



# VARIANCE

## Application Checklist

<u>Staff Use Only</u>	
Application	
Number: _____	
Received	
By: _____	
Date: _____	
Fees	
Paid: _____	
<b>Complete:</b>	<b>Y    N</b>

The Board of Adjustments 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 unnecessary hardship on the owner. The Special conditions must relate to the land or structure in question and generally involve the property size, shape, location, topography, or peculiar surroundings. (See attached Section 602)

### Required Items

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

	<u>Staff Use only</u>
1. Pre-Application meeting with Staff      Date: _____	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. Letter of Intent (See attached sample)	Y   N
6. Site Plan (8.5" x 11" – 2 paper copies and 1 PDF version)	Y   N
-Vicinity map	
-Boundaries and dimensions of property.	
-Building Setback lines per District standards.	
-Building setback lines as proposed.	
-Acreage or square footage contained within property.	
-Diagram of proposed use with buildings and off-street parking.	
-Location and dimensions for all existing right-of-way within, and adjacent to, the property.	
-Additional information needed to explain the variance request.	
7. Completed <b>Permission to Enter Property</b> statement, signed by the property owner.	Y   N
8. Self-addressed, stamped envelopes for all property owners within 300' for notification of public hearing to be sent out by staff.	Y   N

**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 it has been verified as complete and confirmation has been given by the planning division to the applicant verbally. Once an application is deemed complete, the application will be scheduled to be heard before the Board of Adjustments & Appeals. The applicant or their designated representative must attend the hearing when their application is being considered. Failure to attend may result in postponement of action by the Board.**

## **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.



# Land Use Application Form

**1. Application is made for:**

- |                                           |                     |                      |
|-------------------------------------------|---------------------|----------------------|
| Zoning Map Change                         | Use Permit          | Temporary Use Permit |
| Conceptual Plan Review                    | Preliminary Plat    | Final Plat           |
| PAD Final Site Plan Review                | Variance            | Appeal               |
| Street Abandonment                        | Minor Land Division | Wireless Tower       |
| Administrative Review                     | Lot Line Adjustment | Zoning Verification  |
| Development Standards Review (Commercial) | Other: _____        |                      |

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

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

Owner Name: _____	Applicant Name: _____
Address: _____	Address: _____
City: _____ State: _____ Zip: _____	City: _____ State: _____ Zip: _____
Phone: _____	Phone: _____
E-mail: _____	E-Mail: _____

**4. Property Description:** Parcel Number \_\_\_\_\_ Acres: \_\_\_\_\_

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. I have also attached a completed Permission to Enter form for consent to access the property regarding this action.*

Owner: \_\_\_\_\_ Date: \_\_\_\_\_

*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: \_\_\_\_\_

## **SAMPLE LETTER OF INTENT/NEIGHBORHOOD MEETING LETTER**

[date]

To Whom It May Concern:

We are proposing to process an application to change the zoning from (current zoning) to (proposed zoning).

In July of this year, we purchased a property approximately twenty-two (22) acres in size in the vicinity of the community of Black Canyon City adjacent to the Old Black Canyon Highway. The parcel number(s) for this property (or project) is(are) [parcel number(s)]. The property is currently vacant and is surrounded on three (3) sides by State Trust Land and residential properties. We are proposing to develop this property for the purposes of constructing and operating a twenty (20) space RV Park.

The business will operate year-round, seven (7) days per week. RV spaces will be rented, not sold, on both a short term and long term basis with some spaces for overnight camping. There will also be a manufactured home placed on-site for the caretaker's/manager's residence. There will only be three (3) employees for the operation of the park, including the following: a manager/caretaker, a part-time office employee for evenings/weekends, and a maintenance person. The registration office will be located in a 20'x40' site-built structure and will be open from 7:00 A.M. to 10:00 P.M. The office building will also contain a small convenience store. The store will sell small items such as chips, soda, batteries, aspirin, beer and wine. We have submitted an application for a class 10 liquor license to sell packaged beer and wine for the residents and/or patrons of the park, as well as the general public.

We are proposing to install a self contained package water treatment facility, which we have already discussed with the Yavapai County Environmental Services Unit and ADEQ. The property will be heavily landscaped, as indicated on our site plan, with a variety of trees and bushes and will be watered with the treated effluent from the package treatment facility.

The neighborhood meeting for this proposal will be held at [address] on [date] at [time].

Feel free to submit written comments to me and/or attend the meeting in person to discuss the project.

Sincerely,

[name]

[mailing address]

[phone number]



# Town of Camp Verde

## Community Development

◆ 473 S. Main Street, Suite 108 ◆ Camp Verde, Arizona 86322

◆ Telephone: 928.554.0050 ◆ [www.campverde.az.gov](http://www.campverde.az.gov) ◆

### PERMISSION TO ENTER PROPERTY

APPLICATION #: \_\_\_\_\_ PARCEL NO: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

PROPERTY OWNER'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NO.: \_\_\_\_\_

I, the undersigned, hereby give permission to the Town of Camp Verde Community Development Department or Public Official, in the discharge of duties stated herein, and for good and probable cause, to enter the above described property to inspect same in connection with the application made under the terms of Camp Verde Town Codes or Ordinances. Such investigation may be made to determine whether or not any portion of such property, building, grading or other structure is being placed, erected, maintained, constructed, or used, in violation of the Codes or Ordinances of the Town of Camp Verde or any other agencies that they have agreements with that pertain to the building, grading, placement of structures, or use associated with the property. Such entry shall be within 90 days of the date of my signature or within the active limitations of any permits issued to me by the Town of Camp Verde for land use, building, grading, erecting, maintaining or constructing. Such entry shall be limited between the hours of 7AM and 6PM MST. I understand that this permission to enter property is **OPTIONAL** and **VOLUNTARILY GIVEN** and may be withdrawn or revoked (either in writing or orally) at any time.

\_\_\_\_\_  
Property Owner or Designated Agent

\_\_\_\_\_  
Date

(Must have signed Designation of Agent from Property Owner on file)