



**CITY OF PRESCOTT
COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING DIVISION
201 S. Cortez, Prescott, AZ 86301 (928) 777-1356**

TOPOGRAPHIC EXCEPTION APPLICATION

TP# _____

Current Assessor's Parcel Number (s)(APN): _____

Site Address: _____

Township _____ Section _____ Range _____ Zoning: _____

		<i>For Staff Use Only</i>
Owner Name & Address: _____ _____ _____ Phone: _____		Date Received: _____ Taken In By: _____
Applicant/Agent Name & Address (If different than property owner, Agent letter must accompany submittal): _____ _____ _____ Phone: _____		Date Application Complete: _____ Date Approved: _____ Date Denied: _____ Planner: _____

1. Attach a site plan drawn to scale showing the address of the property, assessor's parcel number, contour lines at a minimum of 2-foot intervals, unusual property features such as rock outcrops, north arrow, street location, property lines with dimensions, left side, center and right side elevation points and distances of the property, with the mathematical calculations used to complete #2 below.

2. Please complete the following: (*NOTE: This does not substitute for the calculations shown on the site plan*)

Left Side: A change in elevation of _____ ft. in a _____ ft distance which equals _____ % slope. (a)
 Center: A change in elevation of _____ ft. in a _____ ft distance which equals _____ % slope. (b)
 Right Side: A change in elevation of _____ ft. in a _____ ft distance which equals _____ % slope. (c)

The average change in elevation on the lot is $(a) + (b) + (c) \div 3 =$ _____ %

NOTE: The average horizontal distance must be greater to or equal to 20% to obtain approval.

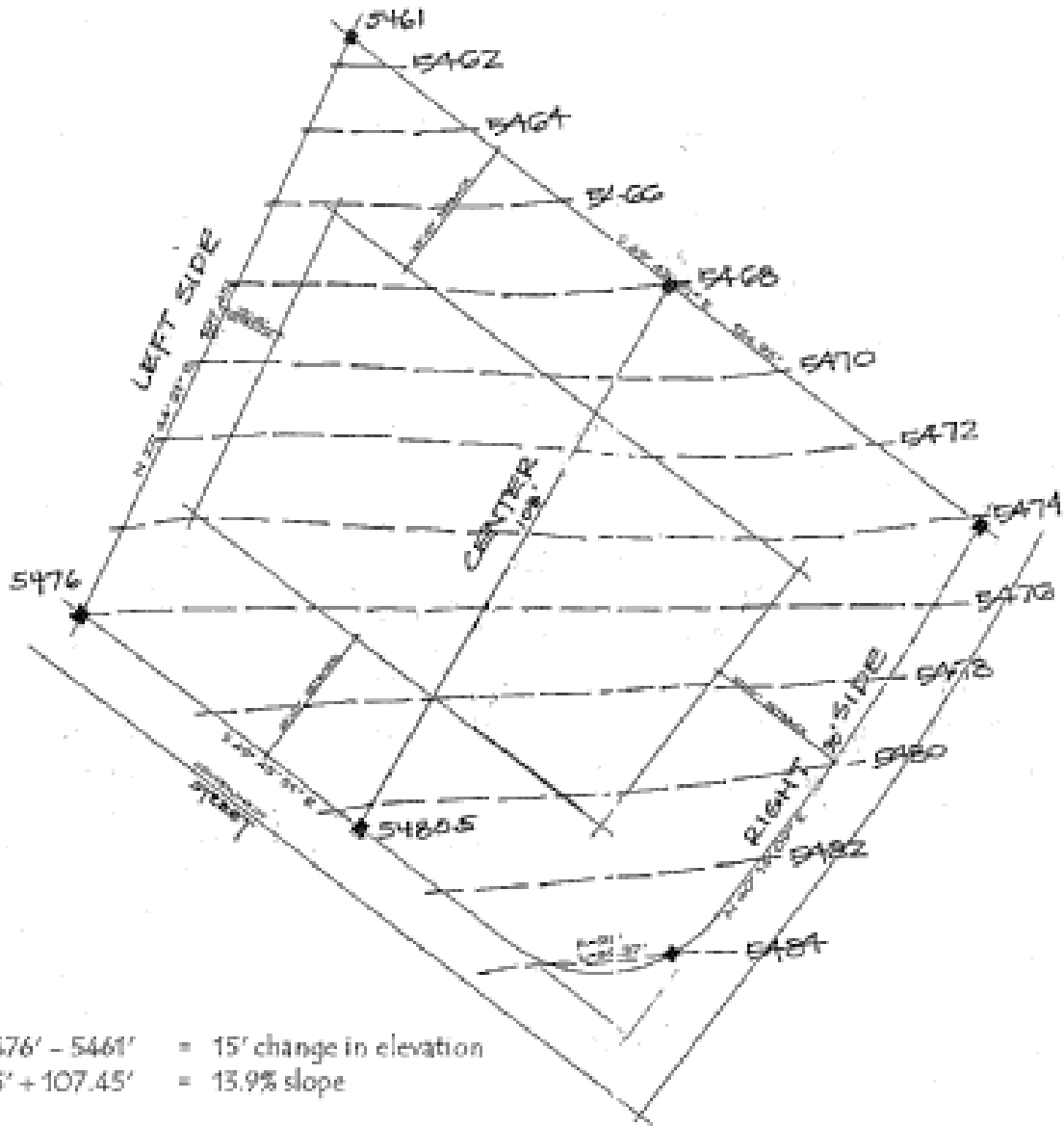
Has an Administrative Adjustment been applied for and/or granted on this parcel? _____ Yes _____ No

Name	Signature	Date
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EXAMPLE

This property would not qualify for the Topographic Exception because the change in elevation is not equal to or greater than 20%.

$$(13.9\% + 11.6\% + 10\% = 35.5\% \div 3 = 11.8\%)$$



Left: $5476' - 5461' = 15'$ change in elevation
 $15' \div 107.45' = 13.9\%$ slope

Center: $5480.5' - 5468' = 12.5'$
 $12.5' \div 108' = 11.6\%$

Right: $5484' - 5474' = 10'$
 $10' \div 90' = 11\%$



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ADMINISTRATIVE ADJUSTMENT SUBMITTAL REQUIREMENTS

Purpose. Administrative adjustments are intended to provide flexibility with respect to the numerical standards of the LDC and the General Development Standards of Article 6 where development is proposed that would be:

- A. Compatible with surrounding land uses;
- B. Harmonious with the public interest; and
- C. Consistent with the purposes of the LDC.

Applicability. Pursuant to the requirements of LDC 9.16, the Community Development Director may authorize adjustment of:

- A. Up to 10 percent from any numerical standard related to height, bulk, setback or lot coverage; and
- B. Outdoor lighting standards of Sec 6.11.

Any numerical adjustment request greater than 10 percent shall be treated as a Variance handled by the Board of Adjustment pursuant to the requirements of Section 9.13, Variances. Outdoor lighting standards adjustments that do not meet or exceed the applicable standard in the opinion of the Community Development director shall be treated as a Variance handled by the Board of Adjustment pursuant to the requirements of Section 9.13, Variances.

Application Process.

- A. Application Submittal.** A complete application for an administrative adjustment shall be submitted to the Community Development Director as set forth in Section 9.1.3, Applications Forms and Fees, and Section 9.1.5, Application Completeness.
- B. Public Notification.** Upon receipt of a complete application, at a minimum, public notices shall be mailed to adjacent property owners with the Community Development Directors discretion to notice farther when warranted. Additional notice may also be provided to parties having specific interest in the matter in accordance with the provisions of Section 9.1.10, Additional Notice.
- C. Community Development Director Action.** The Community Development Director shall approve, approve with conditions or deny the application. A written notification of the decision shall be mailed, or otherwise provided, to the applicant.
- D. Written Decision.** The decision to approve or approve with conditions, or deny shall be communicated in writing to the applicant within 15 days from the decision.

Administrative Adjustment Criteria. To approve an application for an administrative adjustment, the Community Development Director shall consider the following criteria:

- A. Granting the adjustment will ensure the same general level of land use compatibility as the otherwise applicable standards;
- B. Granting the adjustment will not materially and adversely affect adjacent land uses and the physical character of uses in the immediate vicinity of the proposed development because of inadequate buffering, screening, setbacks and other land use considerations;
- C. Granting the adjustment will be generally consistent with the purposes and intent of the LDC; and
- D. Granting the adjustment will be based on the physical constraints and land use specifics, rather than on economic hardship of the applicant.

Referral to the Board of Adjustment. In the event that the Community Development Director denies the administrative adjustment, the applicant may seek a Variance from the Board of Adjustment in accordance with the provisions of Section 9.13, Variances.

Topographic Exceptions. The Land Development Code (Section 2.7.D.7.b.) permits a maximum reduction of 10 feet from the otherwise applicable front or rear setback when the average slope of the lot is 20% or greater. NOTE: Only one setback reduction may be granted administratively.