



CITY OF PRESCOTT

COMMUNITY DEVELOPMENT DEPARTMENT
201 SOUTH CORTEZ (928) 777-1207
P.O. BOX 2059 Fax (928) 777-1258
PRESCOTT, AZ 86302 TDD (928) 778-1100

DATE RECEIVED

Received by:

ADMINISTRATIVE ADJUSTMENT APPLICATION#

(Section 9.16.2)

Address (**not lot #**) of property for which application is submitted:

County Assessor's Parcel # of existing property

Zoning

Applicant/Agent/Contractor

Address

Zip Code

Phone #

Legal Owner (if different)

Address

City/ST/Zip

Phone

I hereby certify that I am (we are) the owner's of record of the property described in this application

Signature

Request for an **ADMINISTRATIVE ADJUSTMENT** to allow:

State the reasons for this request (attach additional sheets if needed).

➤ Submit the following with this application:

1. A site plan drawn to scale showing the address of property, telephone number of representative and property owner, buildings and structures with dimensions, county assessor parcel number, use of adjacent property, unusual property features and existing trees over 4" in diameter, yard setbacks, property lines with dimensions, north arrow, streets, sidewalks and driveways, any other pertinent information. Multi-family and commercial uses need to illustrate (when appropriate) the following: trash and dumpster locations, off-street parking spaces with dimensions, landscaping, lighting details, walls, screening; existing and proposed.

Note: Building elevations are encouraged to be submitted in order to adequately review this application.

2. Mailing/postage fees will be incurred, you will be billed the actual cost and the invoice must be paid prior to this application being acted upon). Adjacent property owners will be notified by mail by the City about this application, and asked to comment. You may wish to contact your neighbors in advance and inform them of your application and for you to answer any questions they may have – before we receive their comments and before this application is acted upon.

Approved

Community Development Director Date

Over

3. Once the application is deemed *complete*, the Community Development Director will render his written decision within 15 working days.

In the event this application is denied the applicant may seek a Variance from the Board of Adjustment.

ADJUSTMENTS:

The Community Development Director may authorize adjustments of up to 10 percent from any numerical standard related to height, bulk, setback or lot coverage; and Outdoor Lighting Standards of Section 6.11 of Article 6 of the Land Development Code (LDC). Any numerical adjustment request of greater than 10 percent shall be treated as a Variance handled by the Board of Adjustment.

PURPOSE:

The Administrative Adjustment is intended to provide flexibility with respect to the numerical standards of the Land Development Code 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 *Land Development Code*.

ADMINISTRATIVE ADJUSTMENT CRITERIA:

The following criteria are considered in the review of this application:

- 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 Land Development Code; and
- D. Granting the adjustment will be based on the physical constraints and land use specifics, rather than on economic hardship of the applicant.