



City of Somerton
Community Development Department
143 N. State Ave., P.O. Box 638
Somerton, AZ 85350
Office: (928) 722-7370
FAX: (928) 627-2707

APPLICATION FORM

- ☐ REZONING ☐ CONDITIONAL USE PERMIT ☐ APPEAL
☐ SUBDIVISION ☐ TEXT AMENDMENT ☐ VARIANCE
☐ LOT SPLIT/TIE ☐ GEN.PLAN/MAP AMENDMENT ☐ OTHER _____
☒ **MINOR MODIFICATION** (Residential) (Non-Residential)

☐ The subject proposal is/is not located in the 65/70/75 noise contour(s) and the High Accident Potential Zone(s) of the Marine Corps Air Station-Yuma/Yuma International Airport.

Case Number: _____

Hearing Date: _____

SUBJECT PROPERTY INFORMATION

Address:	Current Zoning:
Assessor Parcel Number:	Proposed Zoning:
Area (acres/sq.ft.):	Current Use:
Request:	Proposed Use:

PROPERTY OWNER / AGENT INFORMATION

Property Owner(s) Name:	Agent's Name:
Address:	Address:
City: State: ZIP:	City: State: ZIP:
Phone: FAX:	Phone: FAX:
E-Mail:	E-Mail:
I affirm that I am the owner of record of the subject property. If an agent is named, I hereby authorize that person to act in my behalf in matters relating to this application. <u>OWNER SIGNATURE IS MANDATORY:</u>	I hereby declare that all of the information contained in this application is true and correct to the best of my knowledge and belief. I acknowledge the errors in this application may delay review.
Property Owner's Signature Date	Agent's Signature Date

FOR OFFICE USE ONLY

Fee: \$250.00	GL Acct #: 10-34-05
☐ Approved ☐ Denied By: Saul Albor	

PROJECT APPLICATION AND CASE REVIEW PROCESS

1. **Pre-Development Meeting with staff:** We strongly suggest you set up a pre-development meeting with the planning staff to find out if there are any zoning, engineering, fire safety or technical issues which could prevent your application from being accepted or which could add unforeseen expense to your project. Please call the Community Development Department at (928) 722-7370 or FAX (928) 627-3794 to schedule your appointment.
2. **Mandatory Pre-Application Review Meeting:** Once you have completed your application, please schedule an appointment with the planning staff. At this meeting, the application will be reviewed for completeness. This meeting should be scheduled several working days prior to the submittal deadline.
3. **Submittal of Application:** Applications must be submitted on / by specific days for scheduling on a City Board of Adjustment, City Council or Planning & Zoning Commission Agenda. A list of meeting dates and application submittal deadlines can be obtained from the Community Development Department. You or your agent must submit your completed application PRIOR TO the deadline date.
4. **Staff Research / Public Notification:** The Community Development Staff will perform background research and will contact various agencies and departments to ask for comments about your application. Also, property owners within 300 feet may be notified for certain applications and a legal advertisement will be placed in the Yuma Daily Sun for the public at large.
5. **Meeting – To Review Preliminary Staff Report:** Once the preliminary staff report is completed, the planning staff will arrange to meet with you. At this meeting, their recommendation is presented and discussed. You are given several days after this meeting to provide any new information you may have before the staff completes the Final Staff Report.
6. **Final Staff Report:** Once the Final Staff Report is completed, a copy is delivered to the applicant and appropriate Commission, City Council or Board about seven days prior to the meeting where it will be presented. Upon request, any member of the public or the media may also examine this report.
7. **Public Hearing / Meeting:** A Public Hearing / Meeting is held by the Commission, City Council or Board to vote on your application. At this hearing, you or your agent may speak. Members of the public will also be invited to give their opinion regarding your application per the legal advertisement that was published.
8. **Board or Commission Decisions:** For Variances or Appeals, the Board of Adjustment makes the final decision. For Rezoning, Road/Alley Abandonment and Subdivisions, the Planning and Zoning Commission makes recommendations to City Council who make the final decision. For Conditional Use Permits, the Planning and Zoning Commission makes the final decision.
9. **City Council Decisions:** The City Council will hold its own public hearing if a protest is received about a rezoning, abandonment or subdivision application.

MINOR MODIFICATION PERMIT APPLICATION CHECKLIST

- ✓ **APPLICATION.** Please print or type the information requested on the application.
- ✓ **SITE PLAN.** Please provide a 24"x36" reproducible drawing at an appropriate scale showing the size and shape of the property, all existing buildings, fences, easements, setbacks with distance to all property lines. Specify the minor modification(s) requested.
- ✓ **ADJACENT PROPERTY OWNERS CONSENT FORM.** Signatures of consent of **all** adjacent property owners, whether or not separated by public-rights-of-way are required. If all adjacent property owners do not consent to the proposed use, the applicant may apply for a Variance Permit.
- ✓ **SUPPLEMENTARY INFORMATION.** Please provide any additional information to lend support to your request, including reasons for granting the application.
- ✓ **APPROPRIATE FILING FEE.**



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MINOR MODIFICATION PROPERTY OWNER CONSENT FORM

I, _____ request the following minor modification for the
Property Owner

property located at _____.

VARIANCE REQUEST (Site Section of Zoning Code):

Adjacent Property Owners

We the undersigned adjacent property owners have no objection to and support the
aforementioned Minor Modification request by: _____.

Name: _____ Address: _____ Parcel ID: _____ Date: _____ Signature: _____	Name: _____ Address: _____ Parcel ID: _____ Date: _____ Signature: _____
Name: _____ Address: _____ Parcel ID: _____ Date: _____ Signature: _____	Name: _____ Address: _____ Parcel ID: _____ Date: _____ Signature: _____
Name: _____ Address: _____ Parcel ID: _____ Date: _____ Signature: _____	Name: _____ Address: _____ Parcel ID: _____ Date: _____ Signature: _____
Name: _____ Address: _____ Parcel ID: _____ Date: _____ Signature: _____	Name: _____ Address: _____ Parcel ID: _____ Date: _____ Signature: _____



Departamento de Desarrollo Comunitario
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FORMULARIO DE CONSENTIMIENTO DEL PROPIETARIO MODIFICACIÓN MENOR

Yo, _____ solicito la siguiente modificación menor para la
Propietario/Solicitante

propiedad ubicada en _____.

SOLICITUD DE VARIANZA (Solicitante, claramente explique la solicitud):

Propietarios de Propiedades Contiguas

Si todos los propietarios de propiedades contiguas no dan su consentimiento para el uso propuesto, el solicitante puede solicitar un permiso de varianza.

Nosotros los propietarios de propiedades contiguas abajofirmantes no tenemos objeción y apoyamos la mencionada solicitud de modificación menor. Entendemos que contamos con 10 días del calendario a partir de esta fecha para retirar nuestras firmas. Despues de los 10 días del calendario, el proceso seguira su curso por Codigo de Zonificación 6.10 de la Ciudad de Somerton.

Nombre: _____ Dirección: _____ ID de Parcela: _____ Fecha: _____ Firma: _____	Nombre: _____ Dirección: _____ ID de Parcela: _____ Fecha: _____ Firma: _____
Nombre: _____ Dirección: _____ ID de Parcela: _____ Fecha: _____ Firma: _____	Nombre: _____ Dirección: _____ ID de Parcela: _____ Fecha: _____ Firma: _____
Nombre: _____ Dirección: _____ ID de Parcela: _____ Fecha: _____ Firma: _____	Nombre: _____ Dirección: _____ ID de Parcela: _____ Fecha: _____ Firma: _____
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