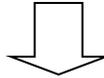


ADMINISTRATIVE VARIANCE PERMIT PROCESS

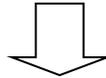
SUBMITTAL OF APPLICATION

Application, site plan and fees submitted to Planning and Zoning. Justification from applicant of why variance is needed (reason must be due to special circumstances of property).



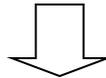
STAFF REVIEW

Planning and Zoning Staff will review the proposed request. If additional information is needed, staff will contact applicant. Staff completes parcel file research, determines adjacent property owners and makes necessary copies for distribution to neighbors. Staff is scheduled to take photos of property and submit report to Director or Planning and Zoning Manager.



DIRECTOR/PLANNING MANAGER

GRANTS VARIANCE OR
DENIES VARIANCE



DECISION TO APPLICANT

Decision of the Director/Planning Manager is sent by Certified Mail to the applicant and adjacent owners. Appeal process to be explained (Gila County Zoning Ordinance Sec. 104.4.A.7.d and e) along with a copy of the site plan and Assessor's map.

Decision of Director/Planning Manager becomes effective at the expiration of the fifteen day (15) appeal period, provided no appeals have been filed. A decision letter is sent to applicant and filed in the necessary county files. Applicant can then apply for a building permit.

If appealed (\$75 non refundable fee), date of appeal and variance number given and logged in.