must be made within nine months of the granting of the variance. Failure to apply for necessary permits within the time limit shall render the variance null and void. The Board of Adjustment may grant a different time limit on variances approved for lots or parcels that are substandard in size because of circumstances beyond the control of the property owner.

APPEALS: Any person aggrieved by a decision of the Board may make an appeal to superior court within 30 days of the date of the action of the board.

REVOCAATION: When any condition of a variance is violated, the variance and all Town permits issued pursuant to the variance shall be null and void.

If you have any questions or require assistance throughout the application process, you may contact Orlanthia Henderson at (520)822-8851 or ohenderson@sahuaritaaz.gov.

The Town of Sahuarita will provide you with clarification of its interpretation or application of statutes, ordinances, codes, or authorized substantive policy statements as requested.