



Prior to filing out this application and/or submitting this application to the Planning Division. Please ensure that you have submitted a Service Request (SR) to the Planning Division. This can be done by using the SR link below.

SERVICE REQUEST

PLEASE DO NOT SKIP this step. If this step is skipped then your application will not be processed. The SR allows the Planning Division to account for your request within our system, assigns you with a SR number, which then allows your request to be assigned a planner. I repeat if you skip submitting a service request your application will not be processed until it is assigned a SR number.

If you have any questions, comments, and/or concerns regarding this please do not hesitate to contact the Planning Division at **623-930-2800**.



PLANNING
Development Services Department

Date Stamp

APPLICATION SUBMITTAL CHECKLIST for Variance
SR# _____ **VAR#** _____

I acknowledge that the City of Glendale requires the following items be submitted before my application can be processed. I understand that Planning will not accept my application unless all of the following items are included in the submittal packet.

PROVIDE THE FOLLOWING:

1. **ONE .PDF FILE COMBINING ALL INDICATED ITEMS BELOW (20 MEGS MAX.)**
2. **ONE (1) PAPER COPY OF EACH ITEM MARKED (FOLD TO 9' x 12' MAX.):**

		REQUIRED		
		Yes	No	
1.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Completed Master Application w/Applicant's Signature
2.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Service Request (SR) Number: SR _____
3.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Project Narrative
4.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Citizen Participation Plan
5.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Property Owners' and Interested Parties List (including Additional Notification Information) from Citizen Participation packet (2 copies on mailing labels)
6.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Parcel Map
7.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Copy of Deed/Title (including Legal Description)
8.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Assessor's Parcel Number : _____
9.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Floor Plan
10.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Site Plan
11.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Single Residence \$ 221.91
			<input type="checkbox"/>	All Others \$1,558.28

3. **FILING FEE: \$ 221.91**

SIGNATURE

PRINTED NAME

COMPANY

DATE

IF YOU HAVE QUESTIONS REGARDING THE ITEMS ON THIS CHECKLIST, CONTACT YOUR PROJECT PLANNER.

Planner: _____ **Phone:** 623-930- _____

Email: _____

Revised 01.2024

Unified Development Code
Section 35.6.209B – Variance Criteria

Variations from zoning regulations pertaining to development standards; setbacks, lot dimensions, or other development standards where such a variance will not be detrimental to public interest, health, safety, or welfare. No variance shall be granted to permit a use not otherwise permitted in the applicable zoning district.

B. Relief from established development standards shall not be arbitrary nor open-ended or universal across multiple properties. Upon filing a variance for consideration, the applicant shall present evidence that demonstrates the following:

1. Existing unique circumstances or conditions on the subject property that prevents the universal application of the zoning standard.
2. The literal interpretation of the Unified Development Code would deprive the appellant of rights commonly enjoyed by other properties in the same zoning district.
3. Any hardship caused by the provisions of the Unified Development Code is more than personal inconvenience or a financial hardship and is not the result of actions by the applicant.
4. Granting the variance will not interfere with or alter the appropriate and legal use of adjacent conforming properties in the same zoning district.

Section 35.6.209E – Decision

E. The Board of Adjustment may approve, conditionally approve, or deny variance requests. In the event the Board of Adjustment determines that the applicant has provided adequate evidence that aligns with the conditions set forth above in **Section 35.6.209.B**, it may approve or conditionally approve the variance. Approval may be granted only upon the affirmative vote of the majority of the Board members present.