

BOARD OF ADJUSTMENT
INTERPRETATION PROCEDURE

There are five boards of adjustment in Pima County, one for each District. An applicant applies to and appears before the board of adjustment in which his/her property lies. Only the property owner or his/her authorized agent may apply for a interpretation.

APPLICATION: Application for an interpretation is made at the office of the Planning Division - Development Services Department, 201 N. Stone Avenue, 2nd Floor.

The completed application form **must** be accompanied by the following:

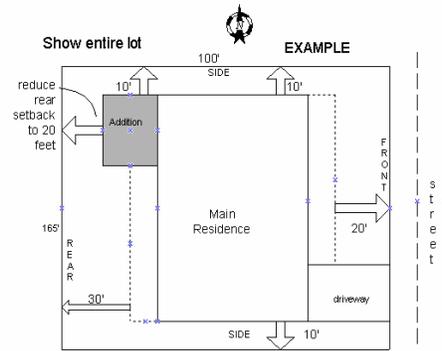
1. **Assessor's map** showing boundaries of subject parcel;
2. **Assessor's property inquiry (APIQ) printout** showing current ownership of subject parcel.
3. **Interpretation fee.**
4. **Sketch plan if applicable** of lot(s) or sign(s) involved with dimensions. If larger than 8 ½ by 11", provide 10 copies of the plan folded to 8 ½ by 11";

These features must be shown on the **sketch plan**:

● **all existing & proposed structures**

- entire lot with dimensions
- arrow showing the north direction
- an adjacent street or roadway
- all easements on property
- access (i.e. driveway) & parking
- distances from structures to property lines & distance between structures & dimensions of all structures
- label property lines & label "front" property line

EXAMPLE



L NOTE: INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

STAFF REVIEW: Upon submittal of a complete application, the interpretation request will be scheduled for the next available meeting (30-45 days).

NOTICE: Staff will give public notice of the proposed interpretation no less than 15 days prior to the public hearing.

PUBLIC HEARING: The applicant or authorized agent shall present information to describe the requested interpretation. Persons who wish to speak to the board regarding the interpretation request may do so during the public hearing.

The Board of Adjustment may uphold or overturn the Chief Zoning Inspector's interpretation.

DECISION LETTER: The applicant will receive a letter specifying the board of adjustment's decision on the interpretation request.

APPEALS: Any person aggrieved by a decision of the board may make an appeal to superior court within 30 days of the date of the action of the board.

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APPLICATION FOR INTERPRETATION

(Please print or type) NO PENCIL

Applicant: _____ Phone: _____
 Applicants Address: _____ City/ St: _____ Zip: _____
 Property Owner: _____ Phone: _____ (if
 other than applicant)
Property Address: _____ **City / St:** _____ **Zip:** _____
 Tax Code Number(s): _____ - _____ - _____ Map# _____ Lot Area: _____ Zone: _____
 Legal Description of property: _____

TYPE OF INTERPRETATION REQUESTED (CHECK ONE):	
<input type="checkbox"/> Interpretation of The Code	<input type="checkbox"/> Appeal of a Decision of the Zoning Inspector
<input type="checkbox"/> Interpretation of a Map	<input type="checkbox"/> Appeal of The Decision of the Grading Technical Review Committee

PLEASE ANSWER THE FOLLOWING IN "COMPLETE" SENTENCES, ATTACH A SEPARATE SHEET IF NECESSARY. (INCOMPLETE STATEMENTS MAY DELAY THE INTERPRETATION HEARING.)

1. What section(s) of the zoning code is (are) in question?

2. State the specific words requiring interpretation or the specific disputed decision.

3. Statement of the interpretation proposed by appellant (applicant)?

ESTIMATED STARTING DATE OF PROJECT _____ ESTIMATED COMPLETION DATE _____

I, the undersigned represent that all the facts in this application are true to the best of my knowledge.

Date: _____ Signature _____ of _____ Applicant / _____ Owner:
 Print Name: _____

Title: _____

Applicant or authorized representative must appear in person at public hearing to present the request; otherwise the case may be dismissed. Please initial here _____.

The following documents are attached:
' **Sketch plan** [provide 1 copy if 8½" x 11" **or** provide 10 copies (folded to 8½" x 11") if larger than 8½" x 11"]., **NO PENCIL DRAWINGS**
' County Assessor's map showing the boundaries of the subject property,
' APIQ print out (County Assessor's print out showing current owner of property),
' Appropriate fee.
' Floor plan that pertains to interior access or use, If required.

FOR OFFICE USE ONLY

Case Title: _____ Co10() 0__ - _____ map(s) _____
OWNER'S NAME - STREET NAME(ex. JONES - E. SPEEDWAY BOULEVARD)

Owner(s): _____, represented by
on property located at _____ in the _____ zone,

requests an interpretation to

Permit application was denied by zoning inspector on _____, 20_____, for the reason that

Section(s) _____ of the Pima County Zoning Code requires(s)

REC'D AT DEVELOPMENT SERVICES - PLANNING DIVISION BY _____ DATE ____/____/____.

* A request for continuance of an advertised application or a change in the original request by an applicant, must be accompanied by an additional fee.