



City of Flagstaff

Community Development Division

211 W. Aspen Ave
 Flagstaff, AZ 86001
www.flagstaff.az.gov

P: (928) 213-2613
 F: (928) 213-2609

| Date Received | | Application for a Variance | | File Number |
|--|-----------------|--|---------------------------------|-------------|
| Note: A pre-application meeting with a staff person is required prior to the submittal of a variance request. | | | | |
| Property Owner(s) David & Kelli Yingling | Title Owners | Phone 480 694 1735 | Email SKolvikes777@yahoo.com | |
| Mailing Address 8708 E San Miguel Ave | | City, State, Zip Scottsdale, AZ 85250 | | |
| Applicant David & Kelli Yingling | Title Owners | Phone 480 694 1735 | Email SKolvikes777@yahoo.com | |
| Mailing Address 8708 E San Miguel Ave | | City, State, Zip Scottsdale, AZ 85250 | | |
| Property Interest of Applicant(s) (Owner, contractual interest, or agent) Owner | | | | |
| Site Address 5112 E Cottonwood Dr. | | City, State, Zip Flagstaff, AZ 86004 | | |
| Parcel Number(s) 106-07-032 | | Zoning District | | |
| Present Use Vacant Land | | | | |
| Date of previous application (if any): N/A | | | | |

| | | | |
|--|---|--|------------------------------------|
| Type of Variance: | <input checked="" type="checkbox"/> Residential | <input type="checkbox"/> Non-Residential | <input type="checkbox"/> Nonprofit |
| Fees: Applicant shall submit the required variance fee as established in Appendix 2 (Planning Fee Schedule) of the Zoning Code. Fees are non-refundable unless determined by the City to have been collected in error. | | | |
| Note: Applications which are incomplete or not accompanied by the required information will not be accepted. | | | |
| Property Owner Signature*: | Date: 5/7/23 | Applicant Signature*: | Date: 5/7/23 |

* The application shall be signed by the applicant and the current property owner of record. If the property owner is unavailable to sign the application, or the property owner is a corporation or partnership, a Letter of Authorization signed by the property owner or authorized managing agent allowing the applicant to submit the application and act on their behalf must be submitted with the application.

| For City Use | |
|---|-------------------------------------|
| Date Filed: _____ | File #: _____ |
| Hearing Date: _____ | Publication and Posting Date: _____ |
| Fee Receipt #: _____ | Amount: _____ Date: _____ |
| Action by Board: | |
| Hearing Date: _____ | Cross Reference Numbers: |
| <input type="checkbox"/> Approved _____ | IDS: _____ |
| <input type="checkbox"/> Approved with Conditions _____ | P&Z: _____ |
| <input type="checkbox"/> Denied _____ | |
| <input type="checkbox"/> Continued _____ | |

See reverse side for additional information

Board of Adjustment – Variance Application Checklist

Notice to Applicants

Notice to Applicants:

A variance is an adjustment to zoning district requirements where an individual property is uniquely burdened by the strict application of the property's zoning district requirements; and, the owner is prohibited from using the property in a manner that is enjoyed by other property owners of property with the same zoning district regulations. It is the property owner's responsibility to prove that the subject property is affected by special circumstances or unusual conditions that typically do not affect other properties with the same zoning district requirements. The Board of Adjustment ability to approve a variance is limited to the minimum change necessary to overcome the special circumstances applicable to the property. The Board of Adjustment ability to approve variance does not include personal preferences or self-imposed hardships.

A variance to the district's allowed uses is prohibited by the Arizona Revised Statutes (A.R.S.) § 9-462.06 and the City of Flagstaff's zoning code. For additional information, please refer to the City's zoning code, Division 10-20.70 (Variances).

Pre-Application Meeting:

A pre-application meeting with the Zoning Code Manager is required prior to the submittal of a variance application.

Board of Adjustment – Variance Application Review Process:

1. A flow chart with a general description of the review process, inclusive of applicable review time frames is included as, Attachment 1.

Board of Adjustment Hearing:

Hearings of the Board of Adjustment are held at 8:30 a.m. on the first and third Wednesday of the month, as needed, and are open to the public. The hearings are held at Flagstaff City Hall, 211 West Aspen Avenue, Flagstaff, AZ 86001.

Submittal Requirements Board of Adjustment – Variance

Part I – General Requirements

| Staff Use Only | | Description of Documents Required for a Complete Application. No application shall be accepted without all items marked below. |
|-------------------------------------|--------------------------|--|
| Req'd | Sub'd | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 1. Variance Development Application Checklist (this list) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 2. Application Fee \$ 695 - (Subject to change each July) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 3. Completed Application for a Variance <input checked="" type="checkbox"/> 8 ½" x 11" – 1 copy <input checked="" type="checkbox"/> Electronic Submittal – 1 copy (.pdf format) <i>* The application shall be <u>signed by the applicant and the current property owner of record</u>. If the property owner is unavailable to sign the application, or the property owner is a corporation or partnership, a <u>Letter of Authorization signed by the property owner or authorized managing agent allowing the applicant to submit the application and act on their behalf must be submitted with the application.</u></i> |

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