

what you
need to
know about....

Where do I begin?

A service request must be submitted to the Planning Department. Service request forms are available at the Development Services Center, located on the second floor of City Hall. Once you have come to the center and submitted your request, you will be scheduled for a pre-application meeting with a city planner to discuss your proposal. The Planning Department will contact you with the date and time of your meeting.

At the pre-application meeting, the planner will explain the variance process, which will include the information necessary to complete the application. The planner also will explain the Citizen Participation process.



What is a variance?

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 the standard, it is called a variance. Different standards may apply in different zoning districts. On some parcels of property, it may be extremely difficult to comply with the city standards. And as a result, a variance from these standards may be allowed.

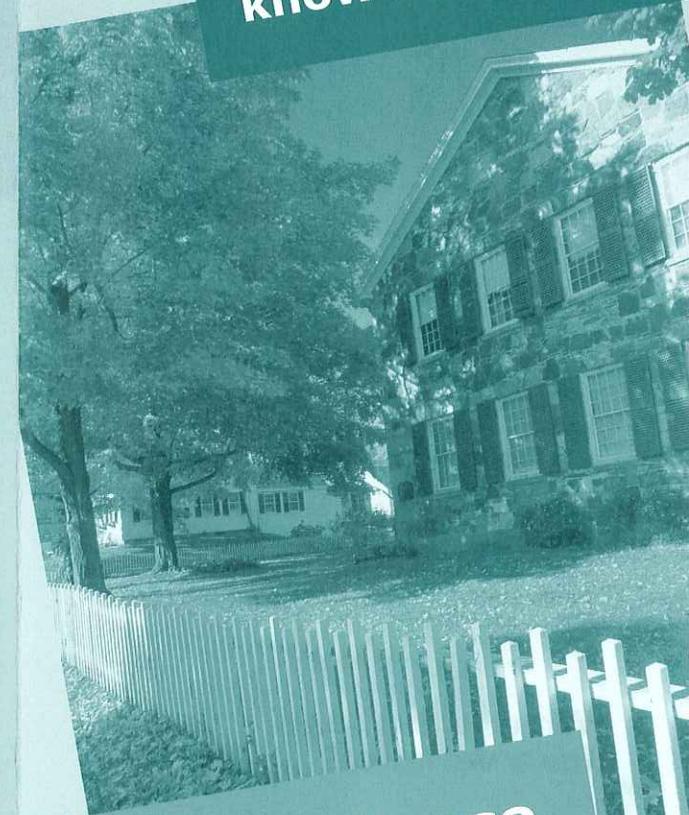
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More information can be obtained by calling **(623) 930-2800** between 8 a.m. and 5 p.m., Monday through Friday.

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

Variance Process



For further information...

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

When is a variance needed?

A variance is normally requested for lots with unique physical conditions — lot sizes, unusual shapes, difficult topography and existing structures.

Typical variances could be for building setbacks (the distance from the structure to the property line), lot coverage (total square footage allowed for structure), fence height or building height.



What is the basis for a variance?

- A variance is granted based on some level of hardship related to the property or zoning ordinance.
- A variance cannot be granted to allow a use that is not legally permitted in the zoning district.
- A variance is property specific subject to a site plan.



What are the steps to getting approval?

Once the Citizen Participation process has been completed, the variance request will be scheduled for review at a Board of Adjustment public hearing. The purpose of the hearing is to determine if your proposed variance is consistent with Glendale's Zoning Ordinance requirements and all applicable state laws.

The Glendale Board of Adjustment must determine the following, based on evidence in the record prior to granting a variance:

- There are special circumstances or conditions applicable to the property including its size, shape, topography, location, or surroundings that were not self imposed by the owner.
- Due to the special circumstances, the strict application of the Zoning Ordinance would deprive the property of privileges enjoyed by other properties in the same classification in the same district.

- The variance is the minimum necessary to alleviate the property hardship
- Granting the variance will not have a detrimental effect on the property, adjoining property, the surrounding neighborhood, or the city in general.

Prior to the public hearing, a notice will be posted on or near the property in at least one location by the Planning Department. The posting will be placed on the property at least 15 days prior to the scheduled hearing date and a notice will be mailed to nearby property owners who may be affected.

At the public hearing, the applicant should be prepared to explain the request. Written and oral arguments for and against the application by neighbors and other interested parties also will be considered. The Board of Adjustment will review the information presented, make a determination and report the findings.



How much does a variance cost?

A current fee schedule for both residential and commercial variances is available in the Community Development Department at the Development Services Center.



What if the variance is denied?

If the variance request is denied, the applicant has three options. First, the plans may be changed to comply with the development standards. Second, a request to appeal the decision of the Board of Adjustment may be made to the Glendale City Council. Lastly, a request to appeal the decision can be made to the Arizona State Superior Court. If you decide to appeal the Board's decision to the City Council, a written notice, with the appeal fee, must be submitted to the Planning Director within 15 days of the Board of Adjustments decision.

It is important to note that even neighbors or adjoining property owners can appeal a decision in an applicant's favor during the same time period. The City Council reviews the record of the variance, and may choose to uphold, modify or reverse the decision of the Board of Adjustment.