

TOWN OF GUADALUPE
 9241 SOUTH AVENIDA DEL YAQUI
 GUADALUPE, ARIZONA 85283

THE FOLLOWING IS CHECKLIST OF INFORMATION / DOCUMENTS REQUIRED IN APPLYING FOR A VARIANCE, CONDITIONAL USE, OR CHANGE OF ZONE:

Documents for a variance needed to be submitted to the Town Clerk in its final form twenty (25) WORKING days prior to the scheduled Council meeting to comply with the Town Ordinance of a fifteen (15) day posting requirement. Contact the Town Clerk AT 480-730-3080 for the exact dates of the Council meetings which is held the second and fourth Thursday of the Month.

Per Article 1, Part III, Item G of the Town Zoning Code, ten (10) sets of the below re to be provided to the Town Clerk with a the appropriate filing fee:

- A completed *Application* needs to be submitted.
- A *Vicinity Ownership Map* needs to be provided showing all parcels within a 150' radius.
- A typed *Ownership list* is to be submitted container the related parcel number, complete names and mailing addresses of all parcel owners within a 150' radius of the property
- *Mailing Labels* for the Ownership List(s) is to be submitted.
- A *Plot Plan* needs to be submitted showing all relevant information – existing and proposed set-backs.
- A separately typed *Legal Description* is to be provided. If the description is a metes and bounds it is to be prepared by a registered engineer or licensed land surveyor.
- A *Letter of Explanation* is to submitted.
- *Costs for Publication of the Legal Notices* are to be paid for by the applicant.

FEES	- Zoning Code	Article 1	Part III	Section G. 2. Fees
Appeals of Administrative Decisions				\$ 25.00
Variances				
Single-family residential				25.00
All Other				50.00
Conditional Use Permits				
Mobile Homes				25.00
All Other				50.00
Amendments to the Zoning Map For:				
Single-family Residential				100.00
Multi-family Residential, Commercial Districts				200.00 + \$20acre over 1 acre to a max of \$700

ZONING ORDINANCE VARIANCE PROCEDURES

EXCERPT FROM TOWN ZONING CODE, PART III – PROCEDURES, ITEM “B” VARIANCES:

Application for a variance of zoning regulations shall be filed upon a form provided and shall be accompanied by plans and description sufficient to indicate the nature of the variance involved.

A variance from the provisions for this Ordinance shall not be authorized unless the Town Council shall find upon sufficient evidence:

- a. That there are special circumstances or conditions applying to the property, including its size, shape, topography, location, or surroundings, the strict application of this Ordinance will deprive such property of privileges enjoyed by other properties in the same district; and
- b. That such special circumstances were not created by the owner or applicant; and
- c. That the authorizing of the application will not be materially detrimental to persons residing or working in the vicinity not constitute the granting of special privileges inconsistent with the limitations of adjacent property, the neighborhood or the public welfare in general.

The Council shall prescribe such conditions as the Council may deem necessary in order to fully carry out the provisions and intent of this Ordinance. Such conditions may include, among other things, a limitation of the time for which such variance shall be valid. Violation of any such conditions shall be a violation of this Ordinance and such violation shall render the variance null and void.

From the time of filing the application until the time of such hearing, the application and all maps, plans and other accompanying data shall be available for public inspection during office hours at the office of the Town Manager.

Upon receipt in proper form any such application, the Council shall proceed to hold a public hearing upon said application not more than thirty (30) days nor less than fifteen (15) days after such filing, at which time all persons shall be given an opportunity to be heard.

Any persons aggrieved by a decision of the Council after hearing an application made by any taxpayer or municipal officer, may petition for a writ of certiorari to review the Council's decision pursuant to A.R.S. Section 9-465 (1956) as amended.

CASE NO. _____

TOWN OF GUADALUPE
9241 SOUTH AVENIDA DEL YAQUI
GUADALUPE, ARIZONA 85283
480-730-3080

APPLICATION FOR:

- Variance
- Conditional Use
- Zoning Change

Zoning District: _____

Fee: _____

Receipt #: _____

THE REASON FOR THE REQUEST IS : _____

THE SUBJECT PROPERTY IS LEGALLY DESCRIBED AS : _____

Parcel _____

AND ITS GENERAL LOCATION IS: N S E W SIDE OF CALLE _____
 FEET N S E W OF CALLE _____ AND _____ FEET
 BY _____ FEET TOTALING _____ SQ. FEET.

IF REQUESTING REZONING, INDICATE CHANGE : FROM _____ TO _____

APPLICANT : _____ PHONE NO : _____

ADDRESS : _____

PROPERTY OWNER : _____ PHONE NO _____

ADDRESS : _____

APPLICANT'S SIGNATURE _____ Date _____

*OWNER'S SIGNATURE _____ Date _____

*The property owner must sign above or submit a letter by owner authorizing the applicant to make the request.

Office Use Only:

PROCEDESSED BY : _____ DATE PROCESSED: _____

DATE OF COUNCIL MEETING: _____ APPROVED DISSAPPROVED

COMMENTS : _____

Town of Guadalupe, Az
ZONING INFORMATION
 Contact # 480-505-5380

Commercial Zoning Districts:

Zoning District	MINIMUM Yard Setbacks				Maximum Ht.
	Frnt.	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'

Residential Zoning Districts:

Zoning District	Minimum Yard Setbacks				Maximum Ht.
	Frnt.	Side.	Street Side	Rear	
R -1-9	30'	10'	20'	10'	30'
R-1-6	25'	7'	15'	10'	30'
R-2	25'	7'	20'	20'	30'
R-3	20'	7'	15'	15'	30'
R-4	20'	7'	15'	15'	30'