

MINOR ADMINISTRATIVE VARIANCE (MAV) SUBMITTAL REQUIREMENTS

Please provide the following:

Clear and readable PDF versions of all submittal materials must be uploaded to the portal.

- ___ 1) A mandatory Preliminary Planning Meeting with the Development Services Representatives was held on (DATE) _____.
- ___ 2) PROPOSITION 207 WAIVER – Pursuant to A.R.S. §12-1132 through 1138, **Notarized Owner Signature Required.** *
- ___ 3) Letter of Intent; typewritten, describing the request in detail and for what structure(s).
- ___ 4) Site Plan; drawn to scale using accurate dimensions and illustrating exact details of the Variance requested; (See MAV Site Plan Checklist) *
- ___ 5) A recorded legal description. A recorded property survey conducted by a Registered Arizona Land Surveyor may also be required.
- ___ 6) Directions to Site. *
- ___ 7) Notarized permission to enter property form. *
- ___ 8) Notarized Agent Authorization if applicable. *
- ___ 9) Any other information necessary to evaluate the Application, which is required by Staff.

* Sample Documents Located on the [Planning Application](#) webpage.

ADDITIONAL REQUIREMENTS

- A completeness review of an application is required per state law when an application is submitted. If it is determined that additional information is needed to conduct an accurate technical review by Development Services Staff of the request, an application will not be processed until the additional information has been submitted.

Requirements based upon the standards outlined in the [Yavapai County Planning & Zoning Ordinance](#) Section 207.