



CASE NO. _____
Accepted by: _____
Date: _____
Acct # 101-5400-00-4458
Fees: _____

APPLICATION FOR ADMINISTRATIVE RELIEF

(incomplete applications, including checklist, will not be accepted)

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

**ADMINISTRATIVE RELIEF
SUBMITTAL CHECKLIST**

I acknowledge that the following items are required for 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.

		DELIVERABLES
YES	NO	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Completed Planning Application
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Applicant's and owner's signatures on Planning Application
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fees: <input type="checkbox"/> Residential: \$205 <input type="checkbox"/> Commercial: \$460 Filing Fee: \$_____ - Team Pre-application (if applicable) = \$_____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Property ownership map and list within 1,000 feet of the site in Excel format – see attached
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Affidavit - property owners list – see attached
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Legal description of property on separate 8½"x11" sheet (4 copies)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Title report (2 copies)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Project narrative (5 copies)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site plan – 24"x36" folded to 9"x12" and drawn to scale (5 copies)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Building elevations – 24"x36" folded to 9"x12" and drawn to scale (5 copies)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Each item on the checklist scanned to disc or flash drive in PDF format, with label and date (1)
Review times in accordance with SB 1598 Policy .		

Signature: _____ Printed Name: _____
Company: _____ Date: _____

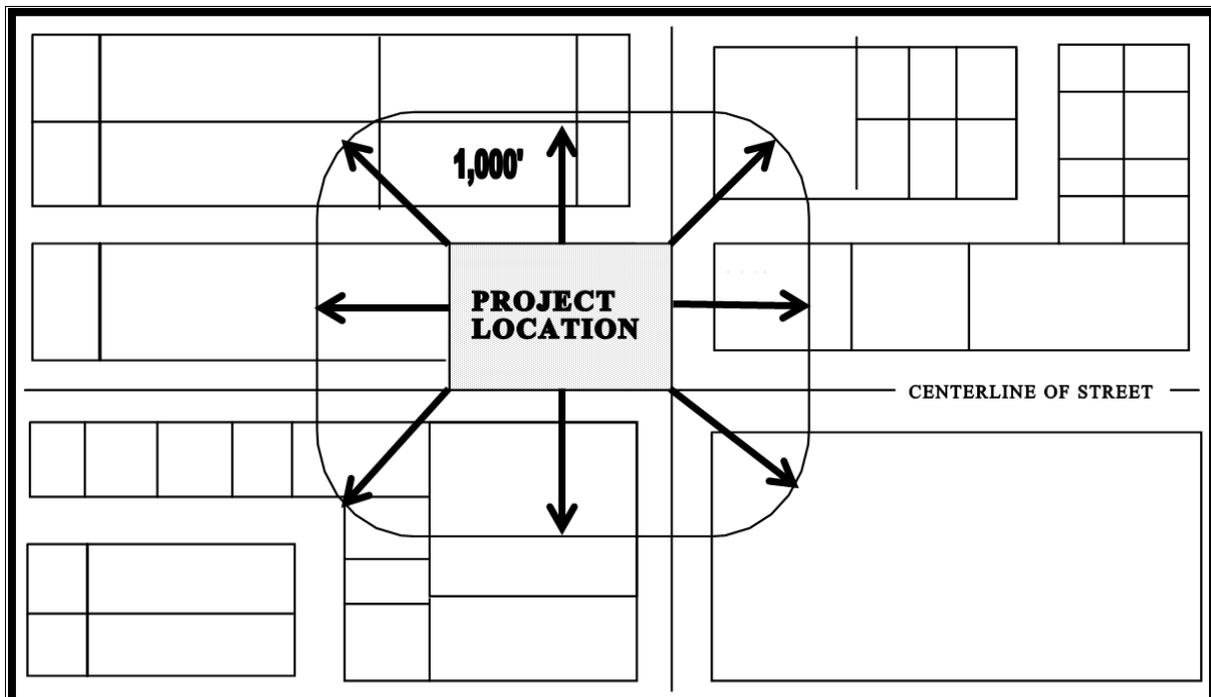
If you have any questions regarding items on this checklist, please contact your project planner.

INSTRUCTIONS FOR PROPERTY OWNERSHIP LIST AND MAP

1. Obtain names and addresses of property owners within 1,000 feet of the site from the Maricopa County Assessor's Office, <http://www.maricopa.gov/assessor/gis/map.html> or from a title company using the last declared record of owner.
2. Provide the names and addresses in electronic format labels (Excel worksheet), exactly as shown below. Verify information is correct and complete.

	A	B	C	D	E	F	G
1	APN	Owner	MAIL_ADDR1	MAIL_CITY	MAIL_STATE	MAIL_ZIP	MAIL_COUNTRY
2	10231375	2013-1 IH BORROWER LP	901 MAIN ST STE 4700	DALLAS	TX	75202	USA
3	10231126	A AND S CORPORATION	10450 W MCDOWELL RD STE 101	AVONDALE	AZ	85392	USA
4	10231415	ABDO STEPHEN P/ELIZABETH M TR	25291 DERBYHILL DR	LAGUNA HILLS	CA	92653	USA
5	10231127	AMERICAN MINI STORAGE - AVONDALE LLC	729 QUIET HILLS FARM RD	ESCONDIDO	CA	920297309	USA

3. Prepare a parcel map showing subject property and all parcels within 1,000 feet according to the County Assessor's Office or Title Company. See typical map below.
4. Where land that is the subject of a proposed change abuts or affects adjacent municipalities or unincorporated areas of the county, copies of the notice postcards shall be transmitted by City staff to the planning agency of the appropriate jurisdiction.
5. Where a Homeowners' Association (HOA) is within the 1,000-foot radius of the proposed project, copies of the notice postcards shall be transmitted by City staff to the appropriate HOA address.



Please include a narrative that provides an overview of the request for Administrative Relief and how the request meets the following required findings:

1. Overview of the request for an Administrative Relief.
2. The proposed improvement requiring relief will not be detrimental to the property requesting relief, any adjacent property, or the City as a whole.
3. The relief requested is needed due to the unusually small size or irregular shape of the parcel.
4. The relief granted is the minimum required to meet the needs of the proposed improvement.
5. The relief shall not be contrary to the purpose and intent of the Zoning Ordinance.