



## PLANNING & ZONING APPLICATION FOR: VARIANCE, CONDITIONAL USE OR ZONING CHANGE

1. Please complete this application and attach all required items as outlined.
2. Once submitted, please allow a minimum of two weeks for staff to review and determine whether submittal is complete or additional information/material is needed.
3. Once application is determined complete and acceptable, staff will schedule a public hearing.
4. Complete/accepted application must be submitted to the Town Clerk in final form no less than 30 days prior to scheduled Town council meeting. **Applicant must attend all public hearings/meetings.**

### GENERAL INFORMATION:

Project name: \_\_\_\_\_

Existing use of property: \_\_\_\_\_

Proposed use of property: \_\_\_\_\_

Existing zoning: \_\_\_\_\_ Requested zoning (if applicable): \_\_\_\_\_

### PROPERTY INFORMATION:

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

Legal Description\*: Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_

Maricopa County Assessor's Parcel Number (APN)\*: \_\_\_\_\_

Subdivision Name & Lot # (if applicable/available) \_\_\_\_\_

\*Available at: <https://mcassessor.maricopa.gov/>

### APPLICANT INFORMATION:

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

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

Contact phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Status (owner, agent, lessee, etc): \_\_\_\_\_

### APPLICATION MUST INCLUDE THE FOLLOWING (per Town Code 154.036):

- ☐ Filing fee(s) (as outlined on page 2) – *attach*
- ☐ Legal description – *attach*
- ☐ Letter of explanation – *complete page 3*
- ☐ Plot plan – *attach*
- ☐ Site plan (drawn to scale, showing what is planned for the property, including lot dimensions, existing and proposed buildings, etc.) – *attach*
- ☐ Vicinity map of property owners within 150' of property – *attach*
- ☐ Mailing labels (Name/Address) for property owners within 150' of property – *attach*
- ☐ Proof of property ownership

**TYPE OF REQUEST:**

\_\_\_\_\_ CONDITIONAL USE PERMIT

\_\_\_\_\_ VARIANCE FOR (CHECK ALL THAT APPLY):

\_\_\_\_\_ Lot width

\_\_\_\_\_ Lot depth

\_\_\_\_\_ Building height

\_\_\_\_\_ Front setback

\_\_\_\_\_ Rear setback

\_\_\_\_\_ Sideyard setback

\_\_\_\_\_ ZONING CHANGE – AMENDMENT TO THE ZONING MAP FOR:

\_\_\_\_\_ Single-family Residential

\_\_\_\_\_ Multi-family Residential, Commercial, or Industrial Districts

\_\_\_\_\_ Planned Area Development

**PROPERTY OWNER:** *(If different from Applicant, complete the Property Owner Authorization statement below. Property owner's signature must be notarized. For more than one owner, attach a separate sheet with notarized signatures, names and addresses.)*

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

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

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

**PROPERTY OWNER AUTHORIZATION:**

I hereby authorize \_\_\_\_\_ to file this application and act on my behalf in regard to this application.

\_\_\_\_\_  
(Signature) (Date)

Notary (Rezoning Applications Only)

The State of \_\_\_\_\_ County of \_\_\_\_\_  
Subscribed, sworn to and acknowledged before me by \_\_\_\_\_, the principal,  
and subscribed and sworn to me by \_\_\_\_\_, the witness, this \_\_\_\_\_ day of  
\_\_\_\_\_ (month), \_\_\_\_\_ (year).

(signed) \_\_\_\_\_

\_\_\_\_\_  
(Notary Public)

**LETTER OF EXPLANATION:**

Briefly describe the nature and intent of the proposed development and reasons justifying the request. Include references to effects on surrounding neighborhoods and the town at large.

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**FEE SCHEDULE:**

Type of Application	Fee	Calculate Fees
Appeals of administrative decisions	\$25	
Site plan review application	\$50	
<b>Amendments to the Zoning Map for:</b>		
Continued items, continued at the request of the applicant after the property has been posted and public hearing notices are mailed	\$25	
Multi-family residential, commercial and industrial districts	\$400	
Planned area development	\$400	
Single-family residential	\$100	
Site plan review application	\$50 + \$25/acre for each acre over one	
<b>Conditional Use Permits</b>		
Manufactured homes	\$50	
All other	\$50	
<b>Variances</b>		
Single-family residential	\$50	
All other	\$50	
	<b>TOTAL</b>	

**APPLICANT SIGNATURE:**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**STAFF USE ONLY**

**Town of Guadalupe Review Process**

Case# \_\_\_\_\_

Zoning District: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Fee: \_\_\_\_\_

Accepted by: \_\_\_\_\_

Date Application Deemed Acceptable by Staff: \_\_\_\_\_

Date of Legal Advertisement: \_\_\_\_\_

Date(s) of Public Hearing(s): \_\_\_\_\_

Council Decision: \_\_\_\_\_

# TOWN OF GUADALUPE – ZONING CODE SETBACK REQUIREMENTS



## RESIDENTIAL ZONING DISTRICTS – TOWN CODE §154.066 (E) (1) & (2)

Zoning District	Minimum Lot Area per D.U. First 2 D.U.	Minimum Lot Area per D.U. Add'l D.U.	Minimum Lot Width	MINIMUM YARD SETBACKS				Maximum Building Height
				Front	Side	Street Side	Rear	
R-2	5,000 square feet		75'	25'	7'*	20'	20'	30'
R-3	5,000 square feet	2,500 square feet	100'	20'	7'*	15'	15'	30'
R-4	5,000 square feet	1,250 square feet	100'	20'	7'*	15'	15'	30'

\*For ease of access, 1 side shall be at least 10 feet in width. Churches and schools 35 feet on each side.

The minimum provisions listed above shall not apply to any lot of smaller size already of record in the office of the County Recorder of Maricopa County, Arizona, before the effective date of this chapter.

Zoning District	MINIMUM YARD SETBACKS				Maximum Height
	Front	Side	Street Side	Rear	
R-1-9	30'	10'	20'	10'	30'
R-1-6	25'	7'	15'	10'	30'

The minimum provisions listed above shall not apply to any lot of smaller size already of record in the office of the County Recorder of Maricopa County, Arizona, before the effective date of this chapter.

## COMMERCIAL ZONING DISTRICTS – TOWN CODE §154.067(F)

Zoning District	MINIMUM YARD SETBACKS				Maximum Height
	Front	Side	Street Side	Rear	
C-1	25'	12'	15'	15'	30'
C-2	20'	12'	15'	15'	30'
C-Mix	30'	20'	30'	30'	40'

The minimum provisions listed above shall not apply to any lot of smaller size already of record in the office of the County Recorder of Maricopa County, Arizona, before the effective date of this chapter.