

MINOR ADMINISTRATIVE VARIANCE (MAV) SITE PLAN CHECKLIST

To grant approval allowing a reduction in minimum lot area or parcel size, the Director must find that the property cannot otherwise meet the minimum lot area requirement of its current zoning classification per Yavapai County Planning & Zoning Ordinance 207.F.4.

Please provide the following:

PDF version of site plan must be uploaded to the Portal.

- ____ 1) Name of project with associated parcel number(s).
- ____ 2) Site plan drawn to scale using standard engineering intervals such as 1" = 50' or similar as required by project size.
- ____ 3) Indicate north with directional arrow and provide lot dimensions of property.
- ____ 4) Date of preparation and date of any changes made.
- ____ 5) Adjacent roadways and proposed means of legal access. Include location and type and width of all easements and private roads.
- ____ 6) Size, location, and separation of any existing and proposed structures with distances from property lines noted. Also, note location and size of any septic tanks and leach fields, swimming pools, wells, driveway(s) (i.e., dirt, gravel, concrete) and space between buildings.
- ____ 7) Size, location, and height of any proposed or existing signs, lighting, screening (i.e., fences, berms, walls, and live vegetative screening).
- ____ 8) Label all structures, proposed or existing, with intended use.
- ____ 9) Identify in chart or note on the site plan the following:
 - Parcel size
 - Building height of proposed structure(s) from average natural grade.
 - Existing or proposed utilities for (water, wastewater, electric, gas, refuse removal)
 - Required setbacks.
 - Fire District
- ____ 10) Identify on the plan any unique site conditions (rock outcroppings, floodway, flood plain, major drainage features, roadside ditches, and road culverts with size, etc.).

ADDITIONAL REQUIREMENTS As indicated on the MAV - What to Expect document, additional documents may be requested by Development Services, and it may/may not be noted within the pre-application meeting (PPM) notes. Otherwise, you will be required to upload all necessary documents that are required and requested by Development Services to deem the application administratively complete. Requirements based upon the standards outlined in the Yavapai County Planning & Zoning Ordinance Section 207.F.