



**City of Show Low Planning & Zoning**  
180 N. 9<sup>th</sup> Street, Show Low, AZ 85901  
(928) 532-4040

**For Office Use Only**

Date received: \_\_\_\_\_

Time received: \_\_\_\_\_ AM/PM

Received by: \_\_\_\_\_

**Minor Variance Application**  
**(Filing Fee: \$50.00)**

**OWNER INFORMATION**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street Address* *Apartment/Unit#*

\_\_\_\_\_ *City* *State* *ZIP Code*

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**APPLICANT INFORMATION (if different)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street Address* *Apartment/Unit#*

\_\_\_\_\_ *City* *State* *ZIP Code*

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**INFORMATION ON MINOR VARIANCES**

A minor variance may be approved by the Planning and Zoning Director under the following circumstances:

- (a) A minor variance may be issued that does not reduce the requirement of the lot size, lot coverage, width, depth, front yard, rear yard, setbacks, parking spaces, building height, or other ordinance provisions affecting the size or shape of the structure or the placement of the structure on the lot, by ten percent (10%) or more of the strict standard.
- (b) A minor variance may be issued to allow new construction to extend along the setback lines of existing exterior walls of an existing structure.
- (c) In order for a minor variance to be issued, the property owner must furnish the City of Show Low with written consent of ALL adjacent property owners approving the minor variance request.**
- (d) If a minor variance request is denied, the applicant may appeal by proceeding through the regular variance process.

**PROPERTY INFORMATION**

Address of Property: \_\_\_\_\_ Parcel Number: \_\_\_\_\_

Applicant's Interest in land: \_\_\_\_\_ Zoning Classification: \_\_\_\_\_

Ordinance section from which relief is sought: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**PLEASE ADDRESS ALL QUESTIONS BELOW**

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What is the problem? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is unique about the situation? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What kind of relief are you seeking? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What steps have you taken to try to comply with the strict terms of the zoning ordinance? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please provide two (2) copies of one legible map with the information described on the following page.

## **SITE MAP REQUIREMENTS**

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- A. Lot dimensions.
- B. Proposed location size, height, and use of all buildings and structures.
- C. Size and dimensions of yards and space between buildings.
- D. Location and height of walls and fences.
- E. Location, number of spaces, dimensions, circulation patterns, and surface materials for all off-street parking and loading areas, driveways, access ways, and pedestrian walkways.
- F. The location, dimensions, area, materials, and lighting of signs.
- G. Location and general nature of lighting.
- H. Street dedications and improvements.
- I. Existing and proposed grades and drainage systems.
- J. The size and location of all existing and proposed public and private utilities. All easements must be shown.
- K. Natural features such as trees, mesas, rock outcroppings, or streams, and manmade features such as existing roads and structures with indication as to which are to be retained and which are to be removed or altered.
- L. A landscaping plan, including all surfacing materials, the names and location of plants to be placed around buildings and in all open spaces.
- M. A vicinity sketch showing the location of the site in relation to the surrounding street system. Adjacent properties and their uses shall be identified.
- N. A legal description of the land and/or lot included with the site plan, the name, address, and telephone number of the owner, developer, and designer.
- O. Any other information which the Community Development Director (or Planning and Zoning Administrator) may find necessary to best illustrate the problem.

**INFORMATION CONCERNING VARIANCES**

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Any aggrieved person may appeal to the Board of Adjustment for a variance from the terms of the Zoning Ordinance if, because of special circumstances applicable to the property, including its size, shape, topography, location or surroundings, the strict application of the Zoning Ordinance will deprive such property owner of privileges enjoyed by owners of other property of the same classification in the same zoning district. Any variance granted shall be made subject to such conditions as will assure that the adjustment authority shall not constitute a grant of special privileges inconsistent with the limitations upon other properties in the zone in which such property is located.

No nonconforming use or violations of this Ordinance with respect to neighboring lands, structures, or buildings in the same zoning district, and no permitted use of lands, structures of buildings in other zoning districts shall be considered grounds for granting a variance.

Every variance shall be personal to the applicant therefore and shall be transferable and shall run with the land only after completion of any structure or structures authorized thereby.

**NO WORK, INCLUDING TREE REMOVAL, CLEARING, CLEANING, GRUBBING, EXCAVATION, OR GRADING MAY BEGIN UNTIL THE PROPER PERMITS HAVE BEEN SECURED!!**

I certify that the information on this application form and attachments are true and correct to the best of my knowledge. I realize that any incorrect information may lead to the cancellation of any proceedings and the building permit if a building permit has been issued.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**WAIVER OF CLAIMS UNDER ARIZONA REVISED STATUTES § 12-1134**

I, \_\_\_\_\_, the owner of the property described as A.P.N. \_\_\_\_\_

Show Low, Arizona, hereby waive any and all claims for diminution in value to my property which may arise under A.R.S. § 12-1134 as a result of my request and application for a MINOR VARIANCE. Further, I agree to defend, indemnify and hold harmless the City of Show Low, its officers, employees, and agents from and against any and all such claims for diminution in value to my property as defined in A.R.S. § 12-1134 arising out of my application or request for the applicable land use action as described above.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
*Signature of Property Owner*

STATE OF ARIZONA )

) ss.

County of \_\_\_\_\_)

SUBSCRIBED AND SWORN before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_,

by \_\_\_\_\_.

*Name of Signer*

\_\_\_\_\_  
*Notary Public*

[Notary Seal]