



**Gila County Community Development Department  
Planning & Zoning Division**

745 N. Rose Mofford Way  
Globe, AZ 85501  
(928) 402-8512  
FAX: (928) 425-0829

608 E. Highway 260  
Payson, AZ 85541  
(928) 474-9276  
FAX: 928-474-0802

**ADMINISTRATIVE VARIANCE  
APPLICATION**

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

Address of Property Associated with Request: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Email Address: \_\_\_\_\_

If the applicant is not the owner, please provide the owner's name below and complete the Authorized Agent form attached to this application form.

Owner's Name: \_\_\_\_\_

If the subject property is part of a homeowner association (HOA)\*:

Name of HOA: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Contact Person at HOA: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

\*Please note that Gila County notifies an HOA as a courtesy only and does not enforce any HOA-related documents (i.e. CC&Rs, deed restrictions, etc.).

**FOR OFFICE USE ONLY**

Case File No.: \_\_\_\_\_ Permit # \_\_\_\_\_ Zoning of Property: \_\_\_\_\_ APN # \_\_\_\_\_

Comp Plan Designation: \_\_\_\_\_ \$75 Fee Paid Check No.: \_\_\_\_\_ Credit \_\_\_\_\_ Cash: \_\_\_\_\_ Date: \_\_\_\_\_

Open Complaint/Violation/BWOP: \_\_\_\_\_

Date notices mailed to applicant & adjacent property owners: \_\_\_\_\_ Appeal Due Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Zoning Inspector or Designee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Appeal Form Received (if applicable): \_\_\_\_\_ Appealed By: \_\_\_\_\_ On (date): \_\_\_\_\_

BOA Hearing Date (for Appeal): \_\_\_\_\_ BOA Decision (for Appeal): \_\_\_\_\_



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**ADMINISTRATIVE VARIANCE PROCEDURES**

PLEASE NOTE THAT A PRE-APPLICATION MEETING IS NOT REQUIRED FOR AN ADMINISTRATIVE VARIANCE BUT IS HIGHLY RECOMMENDED.

Building setbacks and other property development standards are defined by the Gila County Zoning Ordinance. A request for an Administrative Variance is a request to modify these development standards and requirements for a particular lot or parcel. When compliance with the minimum building setback regulations would cause extreme hardship due to conditions of extreme topography, unnecessary destruction of vegetation, close proximity to waterways, substandard size, or irregular shape, with minimal impact to adjoining property uses, the Gila County Zoning Inspector or designee may grant an Administrative Variance not to exceed 50% of the minimum required yard; however, in no circumstances shall there be a yard of less than 3 feet.

To apply for an Administrative Variance the following need to be submitted:

1. A non-refundable application fee of \$75.00.
2. A completed application form.
3. Proof of ownership or a completed Authorized Agent form if the applicant is not the owner.
4. A legible site plan (minimum size of 8.5" by 11") drawn to scale containing the items below (see attached example): north arrow, lot dimensions (length and width of property), adjacent streets and names, all existing and proposed buildings and structures (including the dimensions and square footage of each building or structure), driveways, alleys, easements, water and utility services, septic and propane tanks and leach fields (including distance from septic and propane tanks and leach fields to property lines and to existing and proposed buildings and structures), fences, drainage ditches, significant trees and vegetation and, extreme topographical conditions.
5. A completed Description of Request form.
6. Other optional items such as photographs of the subject property, aerial photographs (i.e. Google Maps or Gila County Assessor Maps), etc.

The decision to approve or deny an Administrative Variance is made by the Gila County Zoning Inspector or designated representative after a review of the application materials and an inspection of the property. At that time, a letter will be issued to the applicant with the findings and decision of the Gila County Zoning Inspector or designated representative. Notice of the decision shall be sent by United States mail to the applicant, the owners of record, and owners of all adjacent properties. An appeal of the decision of the Gila County Zoning Inspector or designee may be made to the Board of Adjustment and must be filed in writing to the Community Development Department office in Payson or Globe within 15 working days following the date of the mailing of the notice of the decision. A copy of the appeal form for an Administrative Variance is attached to this application and procedures packet. The decision of the Gila County Zoning Inspector or designated representative shall become effective at the expiration of the 15-day appeal period, provided that no appeals have been filed.



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**ADMINISTRATIVE VARIANCE  
SUBMITTAL CHECKLIST**

- Non-refundable fee of \$75.00
- Completed application form
- Proof of ownership or completed Owner Authorization Form
- Site Plan
- Completed Description of Request Form
- Other optional items (i.e. photographs, aerial photographs, etc.)



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**ADMINISTRATIVE VARIANCE  
DESCRIPTION OF REQUEST FORM**

PLEASE DESCRIBE REQUEST BELOW AND PROVIDE A JUSTIFICATION FOR WHY AN ADMINISTRATIVE VARIANCE SHOULD BE GRANTED (I.E. HARDSHIP RELATED TO TOPOGRAPHY, LOT SIZE OR SHAPE, EXCESSIVE VEGETATION, ETC.):

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**FOR OFFICE USE ONLY**

Reduction of the Front Yard Setback: \_\_\_\_\_' requested where 20' is required  
Reduction of the Interior Side Yard Setback: \_\_\_\_\_' requested where 7' (or 9') is required  
Reduction of the Rear Yard Setback: \_\_\_\_\_' requested where 20' is required  
Reduction of Street Side or Corner Lot Setback: \_\_\_\_\_' requested where 10' is required  
Accessory Structure in the Front Yard:

- Type of accessory structure: \_\_\_\_\_
- Existing or proposed setbacks for accessory structure: \_\_\_\_\_

**AUTHORIZED AGENT FORM**

PROPERTY ADDRESS: \_\_\_\_\_

ASSESSOR PARCEL NUMBER: \_\_\_\_\_

The undersigned, registered property owner(s) of the above-referenced property, do hereby authorize

\_\_\_\_\_ of \_\_\_\_\_

to act on my/our behalf and take all actions necessary for the processing, issuance and acceptance of this request for an Administrative Variance submitted to the Gila County Community Development Department.

We hereby certify the above information submitted in this application is true and accurate to the best of our knowledge.

\_\_\_\_\_

Authorized Signature

Authorized Signature

\_\_\_\_\_

\_\_\_\_\_

Date

Date

\_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_,

2020 by \_\_\_\_\_.

Notary Signature \_\_\_\_\_

Serial Number \_\_\_\_\_



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**ADMINISTRATIVE VARIANCE  
APPEAL FORM**

**Appellant Information**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

**Project Information**

Project Address \_\_\_\_\_

County Case Number \_\_\_\_\_

**Grounds for Appeal:** Explain why you feel there has been an error in any decision or refusal made by an administrative official. You may attach a separate sheet if necessary.

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

\_\_\_\_\_  
Appellant Signature

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY**

Date Appeal Received \_\_\_\_\_

Date of BOA meeting: \_\_\_\_\_ Decision of BOA: \_\_\_\_\_



## SITE PLAN REQUIREMENTS

### What is a site plan?

A site plan is your parcel drawn to scale (1"=20' minimum) on a 8 ½ x 11 paper that shows the following:

- North Arrow
- Parcel # and Address
- Street names
- Dimensioned lot lines
- Setback lines with dimensions to property lines
- Locations and dimensions of all existing and proposed structures (include fences) and distances between structures and lot lines
- Locations of all washes, ditches, creeks and drainages.
- All easements, driveways
- Septic systems and leach fields
- Locations of all existing and proposed utilities including:
  - Utility lines and underground piping
  - Water, electric, and gas meters
  - Well
  - Propane tank and distances to property lines and any structures

Parcel# \_\_\_\_\_

Address \_\_\_\_\_

# Site Plan Sample

N

