



**Santa Cruz County
Community Development Department**

BOARD OF ADJUSTMENT APPEAL APPLICATION CHECK LIST

2150 N Congress Drive, Suite 215 ■ Nogales, AZ 85621 ■ 520-375-7930

The Board of Adjustment is a five member Board, appointed by the Board of Supervisors, and charged with the duty of hearing Variances, Interpretations, and Appeals of the Decision of the Planning Director.

The Board meets on the third Thursday of each month. Application deadlines are six (6) weeks prior to the scheduled meeting, due to our obligation to comply with public notice requirements.

A complete application must include:

1. Letter of Intent
 - History of applicant as it pertains to the request.
 - Specifics of request including property location, existing land-use, proposed land-use, etc.
2. County Assessor's computer print-out and Assessor's map of the property in question.
3. The completed application form.
4. The owner's signature (include all ownership interest) on the application.
5. When applicant is not the property owner, a letter signed by the owner(s) authorizing the applicant to act in their behalf.
6. A sketch plan showing the intended use of the property. The sketch plan must show the property boundaries, location of proposed and existing structures, setbacks from property lines, and any other pertinent information requested by the Planning and Zoning Department. The sketch should be on paper no larger than 11" X 17"; however, larger copies will be accepted.
7. A check in the amount of [\$250.00 for Residential and \$350.00 for Commercial] payable to Santa Cruz County.



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DESIRING AN APPEAL AS PROVIDED BY ARTICLE 6, SECTION 606 OF THE SANTA CRUZ COUNTY DEVELOPMENT CODE:

TO THE HONORABLE BOARD OF ADJUSTMENT, DISTRICT _____.

I (we), the undersigned, hereby petition the Santa Cruz County Board of Adjustment, District _____ to grant an appeal as provided by Article 6, Section 606 of the Santa Cruz County Zoning and Development Code as follows:

NOTE: Complete all of the following items. If necessary, attach additional sheets.

1 List the name(s) and address(es) of all owners of the parcel for which the appeal is sought.

PROPERTY OWNER	ADDRESS	PHONE
_____	_____	_____
_____	_____	_____

2. Tax parcel identification number: _____

3. General location of parcel: _____

4. Area of Parcel (to the nearest tenth of an acre): _____

5. Zoning District Classification: _____

6. Infrastructure and Public Facilities Serving the Site:

Water:	_____	Gas:	_____
Wastewater:	_____	Fire Protection:	_____
Electric:	_____	School District:	_____

7. On what date was the decision rendered against you request _____

8. What did applicant request (that was rejected by the Planning and Zoning Department). _____

9. On what grounds are you appealing _____

NOTE: THE APPLICANT HEREBY CONSENTS TO SITE VISITS IN ORDER FOR PLANNING STAFF TO PREPARE THE CASE REPORT TO THE BOARD OF ADJUSTMENT, PLANNING COMMISSION AND/OR THE BOARD OF SUPERVISORS AND TO POST THE PROPERTY PURSUANT TO A.R.S. §§11-805, 11-813, 11-816, 11-829, OR 11-831.

NOTE: If applicant is not the property owner, please attach a signed letter from the property owner authorizing the appeal(s) sought.

The undersigned hereby certifies and declares that to the best of his/her knowledge and belief the data submitted on and attached to this application for an appeal as provided by Article 6, Section 606 of the Santa Cruz County Zoning and Development Code are true and correct.

SIGNATURE OF PETITIONER

ADDRESS

DATE

APPLICANTS PHONE NUMBER: _____

FOR OFFICE USE ONLY	
DISTRICT NUMBER: _____	DATE: _____
CASE NUMBER: _____	
CASE NAME: _____	
APPLICABLE SECTION OF THE CODE: _____	

SITE PLAN CONTENT AND SPECIFICATIONS

The site plan shall be drawn at a standard engineering scale no larger than 1" = 60' on a sheet(s) no larger than 30" by 42" (24" by 36" recommended, 8 ½ by 11 minimum) and shall include at a minimum the following information:

1. North arrow and scale.
2. Property legal description and property tax parcel number.
3. Project address.
4. Location map.
5. Lot dimensions.
6. All existing and proposed buildings and structures, including location, size, height, overhangs, canopies, and use.
7. Required zoning setbacks.
8. Off street parking.
9. Existing and future sight visibility triangles (when applicable).
10. Points of egress and ingress.
11. Location, type, size, and height of existing and proposed signage.
12. Limits of the 100-year floodplain and water surface elevation (when applicable).
13. Street names (when applicable).
14. Location and orientation of existing major physical features, such as railroad tracks, drainage ways and easements.
15. Fences, walls, or vegetation for screening by type, material, height, location, and spacing. (when applicable).
16. Existing zoning of parcel and adjacent parcels, including those across streets and alleys.