



VARIANCE CHECKLIST

DEPARTMENT OF COMMUNITY DEVELOPMENT

COMMUNITY PLANNING

A **MANDATORY** Pre-Application meeting is required prior to the submittal of a variance application.

THE FOLLOWING INFORMATION IS REQUIRED FOR A COMPLETE APPLICATION SUBMITTAL:

- Completed Application Form and Application Fee.
- Narrative statement addressing the following four criteria:
 1. ***“There is a special circumstance(s), or condition(s) that applies to the property, building, or use referred to in the application that does not apply to most other properties in the district.”***
Is this statement correct for this application? Explain/Discuss/Describe.
 2. ***“The special circumstance(s) was not created or caused by the property owner or applicant.”***
Is this statement correct for this application? Explain/Discuss/Describe.
 3. ***“The granting of the variance(s) is necessary for the preservation of substantial property rights enjoyed by other property owners in the vicinity, under identical zoning designations.”***
Is this statement correct for this application? Explain/Discuss/Describe.
 4. ***“The granting of this variance will not be materially detrimental to any person residing or working in the vicinity, to adjacent property, to the neighborhood, or to the public health, safety, and general welfare.”***
Is this statement correct for this application? Explain/Discuss/Describe.
- Site Plan to scale showing lot lines, names of adjoining streets, locations and dimensions of all existing or proposed buildings, setback lines, parking areas, required landscaping and any other pertinent site information. Identify area requiring variance.
- Electronic copy (CD or email attachment) of site plans, elevations, photos and any exhibits. Email as an attachment to: planning@YumaAz.gov.

This application is **complete** and tentatively scheduled for review by the Hearing Officer on: _____ at _____ a.m./p.m.

This application is **not complete**. The following information is missing and needs to be provided: _____

DATE RECEIVED: _____ **REVIEWED BY:** _____