



# TOWN OF DEWEY-HUMBOLDT

## "Arizona's Country Town"

### Development Permit Application

Community Development  
P.O. Box 69  
Humboldt, AZ 86329

[www.dhaz.gov](http://www.dhaz.gov)

Phone: 928-632-7362, Fax: 928-632-7365

DATE: \_\_\_\_\_ PARCEL #: \_\_\_\_\_ PERMIT #: \_\_\_\_\_

PROJECT DESCRIPTION: \_\_\_\_\_

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> General Plan Amendment - Major  | <input type="checkbox"/> General Plan Amendment – Minor | <input type="checkbox"/> Pre-Application         |
| <input type="checkbox"/> Community Master Plan   | <input type="checkbox"/> Major Use / Site Plan          | <input type="checkbox"/> Preliminary Plat        |
| <input type="checkbox"/> Commercial Design Review  | <input type="checkbox"/> Annexation                     | <input type="checkbox"/> Zoning Clearance        |
| <input type="checkbox"/> Conditional Use Permit  | <input type="checkbox"/> Abandonment                    | <input type="checkbox"/> Rezone                  |
| <input type="checkbox"/> Land Split  | <input type="checkbox"/> Lot Combine                    | <input type="checkbox"/> Variance                |
| <input type="checkbox"/> Area Plan / Amendment   | <input type="checkbox"/> Final Plat / Amendment         | <input type="checkbox"/> Lot Line Adjustment     |
| <input type="checkbox"/> Reasonable Accommodation: <i>(Complete and attach Reasonable Accommodation Request Form.)</i> |   | <input type="checkbox"/> Subdivision Sketch Plan |

#### LEGAL DESCRIPTION:

Property Address: \_\_\_\_\_ Number of Lots / Units Proposed: \_\_\_\_\_

Assessor's Parcel Number: \_\_\_\_\_ Parcel Size (Acres): \_\_\_\_\_

Existing Land Use District: \_\_\_\_\_ Proposed Land Use District: \_\_\_\_\_

Plat Name: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Tract: \_\_\_\_\_

#### DESCRIBE UTILITIES AVAILABLE TO PROPERTY:

- |                                      |   |                                      |
|--------------------------------------|---|--------------------------------------|
| <input type="checkbox"/> Water _____ | <input type="checkbox"/> Gas _____      | <input type="checkbox"/> Sewer _____ |
| <input type="checkbox"/> Phone _____ | <input type="checkbox"/> Electric _____ | <input type="checkbox"/> Cable _____ |

#### GRADING:

- Yes Approx. CU \_\_\_\_\_  
 N/A

Describe Public Access to Property: \_\_\_\_\_

APPLICANT INFORMATION:	OWNER INFORMATION:
Name: _____	Name: _____
Address: _____	Address: _____
Phone: _____	Phone: _____
Email: _____	Email: _____

**\*NOTE:** If application is being submitted by someone other than the owner of the property under consideration, a letter of authorization or other corresponding information must be provided.

Signature of owner or representative \_\_\_\_\_

Date \_\_\_\_\_

#### OFFICE USE ONLY

APPROVALS	INITIALS	DATE	PERMIT FEE	\$	ISSUE DATE:
PLANNING & ZONING			OTHER FEE	\$	
PUBLIC WORKS			DEPOSIT	\$	
YC FLOOD			SUBTOTAL	\$	RECEIPT #
OTHER			TOTAL	\$	

**NOTE: DEVELOPMENT PERMITS REQUIRE A NON-REFUNDABLE PAYMENT IN FULL UPON SUBMITTAL OF APPLICATION.**



## TOWN OF DEWEY-HUMBOLDT Plot Plan Sketch and Affidavit

I certify that I am authorized by the property owner to make this application, that all information provided for this application is correct and that this plot plan, as part of the permit, indicates all structures (including fences, walls, and pads), correct property and building dimensions; setback distances; legal access and easements; road cuts; walls and/or any water course (including washes, drainage ditches etc.) on or within 50'; 100' and 200' respectively of the property. We agree to conform to all applicable laws of this jurisdiction.

Signature \_\_\_\_\_

Date \_\_\_\_\_

### Orientation of Plot Plan

Dimension & Lettering ↕				
Dimension & Lettering ↔				

Document #

Sec

Twn

Rng

A P N

Zoning: \_\_\_\_\_

Stories: \_\_\_\_\_

Height: \_\_\_\_\_

Slope: \_\_\_\_\_ %

FY: \_\_\_\_\_

RY: \_\_\_\_\_

EY: \_\_\_\_\_

IY: \_\_\_\_\_

LC: \_\_\_\_\_

Lot Area \_\_\_\_\_

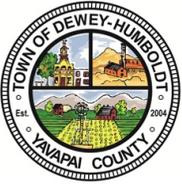
Lot % \_\_\_\_\_

Density Used: \_\_\_\_\_

Scale: \_\_\_\_\_

North Arrow

**MUST BE DRAWN TO SCALE PER CHECKLIST.** An additional 8 1/2" x 11" sheet may be used to provide an area map for a parcel which exceeds 2 acres or dimensions of 300 feet.



# FOR HOMEOWNER USE PLOT PLAN INSTRUCTIONS

[www.dhaz.gov](http://www.dhaz.gov)

Phone: 928-632-7362, Fax: 928-632-7365

**Plot Plans** must be drawn in black ink and to scale on the 8.5" x 11" form provided  
**Site Plans** (if part of permit package) should be on same size sheet as your construction drawings. Minimum size of 18" x 24".

Items to be included on Plot or Site plans:

## SAMPLE PLOT PLAN:

1. Please use Engineering Scale:  
1 inch = 10 feet, 1 inch = 20, etc.  
No smaller than 1 inch = 60 feet
2. Indicate "North" with directional arrow.
3. Property Dimensions.
4. **Proposed** and existing structure(s), labeled, with all dimensions, including pools, fences, sheds.
5. Distances to and between all structure(s) to all property lines.
6. Location of driveway and adjacent streets/roads.
7. Location, size, dimensions of septic system with leach area.
8. Locations of all utility poles, meters, tanks and lines.
9. All easements, regardless of purpose, must be displayed.
10. Slope information; indicate high and low point, using arrows to indicate the direction of slope, and use feet or percent to indicate change in elevation.
11. Any watercourse, including washes, on the parcel or within 200 feet of existing or proposed structure(s); wells within 100 feet of the parcel; and road-cuts within 50 feet of the parcel.

### Site Plans Only:

1. Must include existing and proposed grades, building pad elevations on all corners, finished floor elevations, drainage, and cut and fill amounts.
2. Indicate ditches, culvert size, perc tests, septic and leach length, slope and valve and inspection pipes, and setbacks.

**\*\*Note:** If individual wells provide water, maintain minimum septic setbacks of 50' from property lines and 100' from all wells including neighboring wells.

TOWN OF DEWEY-HUMBOLDT Plot Plan Sketch and Affidavit		Orientation of Plot Plan																	
<p>I certify that I am authorized by the property owner to make this application, that all information provided for this application is correct and that this plot plan, as part of the permit, indicates all structures (including fences, walls, and pads), correct property and building dimensions; setback distances; legal access and easements; road cuts; walls and/or any water course (including washes, drainage ditches etc.) on or within 50'; 100' and 200' respectively of the property. We agree to conform to all applicable laws of this jurisdiction.</p> <p>Signature _____ Date _____</p>		<p>Dimension &amp; Lettering</p> <table border="1"><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr></table> <p>Dimension &amp; Lettering</p>																	
<p><i>SAMPLE ONLY</i></p> <p><i>STREET NAME</i></p>																			



## Town of Dewey-Humboldt Directions to Site

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Assessor's Parcel Number \_\_\_\_\_ - \_\_\_\_\_

Site Address: \_\_\_\_\_

Instructions: Provide a detailed line map for directions to the site address. Include land marks, significant buildings, main highway, street names and North direction arrow.



## DEWEY-HUMBOLDT BOARD OF ADJUSTMENT HEARING APPLICATION

Date of Application \_\_\_\_\_ Case # \_\_\_\_\_ Parcel Number(s) \_\_\_\_\_

Name of Applicant (appellant) \_\_\_\_\_

Applicant owner       Other (explain) \_\_\_\_\_

Current Zoning District \_\_\_\_\_ Year of Purchase \_\_\_\_\_ Year of Construction \_\_\_\_\_

Is the applicant requesting a:

Variance       Interpretation of a zoning ordinance       Appeal from an administrative decision

**(See pages three and four of this application for specific information)**

Describe relief required if a variance is being sought. Give current setbacks or requested setbacks if applicable. \_\_\_\_\_

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Did the reason for this application exist before the current purchase of this property? Explain: \_\_\_\_\_

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Describe existing uses of the parcel: size and location of existing structures and buildings on it. Submit relevant reference maps, diagrams, drawings, photos, graphs.

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If other than a setback, briefly describe what is being appealed: (Interpretation of an Ordinance, an Administrative error, decision, order, or enforcement). Give dates.

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If this is an appeal from the decision of the Zoning Administrator, please attach a copy of the Zoning Administrator's Final Determination, and supporting records and documentation.

Phone #'s: Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Other: \_\_\_\_\_

Convenient time(s) property may be visited \_\_\_\_\_

Directions to the property: Draw or write in or provide a map.



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## HEARING APPLICATION

### Purpose of the Board of Adjustment

The purpose of the Board of Adjustment is to provide a quasi-Judicial body so residents can ask for relief from the sometimes harsh effects of a zoning law. In cases where the strict and literal application would impose an unfair burden on a particular individual/group, the Board of Adjustment may be able to alleviate this.

The Board of Adjustment must hold a public hearing on all appeals, and usually it is thirty days after the appeal is filed. The Board may decide to grant, modify or deny any appeal, and may also defer any action on any appeal when it decides that additional evidence is needed or that alternative solutions need further study

The legal authority of the Board is granted through A.R.S. 9-462.06:

### **Section A**

**\*To Hear and decide appeals in which it is alleged there is an error in an order, requirement or decision made by the zoning administrator in the enforcement of an adopted zoning ordinance. The following are reasons for seeking an appeal (if this is an appeal under this section, please describe and submit supporting documents and final status):**

-An abuse of the official's discretion if it violates the intent and the policy of the statute that granted the decision-making authority. If an appellant can demonstrate that the decision was unreasonable, arbitrary, unfair, capricious, or discriminatory, then the decision should be reversed.

-Exceeding the official's power or authority outside the limits imposed on it by the statute or the ordinance that granted the authority.

-An error of law if it was based on an erroneous interpretation of statutes, ordinances, or regulations, or if any of these were wrong statutes, wrong ordinances, or wrong regulations.

-Fraud or bad faith or malice can invalidate an official decision, if they have influenced a decision or the manner in which it was made.

-Lack of evidence or any reasonable basis in fact invalidates a decision. Arbitrary judgment can reverse a decision

### **Section B**

**\*To Hear and decide appeals for variances from the terms of the zoning ordinance.** (Provide evidence that there are special circumstances or conditions applicable to the property of application that justify a variance from the requirements so that strict application of the zoning would work an unnecessary hardship; that the granting of the request is necessary for the preservation and enjoyment of substantial property rights, and that the granting will not materially affect the health and safety of the area/residents.)



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**FOUR KEY CRITERIA STANDARDS TO APPLY:**

1) A variance may be warranted if the property in question is associated with “special circumstances” that are inherent in the property – such as its size, shape, topography or location, (surroundings) – that deprive the property of privileges enjoyed by other properties of the same classification in the same zoning district.

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2) A variance may be granted if its authorization 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 in which the subject property is located.

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3) The special circumstances applicable to the property may not be self-imposed or created by the owner or applicant in order to receive a variance. **It is important to note that circumstances created by the previous property owner are applicable to the current owner.**

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4) The granting of a variance should not be materially detrimental to persons residing or working in the vicinity, to adjacent property to the neighborhood, or to the public welfare in general.

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**Hearings and Rulings:** Public Notice to parties of interest and to the public will be given within a minimum of seven (7) to fifteen (15) days after application by posting at the property of application, (if property is involved) and by publishing once in a newspaper of general circulation in the Town. The Board of Adjustment shall hold an initial public hearing within thirty (30) days after receiving the application, and shall render a decision either at the initial public hearing, or a subsequent hearing/s on a date agreed upon by the Applicant and the Board. A vote of three (3) members of the Board shall be necessary to render a ruling.



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In approving an application (all or part) the Adjustment Board may designate such conditions that will maintain the integrity of the Ordinance and will ensure compliance of conditions. Once approved, variances stay with the land and do not expire unless stipulated otherwise. Conditions applied to the Variance at the Hearing Date of the Board of Adjustment such as an inability to fulfill these conditions at a prescribed time, warrant approval by Planner for an extension or other.

**Appeal to the Courts** Within 30 days after the board has made a decision and has filed this decision, a person aggrieved by the decision of the Board of Adjustment may file a complaint for special action in the Superior Court for review of the Board's decision. Filing the complaint does not stay proceedings on the decision appealed. The Court may, however, grant a stay upon application and on final hearing; may affirm or reverse, in whole or in part, or modify the decision reviewed.

### CHECKLIST

#### Application for Variance/Appeal

- Application form: (page 1 through 5)
- Appeal: Written Narrative and documentation
- Permission to enter
- Direction to property
- Aerial of site plan
- Recorded deed and legal descriptions
- Letter of support (optional)
- Evidence: (photos, maps, drawings, diagrams)

**Please Note:** All variance application requests are reviewed prior to any scheduled Public Hearings. All related concerns and/or questions need to be addressed between the applicant and staff and/or the reviewing agency.



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**COMMUNITY DEVELOPMENT DEPARTMENT  
 PERMISSION TO ENTER PROPERTY**

**Application #:** \_\_\_\_\_ **Parcel #:** \_\_\_\_\_ **Unit/Lot #:** \_\_\_\_\_

**Legal Description (see attached):** \_\_\_\_\_

**Applicant(s):** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone No.:** \_\_\_\_\_

I, the undersigned, hereby give permission to the Town of Dewey-Humboldt Zoning Inspector (or any Deputy Inspector) in the discharge of his/her duties as stated herein, and for good and probable cause, to enter the above described property to inspect same in connection with the enumerated application made under the terms of the Dewey-Humboldt Town Code, or for any investigation as to whether or not any portion of such property, building or other structure is being placed, erected, maintained, constructed or used in violation of the Dewey-Humboldt Town Code; or for any investigations for conditions, compliance and stipulations under the terms of the Dewey-Humboldt Town Code and public hearings concerning this parcel. Such entry shall be within 60 days of the date of my signature (below) or within 60 days of the scheduled date of a public hearing for review, transfer or renewal of the application. Such entry shall be limited between the hours of 7 a.m. and 6 p.m. MST. I understand that this permission to enter property is **OPTIONAL** and **VOLUNTARILY GIVEN** and may be withdrawn or revoked (either in writing or verbally) at any time.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(check one)  Owner  
 Agent for \_\_\_\_\_