





Town of Queen Creek  
 Development Services Department  
 22358 S. Ellsworth Rd.  
 Queen Creek, AZ 85142-9311  
 480-358-3003

# VARIANCE/ PLANNING ADMINISTRATOR APPEAL SUBMITTAL CHECKLIST

## VARIANCE SUBMITTAL CHECKLIST

**PLEASE RETURN THIS FORM WITH YOUR SUBMITTAL. SUBMITTALS WITHOUT THE INFORMATION BELOW ARE CONSIDERED INCOMPLETE AND WILL NOT BE ACCEPTED.**

Project Narrative that addresses the following:

- The problem
- The section of the Zoning Ordinance in question
- The type of variance request (if applicable)
- The special circumstances or conditions (i.e., size, shape, topography, location, or surroundings) of the property that does not exist on other property in the zoning district
- How the ordinance deprives the applicant of rights commonly enjoyed by other properties in the same zoning district
- How the variance will not grant special privileges to the applicant that is denied to others in the same zoning district

If seeking Planning Administrator Appeal:

- Letter (hard and digital copy) describing why you are seeking the appeal and what are the reasons for your disagreement with the Planning Administrator

Site Plan \_\_\_\_\_

Preprinted Mailing Labels \_\_\_\_\_

Application Fees \_\_\_\_\_

## FEES

Variance:

Residential Minor = \$100

Residential Standard = \$500

Commercial = \$1,000

Zoning Administrator Appeal = \$300

**Total Fees: \$ \_\_\_\_\_**

**NOTE: ALL FEES ARE NON-REFUNDABLE**

ARS 9-834. Prohibited acts by municipalities and employees; enforcement; notice A. A municipality shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or code. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition. B. Unless specifically authorized, a municipality shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable. C. This section does not prohibit municipal flexibility to issue licenses or adopt ordinances or codes. D. A municipality shall not request or initiate discussions with a person about waiving that person's rights. E. This section may be enforced in a private civil action and relief may be awarded against a municipality. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against a municipality for a violation of this section. F. A municipal employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the municipality's adopted personnel policy. G. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02. Per A.R.S. 9-495, in any written communication between the Town and a person, the Town shall provide the name, telephone number and email address of the employee who is authorized and able to provide information about the communication if the communication does any of the following: demands payment of a tax, fee, penalty, fine or assessment, denies an application for a permit or license that is issued by the Town, or requests corrections, revisions or additional information or materials needed for approval of any application for a permit, license or other authorization that is issued by the Town. An employee who is authorized and able to provide information about any communication that is described above shall reply within five business days after the Town receives that communication.