

# Variance

PZ-VAR

ONLINE SUBMITTAL REQUIREMENTS (please scan or provide an electronic copy of the following):

- Be prepared with a Parcel Number or Site Address (if multiple, select one initially and the others can be added later in the application form)
- You must be the property owner or a representative of the property owner and certify as such in the online application form
- Typewritten Narrative - describing the request in detail and conformance to the Findings for a Variance (see [Variance Brochure](#))
- 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 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
- Non-Refundable Filing Fee

OTHER SUBMITTAL ITEMS (THAT MAY BE REQUESTED BY A PLANNER) INCLUDE:

- Pre-application meeting
- Pre-application meeting waiver if applicable
- Copies of recorded easements if applicable
- Architectural Drawings including floor plans and elevations of all proposed structures
- Signage Plan