YAVAPAI COUNTY DEVELOPMENT SERVICES
www.yavapaiaz.gov

Yavapai County Development Services
1120 Commerce Dr., Prescott AZ 86305
Phone 928-771-3214
10 S. 6th Street, Cottonwood AZ 86326
Phone 928-639-8151

MINOR ADMINISTRATIVE VARIANCE (MAV)

Please read this document in its entirety before using the online portal to apply for a permit.

GENERAL OVERVIEW

Purpose: The purpose of the Sub-Section 207 of the Yavapai County Planning & Zoning Ordinance is to grant authority to the Development Services Director to act on requests for minor modification or adjustments to certain requirements of the Ordinance, when such requests constitute a reasonable use to property not permissible under a strict literal interpretation of the Ordinance.

The following adjustments may be considered under a Minor Administrative Variance:

- A decrease of not more than two percent (2%) of the required minimum lot area.
- A decrease of not more than five percent (5%) of the required minimum lot area per dwelling.
- A decrease of not more than ten percent (10%) of the required minimum lot width and/or depth.
- A decrease of not more than twenty percent (20%) of the required width of a side yard or the required building separation.
- A decrease of not more than twenty percent (20%) of the required front or rear yard.
- An increase of not more than twenty percent (20%) of the permitted height of a fence or wall.
- An increase of not more than ten percent (10%) of the permitted projection of steps, stairways, landings, eaves, overhangs, masonry chimneys, and fireplaces into any required front, rear or side setback.
- An increase of not more than ten percent (10%) of the permitted height or area(s) of signs as required by Section 601(Sign Code).
- An increase of not more than ten percent (10%) in the maximum allowable lot coverage.
- An increase of not more than ten percent (10%) in the permitted height of buildings.

Notice of request: Staff will send notification letters to all adjacent property owners within a 300' radius for information and comment.

Approval/Denial: In granting an Adjustment, the Development Services Director shall make findings of fact as provided for in Subsections 207.C. and 207.D. of the *Yavapai County Planning & Zoning Ordinance*, which establishes the criteria for granting a Variance.

Appeals: Written protests and appeals shall be heard by the Board of Adjustment & Appeals in accordance with Section 207.F.6. of the Yavapai County Planning & Zoning Ordinance. If the Development Services Director denies an application for an Adjustment, or, if the applicant disagrees with the conditions imposed on the granting of an Adjustment, if any, the applicant may file with the accordance with this section.

OTHER PERMITS WILL BE REQUIRED

In addition to the MAV, a building permit, wastewater system permits, and other noted reviewing agency permits may be required, for the construction of any structure after approval of a Minor Administrative Variance. A Planning & Zoning review will be conducted through the issuance of permits. If such construction is planned, the applicant(s) should obtain and familiarize themselves with zoning requirements, as well as the requirements of the Building Safety Unit.

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WHAT TO EXPECT: WHEN SUBMITTING MAV

- **Permit applications need to be submitted through the OpenGov Online Permit Portal.**
- **Do not mail paper copies to Developments Services. All paper copies received will be sent back to the sender.**

Note: Completion of a Preliminary Planning Meeting (PPM) is a mandatory prerequisite to any application submittal. Applications will not be accepted unless the PPM has been completed.

Permit Timing: Building permits will not be issued until the Minor Administrative Variance Application is fully processed and approved by Development Services. You are responsible for providing all necessary information to Development Services to process completeness review.

Be Prepared: Before beginning your online application, please review the MAV submittal requirements and gather all necessary materials. Ensure that all required documents are converted to PDF format before starting the application. Please note that photos of documents that have been converted to PDF may be difficult to read and could result in delays in processing your application.

Registration:

- First-time users must create an account in OpenGov. https://countyofyavapai.portal.opengov.com/
- Keep track of your login email and password for future access to your portal and application updates.

What to Expect: Access the application by navigating to **Discover Online Services → Planning Department → Planning Application → Apply Online** 

. Fill in all required contact and project information.

Select Type: Choose **Variance** from the Application Type drop-down menu. Then choose **Minor Administrative Variance** from the Variance Type drop-down menu.

Upload & Submit: Attach all required files and submit your application.

Review – You can track the real-time status of all your applications and projects directly from your dashboard. You will also receive email notifications at your registered address whenever additional information is required.

Completeness Review – After submission, an assigned Planner will review your documents for completeness according to the Yavapai County Zoning Ordinance guidelines and standard review timelines. Once your application is deemed complete, you will receive an email requesting payment.

Pay – After staff has processed your documents and deemed the application technically complete, you will receive a notification through the portal to pay fees. All fees are based on the approved amounts set by the Board of Supervisors listed in the *Yavapai County Planning & Zoning Ordinance*.

Communication – Monitor your application in real time through the portal. Select **My Account → Dashboard** to check your status in the queue.

Additional Information

- For more information on the Planning & Zoning Ordinance visit the Codes & Ordinances page that can be found on the Development Services main website at www.yavapaiaz.gov.
- For comprehensive information regarding the Planning Application Review process or other application types, visit the Planning Applications page .