

<b>CASE NO.</b> _____
<b>Accepted by:</b> _____
<b>Date:</b> _____
<b>Acct #</b> _____
<b>Fees:</b> _____
STAFF USE ONLY

**ADMINISTRATIVE RELIEF APPLICATION**  
**(Incomplete applications will not be accepted)**

<b>PROJECT INFORMATION (Completed by Applicant)</b>			
<b>Development/Project Name:</b>			
Address/Location:			
Parcel Number(s):	Gross Area (Acre/sq. ft.):	Net Area (Acre/sq. ft.):	Zoning:
Section:			
Township:			
Range:			
<b>APPLICANT INFORMATION (Single point of contact)</b>			
Name:		Company:	
Address:			
City:		State:	Zip Code:
Phone Number:		E-mail address:	
<b>PROPERTY OWNER</b>			
Name:		Company:	
Address:			
City:		State:	Zip Code:
Phone Number:		E-mail address:	
Review times in accordance with <a href="#">SB 1598 Policy</a>			

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Property Owner: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Project Manager: \_\_\_\_\_

Date: \_\_\_\_\_

**Development Services Department**  
11465 W. Civic Center Drive, Avondale, AZ 85323 • Phone (623) 333-4000 • Fax (623) 333-0400 • TDD (623) 333-0010  
[www.AvondaleAZ.gov/Developmentservices](http://www.AvondaleAZ.gov/Developmentservices)

Per A.R.S. § 9-495, an employee able to provide additional information is available at 623-333-4000 and [EmailDevelopmentServices@avondalez.gov](mailto:EmailDevelopmentServices@avondalez.gov). All inquiries will receive a response within five business days. Please refer to the notice on the last page of this document.

## **ADMINISTRATIVE RELIEF SUBMITTAL CHECKLIST & ACKNOWLEDGEMENTS**

**I acknowledge that the following items are required for the processing of my application with the City of Avondale Development Services Department. I understand that the application will be not accepted without the following items and that the City of Avondale reserves the right to request additional information supplementary to this list:**

- Completed Application with both the applicant's and owner's original signatures on the Planning Application.
- Fees:  Administrative Relief (Residential – One Lot): \$211  
 Administrative Relief (Residential – Multiple Lots): \$474  
 Administrative Relief (Commercial): \$474
- Project narrative. The narrative needs to describe in detail the request for Administrative Relief and how the request meets the following required findings:
  - Overview of the request for an Administrative Relief.
  - The proposed improvement requiring relief will not be detrimental to the property requesting relief, any adjacent property, or the City as a whole.
  - The relief requested is needed due to the unusually small size or irregular shape of the parcel.
  - 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.
- Site plan – 24"x36" drawn to scale.
- Other: \_\_\_\_\_

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**NOTICE:** By participating in any correspondence, telephone conversation, discussion, meeting, or any other communication with an Avondale employee, you agree and acknowledge that: (1) any information provided in a format other than a formal written determination by the designated Zoning Administrator is preliminary in nature and shall not be relied upon for any purpose by the recipient or any other person or entity; (2) any information provided by an Avondale employee is not the equivalent of a title report or a real estate survey; (3) you are responsible for independently researching and verifying the information; (4) an Avondale employee is not authorized to bind the City of Avondale in any manner, except by formal Zoning Administrator determination; and (4) any error, omission, incorrect information, or false information provided by an Avondale employee shall not give rise to any liability on behalf of the City of Avondale.