

BOARD OF ADJUSTMENT APPLICATION
PACKET FOR

APPEAL OF A ZONING
ADMINISTRATOR'S
DETERMINATION

Available online but not included with this application

- Fee Schedule
- BA & DRB Process Deadlines and Meeting Schedules
- Mailing Label Request Form
- Posting Requirements and Affidavit

FREQUENTLY ASKED QUESTIONS

Who Considers The Appeal?

The Board of Adjustment is a semi-judicial body comprised of lay people appointed by Mayor and Council to hear and decide on appeals to a determination or interpretation made by the Zoning Administrator. Decisions by the Board of Adjustment can be appealed to the Pima County Superior Court. Given the legal nature of this zoning process it is important that each applicant read and follow the submittal steps exactly as provided in this packet.

How Long Does This Process Take?

The typical Board of Adjustment application process takes from 2-1/2 to 3 months to complete from beginning to end. The B/A application processing time does not include the time DSD Zoning Review Staff needs to review a project plan and generate the final *Unified Development Code (UDC)* compliance review comments required for your application submittal.

What Are The Steps?

1. Obtain a copy of the formal written ZA determination subject to the appeal from the Zoning Administration Division (if you don't have a copy.)
2. [OPTIONAL but strongly recommended.] Obtain official Board of Adjustment mailing labels from PDSZ Zoning Administration Staff, 2nd Floor Offices Public Works Building, 201 North Stone Avenue 837-4948 or 837-4949.
3. [OPTIONAL but strongly recommended.] Using these official mailing labels, per full notice requirements, mail to all affected parties a notice letter, which includes a description of your project, an offer to meet onsite, and information about the Board of Adjustment hearing. Don't forget to get "proof of mailing" when you mail the notices.
4. [OPTIONAL but strongly recommended.] Hold your onsite meeting with those affected parties interested in the application. Provide a sign-in sheet and prepare a summary of what was discussed.
5. Referring to the "Submittal Checklist" assemble the required items for the appeal application submittal.
6. Contact PDSZ Zoning Administration Staff to schedule an appointment for submittal of the appeal application. **Applications may not be dropped off.** You must be present to answer staff questions. Please allow up to 30 minutes for staff to review the application for completeness and acceptance.
7. Attend the Board of Adjustment hearing.

Poorly prepared or incomplete submittals will not be processed and will be returned to the applicant.

For Zoning and Subdivision review, the Unified Development Code (UDC) applies to this application. If you feel the Land Use Code (LUC) should apply, please consult with Zoning review staff. Applicable timeframes can be provided at your request or found in Administrative Manual Sec. 3-02 or found on our website at <http://cms3.tucsonaz.gov/pdsd>. For information about applications or applicable policies and ordinance, please contact Mark Castro at 791-5550.

By state law, we cannot initiate a discussion with you about your rights and options, but we are happy to answer any questions you might have.

APPEAL OF A ZONING ADMINISTRATOR'S DETERMINATION SUBMITTAL REQUIREMENTS

FOR STAFF USE ON FILING DAY

Date Filed: _____ **Case Number: C10-**__ - _____

Reviewed by: _____ **BA public hearing date:** _____

Project Name: _____

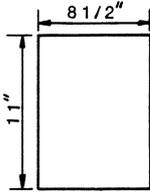
Project Address: _____ **Zone:** _____

- APPEAL APPLICATION FORM**
(Signed by the Appellant or Authorized Agent - include letter of authorization)
- ZONING ADMINISTRATOR'S (ZA) DETERMINATION**
(A copy of the ZA's formal determination letter)
- ATTACHMENTS TO DETERMINATION REQUEST**
(A copy of each document submitted with the request for a ZA determination)
- APPELLANT'S APPEAL ATTACHMENT**
(Arguments and documents in support of appeal)
- PROOF OF APPELLANT'S MAIL NOTICE AND MEETING [OPTIONAL]**
(Provide copy of notice, proof of mailing and summary of meeting)
- 10 COPIES OF SUBJECT PROPERTY SITE PLAN OR TENTATIVE PLAT, FOLDED**
(If applicable to the Zoning Administrator's Determination)
- One (1) 11" x 17" COPY OF SUBJECT PROPERTY SITE PLAN OR TENTATIVE PLAT**
- OTHER:** _____
- BOARD OF ADJUSTMENT ZA APPEAL FILING FEES**
- PIMA COUNTY ASSESSOR'S PROPERTY PRINTOUT**
(For the subject property)
- PIMA COUNTY ASSESSOR'S LOT AND BLOCK MAP**
(For the subject property)

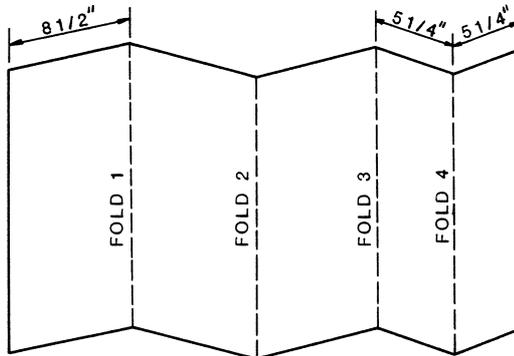
SUBMITTAL COMMENTS BY STAFF: _____

STEP 1

Using an 8 1/2" X 11" size sheet of paper as a guide, make folds 1, 2, and 3.



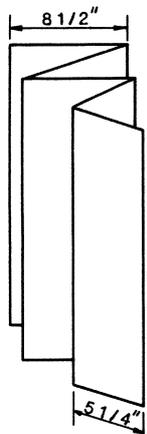
This instruction sheet is 8 1/2" X 11" size.



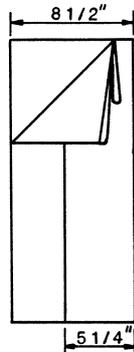
STEP 2

Fold the remaining 10 1/2" in half; this completes fold number 4.

STEP 3

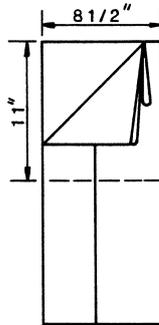


With the 5 1/4" fold to the right

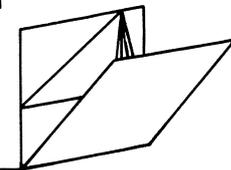


Fold down the corner, all but the last panel.

STEP 4

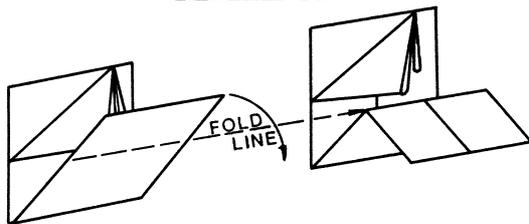


FOLD LINE



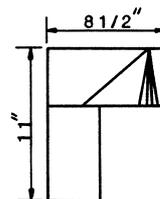
Fold the lower portion up.

STEP 5



Fold the front part in half.

STEP 6



The folded print should be 8 1/2" X 11".