



**CITY OF PRESCOTT  
COMMUNITY DEVELOPMENT DEPARTMENT  
PLANNING DIVISION  
201 S. Cortez, Prescott, AZ 86301 (928) 777-1356**

**ADMINISTRATIVE ADJUSTMENT APPLICATION**

AA# \_\_\_\_\_

- Administrative Adjustment
- Height Exception
- Setback Exception

Current Assessor's Parcel Number (s)(APN): \_\_\_\_\_

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

Township \_\_\_\_\_ Section \_\_\_\_\_ Range \_\_\_\_\_ Zoning: \_\_\_\_\_

	<i>For Staff Use Only</i>
<p><b>Owner Name &amp; Address:</b> _____ _____ _____</p> <p><b>Phone:</b> _____</p>	<p>Date Received: _____</p> <p>Taken In By: _____</p>
<p><b>Applicant/Agent Name &amp; Address</b> (If different than property owner, <b>Agent letter must accompany submittal</b>): _____ _____ _____</p> <p><b>Phone:</b> _____</p>	<p>Date Application Complete: _____</p> <p>Date Approved: _____</p> <p>Date Denied: _____</p> <p>Planner: _____</p>

Requested Administrative Adjustment (describe request, use additional sheets if necessary):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe how this request will meet the Administrative Adjustment Criteria described on the following page (use additional sheets if necessary):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has a Topographic Exception been applied for and/or granted on this parcel? \_\_\_\_\_ Yes \_\_\_\_\_ No

Name _____	Signature _____	Date _____
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**ADMINISTRATIVE ADJUSTMENT SUBMITTAL REQUIREMENTS**  
*Land Development Code, Article 9.16*

**Purpose.** Administrative adjustments are intended to provide flexibility with respect to the numerical standards of the LDC and the General Development Standards of Article 6 where development is proposed that would be:

- A. Compatible with surrounding land uses;
- B. Harmonious with the public interest; and
- C. Consistent with the purposes of the LDC.

**Applicability.** Pursuant to the requirements of LDC 9.16, the Community Development Director may authorize adjustment of:

- A. Up to 10 percent from any numerical standard related to height, bulk, setback or lot coverage; and
- B. Outdoor lighting standards of Sec 6.11.

Any numerical adjustment request greater than 10 percent shall be treated as a Variance handled by the Board of Adjustment pursuant to the requirements of Section 9.13, Variances. Outdoor lighting standards adjustments that do not meet or exceed the applicable standard in the opinion of the Community Development director shall be treated as a Variance handled by the Board of Adjustment pursuant to the requirements of Section 9.13, Variances.

**Application Process.**

- A. Application Submittal.** A complete application for an administrative adjustment shall be submitted to the Community Development Director as set forth in Section 9.1.3, Applications Forms and Fees, and Section 9.1.5, Application Completeness.
- B. Public Notification.** Upon receipt of a complete application, at a minimum, public notices shall be mailed to adjacent property owners with the Community Development Directors discretion to notice farther when warranted. Additional notice may also be provided to parties having specific interest in the matter in accordance with the provisions of Section 9.1.10, Additional Notice.
- C. Community Development Director Action.** The Community Development Director shall approve, approve with conditions or deny the application. A written notification of the decision shall be mailed, or otherwise provided, to the applicant.
- D. Written Decision.** The decision to approve or approve with conditions, or deny shall be communicated in writing to the applicant within 15 days from the decision.

**Administrative Adjustment Criteria.** To approve an application for an administrative adjustment, the Community Development Director shall consider the following criteria:

- A. Granting the adjustment will ensure the same general level of land use compatibility as the otherwise applicable standards;
- B. Granting the adjustment will not materially and adversely affect adjacent land uses and the physical character of uses in the immediate vicinity of the proposed development because of inadequate buffering, screening, setbacks and other land use considerations;
- C. Granting the adjustment will be generally consistent with the purposes and intent of the LDC; and
- D. Granting the adjustment will be based on the physical constraints and land use specifics, rather than on economic hardship of the applicant.

**Referral to the Board of Adjustment.** In the event that the Community Development Director denies the administrative adjustment, the applicant may seek a Variance from the Board of Adjustment in accordance with the provisions of Section 9.13, Variances.