



**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

**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 # \_\_\_\_\_

\$300 Fee Paid Check No.: \_\_\_\_\_ Credit: \_\_\_\_\_ Cash: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Agent Form Received (if applicable): \_\_\_\_\_

Date notices mailed to applicant & adjacent property owners: \_\_\_\_\_ BOA Hearing Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_



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**VARIANCE PROCEDURES**

**PLEASE NOTE THAT A PRE-APPLICATION MEETING IS REQUIRED PRIOR TO SUBMITTING A REQUEST FOR A  
VARIANCE**

The purpose of the Variance procedure is to provide a means whereby the literal terms of the Gila County Zoning Ordinance need not be applied, or where there are practical difficulties or unnecessary hardships, so that the spirit of the Gila County Zoning Ordinance shall be observed, the public safety and welfare secured, and substantial justice done.

A Variance shall be granted under the following conditions:

- a. Due to special circumstances applicable to the property, including its size, shape, topography, location, impact to adjoining property uses and destruction of vegetation, the strict application of these regulations will deprive such property of privileges enjoyed by other property of the same classification in the same zoning district.
- b. That a grant of Variance will be subject to conditions as will ensure that the adjustment authorized will not constitute a grant of special privilege inconsistent with the limitations upon other properties in the vicinity and zone in which the property is located.
- c. The special circumstances applicable to the property are not self-imposed by any person presently having an interest in the property.
- d. The Variance will not allow the establishment of a use which:
  - i. Is not otherwise permitted in the zoning district;
  - ii. Would result in the extension of a non-conforming use; or
  - iii. Would change the zoning classification of any or all of the property.

To apply for a Variance the following need to be submitted:

1. A non-refundable application fee of \$300.00.
2. A completed application form.
3. Proof of ownership or a completed Authorized Agent form if the applicant is not the owner.
4. Evidence of a completed pre-application meeting.
5. Two copies of 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.
6. A written description and justification of Variance request.
7. Citizen Participation Plan (not required for a variance related to a single family development).
8. Other optional items such as photographs of the subject property, aerial photographs (i.e. Google Maps or Gila County Assessor Maps), etc.

Note that a map of the property and surrounding properties within 300' of the boundaries of the property will be provided by staff. An application for a Variance shall be submitted to the Zoning Inspector or designee and shall be reviewed by the Board of Adjustment within 30 calendar days, or the next scheduled hearing based on the official Gila County public meeting calendar. The Board of Adjustment shall hold a public hearing, review the variance standards and the Zoning Inspector or designee's report, consider the testimony and other evidence presented at the hearing and grant a variance with specific conditions or deny the variance. Any person aggrieved by a decision of the Board of Adjustment shall have the right, within 30 days of the decision of the Board of Adjustment, to appeal the decision to the Superior Court.



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**VARIANCE  
SUBMITTAL CHECKLIST**

- Non-refundable fee of \$300.00
- Completed application form
- Proof of ownership or completed Owner Authorization Form
- Evidence of a completed pre-application meeting
- Site Plan
- Written description and justification of request
- Citizen Participation Plan (not required for a variance associated with a single family residence)
- Other optional items (i.e. photographs, aerial photographs, etc.)

**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 a 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 \_\_\_\_\_



## 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

