



VARIANCE PROCEDURAL GUIDE

General Information

This procedural guide is intended to be used in conjunction with Arizona Revised Statutes 9-462.06, as well as with Chapter 17-2, Section 2 of the Marana Town Code.

A variance is intended to grant a property owner a permanent exception to a particular regulation or standard within the zoning ordinance. The special circumstances and hardships justifying a variance must apply to the property and not to the applicant. A variance cannot be granted if the special circumstances applicable to the property are self-imposed by the property owner.

Pre-application Meeting

The variance submittal will be discussed at a pre-application meeting, which is required for any development submittal in order to assist the owner or applicant with the project and review procedures. Submittal fees will be in accordance with the applicable fee schedule. Please call (520) 382-2600 to schedule the pre-application meeting.

Approval Process

A complete application must be received a minimum of eight (8) weeks prior to a scheduled Board of Adjustment hearing. Upon receipt of a complete application, staff will distribute the submittal to required departments and agencies for review.

The applicant shall be responsible for submitting revised plans and/or additional documents to the planning staff upon request.

The planning staff will schedule the variance application for a public hearing before the Board of Adjustment and will notify the applicant of the date and time of the hearing.

At the public hearing, the Board of Adjustment will request a brief presentation from the planning staff. The applicant will have an opportunity to provide a brief presentation and address any questions presented by the Board. The public will also have the opportunity to address the Board regarding the application.

The Board of Adjustment will determine whether or not the findings of fact support a decision to grant or deny the request.

- Special circumstances are inherent to the property pertaining to its size, shape, topography, location, or surroundings that deprive the property of privileges enjoyed by other properties of the same classification in the same zoning district.
- Approval of the variance is necessary to ensure the preservation of privileges and rights enjoyed by other property of the same classification in the same zoning district without constituting a grant of special privileges inconsistent with the limitations upon other properties in the vicinity and zone.
- The special circumstances applicable to the property may not be self-imposed or created by the owner.
- The granting of a variance shall not be materially detrimental to persons residing or working in the vicinity, adjacent property, or to the public welfare in general.



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The findings of the Board of Adjustment will be documented by planning staff and provided to the applicant within two (2) weeks of the Board of Adjustment action.

Appeals of any decision of the Board of Adjustment may be made directly to the Pima County Superior Court within 30 days after the Board has rendered its decision. Rulings not appealed within 30 days are final.