



# CITY OF PRESCOTT

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

## ADMINISTRATIVE ADJUSTMENT APPLICATION # \_\_\_\_\_ (Section 9.16.2)

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

County Assessor's Parcel # of existing property \_\_\_\_ - \_\_\_\_ Present Zoning \_\_\_\_\_

Applicant/Agent/Contractor (Print Name) \_\_\_\_\_

Address \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone # ( ) - \_\_\_\_\_

Legal Owner (if different) \_\_\_\_\_

Address \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone # ( ) - \_\_\_\_\_

Signature \_\_\_\_\_

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

Request for an ADMINISTRATIVE ADJUSTMENT to allow: \_\_\_\_\_

State the reasons for this request are (attached additional sheets if needed): \_\_\_\_\_

Has a Topographic Exception been applied for and granted on this parcel? \_\_\_\_\_ If so, when \_\_\_\_\_.

### Submit the following with this application:

1. A site plan drawn to scale showing:

- |   |   |
|---|---|
| <input type="checkbox"/> address of property, telephone number of representative and property owner | <input type="checkbox"/> north arrow  |
| <input type="checkbox"/> buildings and structures with dimensions                                   | <input type="checkbox"/> streets, sidewalks and driveways                                       |
| <input type="checkbox"/> county assessor parcel number  | <input type="checkbox"/> any other pertinent information  |
| <input type="checkbox"/> use of adjacent property   | Multi-family and commercial uses need to illustrate (when appropriate) the following:           |
| <input type="checkbox"/> unusual property features and existing trees over 4" in diameter           | <input type="checkbox"/> trash and dumpster locations   |
| <input type="checkbox"/> yard setbacks  | <input type="checkbox"/> off-street parking spaces with dimensions                              |
| <input type="checkbox"/> property lines with dimensions   | <input type="checkbox"/> landscaping, lighting details, walls, screening: existing and proposed |

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

2. Postage for notification of adjacent property owners.

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.

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.