



Variance Checklist

Variance applications are heard at Public Hearings by the La Paz County Board of Adjustment (approving body). According to Arizona State Statutes, Variances from the terms of the La Paz County Zoning regulations may only be allowed if ALL of the following criteria is met:

- 1) There are special circumstances or conditions applying to the land, building, or use of the subject property which do NOT apply to other similar properties in the same zoning district. (i.e.- unusual lot size, shape, or topography- not similar to surrounding lots. This is considered a property hardship and it must be a condition relating to the property that is so unique it cannot be replicated on any other similarly zoned land in the County.)
- 2) The special circumstances or conditions described above were NOT created BY the applicant or owner. The property hardship CANNOT be self-imposed. (Owners include current and previous owners.)
- 3) The authorization of a Variance is necessary in order for the owner or applicant to enjoy reasonable and substantial property rights. (In other words, without the granting of a Variance the property cannot be reasonably used. There is NO cause for a Variance if the property CAN be used, even if it is in a manner other than that desired by the applicant.)
- 4) The authorization of a Variance will not be materially detrimental to persons residing or working in the vicinity, to the adjacent property, to the neighborhood, or to the public welfare in general. (A Variance which will not be compatible with surrounding development or will create an adverse impact on other properties CANNOT be approved.)

It is the burden of the applicant to prove his/her case with sufficient evidence. Changes to permitted land uses of lots, parcels, or tracts shall only be accomplished by means of zoning district amendments. The terms of any approved Variance must be recorded in the La Paz County Recorder's office, at the applicant's expense, BEFORE any building permits or zoning clearance can be approved. Please note that filing this application does not guarantee approval. There are no refunds should your request be denied.

The following items are required when applying for a Zoning Variance:

- COMPLETED application.
APN(s) can be found online at <http://publicrecords.lapazassessor.com/assessor/taxweb/search.jsp>
- Narrative: explain requested Variance, citation of specific regulation for Variance, and reason/hardship.
- Vicinity map.



Variance Checklist cont'd

- Site Plan:**
- Title Block including project name or identifier (Plat, PDR, etc.).
 - Scale (draw to scale) (must meet Engineer' scale: 1:50, etc.).
 - North indicator.
 - Location map showing relationship to major arterials
 - Full legal description.
 - Site Plan Data Table (if applicable).
 - Current use of property and intensity.
 - Land Use designation.
 - Zoning designation.
 - Water/wastewater service provider.
 - Site area (sq. ft., net and gross acres).
 - Building footprint coverage.
 - Residential Development (number of dwelling units, type, floor area.)
 - Site density (gross and net).
 - Nonresidential/Residential development: uses, gross floor area.
 - Parking data (parking required (#), parking provided (#), loading zones, ADA spaces.)
 - Building height. -Structure length.
 - Number of stories.
 - Setback table (required vs provided).
 - Vehicular use area (sq. ft. & % of site).
 - Open space (sq. ft. & % of site).
 - Landscape area (sq. ft. & % of site).

Site Plan Features (graphically indicated, as applicable):

- Dimensions of lot(s).
- Municipal Boundaries (as applicable).
- Zoning designation of adjacent property(s) with current use listed.
- Adjacent Right of Way(s) to opposite property lines (indicate all nearby curb cuts).
- Waterway width (Floodplain/Floodway).
- Outline of adjacent buildings (indicating height in stories and approximate feet).
- Dimension for all site plan features (i.e., sidewalks, building length(s) and width(s), balcony(s), parking spaces, street widths, etc.).
- Mechanical equipment setbacks from property lines.
- Setbacks and building separations (dimensioned).
- Driveways, parking areas, pavement markings, (including parking spaces delineated and dimensioned as well as handicapped spaces as applicable).
- On-site outdoor light fixtures.