

VARIANCE

PZ-VAR

WHAT TO EXPECT

- **Read this document in its entirety before using the online portal to apply for a permit.**
- **Be Prepared** - Information to have ready and submittal requirements are noted below. All submittal items must be in electronic format PRIOR to initiating an online application. **Only PDF format will be accepted.**
- **Online Portal Tutorial** – please watch a very brief video [here](#) prior to applying online so you understand how to use the online portal permitting system.
- **Register** – You will need to register in the online portal [here](#) if you have not already done so. Please remember your e-mail address and password because you will need them for future log-ins.
- **Start Your Online Application** - When you have followed the steps above, initiate an application using the online portal [here](#). You will need to log in, select My Portal, then Apply Online, then Planning and Zoning, then Variance, and follow the prompts from there.
- **Submit** - Clicking “Save and Continue” at the end will submit your application and create a permit. You will have an opportunity to edit your information one last time prior to submitting, and if you need to make changes later you may contact staff for assistance.
- **Upload** – Once you have created your permit, you may scroll down to “Submittals” and upload your PDF documents. Please note that you may see many requested items that were not discussed at your pre-application meeting. If staff did not request these items specifically and/or if they are not mentioned in your pre-application meeting notes, you may leave these items blank. *Please see the Online Submittal Requirements and Additional Requirements below.*
- **Pay** – A planner will review your application and submitted documents and let you know if any submittal items are missing. After staff has processed your documents, you will receive a message from the online system telling you your permit is “**technically complete.**” This means it is time to log into the online portal to pay for your permit. If someone else will be paying for your permit, please contact staff for assistance.
- **Communication** – Your case will be assigned to a planner who will let you know if anything else is needed to proceed with your permit. Your case will be placed on a hearing agenda when ready.

ONLINE APPLICATION INFORMATION

- **Pre-Application Meeting** - must have been held with staff prior to submitting an online application (or be prepared to provide electronic documentation of an approved Pre-Application Meeting waiver)
- **Parcel/Site** - be prepared with a Parcel Number or Site Address (if multiple, select one initially and the others can be added later in the online application)
- **Authorization** - you must be the property owner or a representative of the property owner and certify as such in the online application
- **Type of Variance Requested** – you will need to select one of the following (if multiple, please just select one and include all Variance requests within your Project Narrative):
 - Distances between structures
 - Fences, walls, hedges, screening, or landscaping
 - Front, rear, or side yard setbacks

- Frontage on a public street
- Height of structures or appurtenances
- Lot coverage
- Minimum lot size and setbacks for animal keeping
- Off-street parking facilities
- Signs
- Site area, width, or depth
- Usable open space

ONLINE SUBMITTAL REQUIREMENTS

Please provide a **CLEAR, READABLE** electronic or scanned copy of the following in PDF format:

- **Narrative** – typewritten, describing the request in detail and conformance to the Findings for a Variance (see [Variance Brochure](#) for details)
- **Site Plan** - drawn *to scale* using accurate dimensions and illustrating exact details of the Variance requested; property boundaries; existing and proposed improvements and uses; locations of driveways, pedestrian walks, landscaped areas, fences, walls, off-street parking areas including ingress and egress, traffic flow, and Easements (*See the Site Plan Requirements document for a complete list*). A site survey can be used as the site plan if all aforementioned items are included.
- **Site Survey** - with legal descriptions of the property conducted by a Registered Arizona Land Surveyor if for a Variance request of lot size or setbacks

ADDITIONAL REQUIREMENTS

Please submit the following items only if requested by staff and/or noted within the pre-application meeting notes. **Otherwise, you do not need to upload anything for these requested items.**

- Copies of recorded easements if applicable
- Legal descriptions of proposed and existing parcel and easements by an Engineer or Surveyor if needed to determine the relative location of proposed structure
- Architectural Drawings including floor plans and elevations of all proposed structures. All exterior surfacing materials and colors shall be specified, with samples and renderings provided.
- Signage Plan (if applicable) detailing all existing and proposed signs, including their location, size, materials, color, and method of illumination as required per Section 4.2 of the ZO.

OTHER PERMITS MAY BE REQUIRED

In addition to the Variance, applicable Building, Environmental Quality, and Engineering Permits, or additional Zoning permits, may be required. Planning and Zoning review shall be conducted through the issuance of such permits.