

what you
need to
know about....

Where do I begin?

If the property is located within Glendale city limits, your first step is to submit a service request with the Development Services Center, located on the second floor of City Hall (5850 West Glendale Avenue). A Development Services Center staff member can help you submit the request and will ask you for information regarding the project, including a contact name and address and the details of the request.

You will also be asked the address or location of the property in question. After your request is submitted, it will be assigned to a planner and you will be contacted within five working days* to schedule a pre-application meeting to discuss your proposal.



What is administrative relief?

Each building in the city has development standards, such as, but not limited to, building and fence heights, building setbacks, and parking ratios as established by the Glendale City Council. When there is a need to deviate from a standard, it is called a variance (see variance brochure for additional information). However, the Zoning Ordinance also has a provision for administrative relief.

The Planning Director may authorize administrative relief to a property owner of up to ten (10) percent of any development standard unless specifically restricted elsewhere in the Zoning Ordinance. Administrative relief is property specific and subject to a site plan.

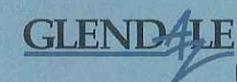
A typical administrative relief request may be to reduce a side building setback for a room addition on a house. If the zoning district requires a 10-foot side yard setback, administrative relief may be requested for up to 10% of the development standard, or nine feet.



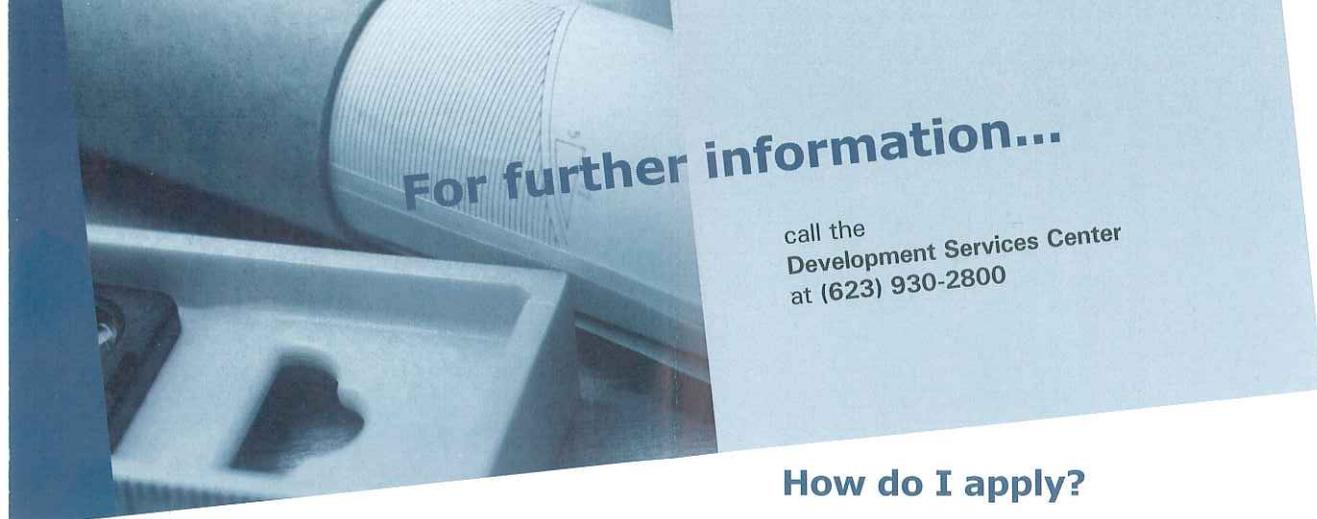
More information can be obtained by calling (623) 930-2800 between 8 a.m. and 5 p.m., Monday through Friday

Note: The information in the pamphlet summarizes portions of the Glendale Zoning Ordinance. Copies of the Zoning Ordinance are available for purchase at the Development Services Center or can be accessed at the city's web site at www.glendaleaz.com

City of Glendale
Planning Department
5850 West Glendale Avenue
Suite 212
Glendale, Arizona 85301
(623) 930-2800



Administrative
Relief



For further information...

call the
Development Services Center
at (623) 930-2800

When is administrative relief needed?

Administrative relief is permitted for development if the following criteria are met:

- An application by the property owner, on a form prescribed by the Planning Director, and fee has been submitted.
- Notice, by first-class mail, postmarked at least five (5) days prior to the determination to adjacent property owners determined by the Planning Director as potentially affected by the request.
- The proposed improvement requiring relief will not be detrimental to the property requesting relief, any adjacent property, or the city.
- The relief granted is the minimum required to meet the needs of the proposed improvement.
- The relief shall not be contrary to the purpose and intent of the Zoning Ordinance.



How do I apply?

Your assigned planner will contact you to schedule a planner pre-application meeting. At this meeting, the planner will explain the administrative relief processes, hand out the application, and go over the submittal requirements.



What items are necessary to submit for administrative relief?

The planner will let you know what items are required as part of the application. At a minimum, you will need the following:

- Completed application form (original – no faxed copies)
- Project narrative
- Legal description
- Parcel map
- Assessor's parcel number
- Deed/Title
- Property owner's list (those notified of your intent to apply)

- Site plan
- Floor plan
- Building elevations
- Filing fee

Your planner may require additional items based on the project proposed. Your planner will also determine the number of copies needed for each of the plans listed above.



How long does the administrative relief process take?

When your administrative relief application is submitted, it will be reviewed for completeness to make sure all items needed to process the application are included. This review can take up to ten (10) working days.* The applicant will then receive a letter stating that the application is complete, or a letter noting which items are outstanding. Once the application is complete, it will be forwarded to the assigned planner for processing.

For most projects, the administrative relief process takes approximately ten (10) business days from the time the application is deemed complete.



How much does administrative relief cost?

A current fee schedule indicating application fees for both residential and commercial properties is available in the Planning Department at the Development Services Center.



What if the administrative relief is denied?

Your planner will work with you to create an approvable project, rather than one that may be denied. However, if the administrative relief is denied, the applicant has two options.

First, the plans may be changed to comply with the development standard.

Second, the applicant may file a variance request and be heard before the Board of Adjustment. See the variance brochure for additional information about this process.

*Working days are defined as days that City Hall is open for business.