



City of Flagstaff

Community Development Division

211 W. Aspen Ave
Flagstaff, AZ 86001

P: (928) 213-2613
F: (928) 213-2609

www.flagstaff.az.gov

Date Received		Request for Zoning or Subdivision Code Interpretation		File Number
Property Owner(s)		Title	Phone	Email
Mailing Address			City, State, Zip	
Applicant		Title	Phone	Email
Mailing Address			City, State, Zip	
Property Interest of Applicant(s) (Owner, contractual interest, or agent)				
Site Address			City, State, Zip	
Parcel Number(s)			Zoning District	
Present Use				
Date of previous application (if any):				

Fees: Applicant shall submit the any fee as established in Appendix 2 (Planning Fee Schedule) of the Zoning Code.
Fees are non-refundable unless determined by the City to have been collected in error.

Note: Applications which are incomplete or not accompanied by the required information will not be accepted.

Property Owner Signature *:	Date:	Applicant Signature* :	Date:
------------------------------------	--------------	-------------------------------	--------------

For City Use

Date Filed: _____	File #: _____
Hearing Date: _____	Publication and Posting Date: _____
Fee Receipt #: _____	Amount: _____ Date: _____
Action by Board:	
Hearing Date:	Cross Reference Numbers:
<input type="checkbox"/> Approved _____	IDS: _____
<input type="checkbox"/> Approved with Conditions _____	P&Z: _____
<input type="checkbox"/> Denied _____	
<input type="checkbox"/> Continued _____	

See reverse side for additional information

City of Flagstaff Community Development Division

211 W Aspen Avenue, Flagstaff, AZ 86001 | Phone: (928) 213-2619 | Fax (928) 213-2609 | www.flagstaff.az.gov

Request for Zoning or Subdivision Code Interpretation

Page 1 of 3

Revision Date: 09/20/2019



Request for Zoning or Subdivision Code Interpretation

Notice to Applicants

General Information:

Pursuant to A.R.S. §9-839, an applicant/agent may request a clarification from the City regarding an interpretation or application of a statute, ordinance, code or authorized substantive policy, including a request for an interpretation of the Zoning Ordinance. All request shall be submitted in writing to the Planning and Development Services Department. The City's Zoning Code Manager (Zoning Administrator) or designee will respond within thirty (30) days of the receipt of the written request for a written interpretation, clarification, or application of the Zoning or Subdivision Code as specified in the written request.

**Submittal Requirements
Request for Zoning or Subdivision Code Interpretation**

Part I – General Requirements

Staff Use Only		Description of Documents Required for a Complete Application. No application shall be accepted without all items marked below.
Req'd	Sub'd	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. Request for Zoning or Subdivision Code Interpretation Checklist (this list)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Completed Application for a Request for Zoning or Subdivision Code Interpretation (page 1) <input checked="" type="checkbox"/> 8 1/2" x 11" – 1 copy <input checked="" type="checkbox"/> Electronic Submittal – 1 copy (.pdf format)

Part II – Required Narrative, Plans & Related Data

Staff Use Only		Description of Documents Required for a Complete Application. No application shall be accepted without all items marked below.
Req'd	Sub'd	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. Request for Zoning or Subdivision Code Interpretation Narrative <input checked="" type="checkbox"/> 8 1/2" x 11" – 4 copies <input checked="" type="checkbox"/> Electronic Submittal – 1 copy (.pdf format) <u>The narrative shall include the following:</u> <ul style="list-style-type: none"> The narrative shall address each of the criteria (A, B, C, D, and E below) with a response to the individual criterion directly below in the following format (i.e. state the criterion, and add the response): <ul style="list-style-type: none"> A. The name and address of the applicant requesting the clarification. Response: <i>Applicant's and agent's name and address, and any additional contact information.</i> B. The statute, ordinance, code or authorized substantive policy statement or part of the statute, ordinance, code or authorized substantive policy statement that requires clarification. Response: <i>Applicant to response the above criterion specific to the request.</i>

City of Flagstaff Community Development Division



Request for Zoning or Subdivision Code Interpretation

C. Any facts relevant to the requested ruling.

Response:

Applicant to response the above criterion specific to the request.

D. The applicant’s proposed interpretation of the applicable statute, ordinance, code or authorized substantive policy statement or part of the statute, ordinance, code or authorized substantive policy statement that requires clarification.

Response:

Applicant to response the above criterion specific to the request.

E. Whether, to the best knowledge of the applicant, the issues or related issues are being considered by the municipality in connection with an existing license or license application.

Response:

Applicant to response the above criterion specific to the request.

Part III – Other Submittal Requirements

Staff Use Only

Description of Documents Required for a Complete Application. No application shall be accepted without all items marked below.

Req'd

Sub'd

4. **Optional: Any information which the applicant feels would be helpful and/or pertinent to the request.**

- 8 ½" x 11" – 4 copy of any documents and/or reports
- 11"x17" minimum – 4 copies of any plans (plans shall be folded to be no larger than 9"X12")
- Electronic Submittal** – 1 copy (.pdf format)