



COMMUNITY DEVELOPMENT DEPARTMENT VARIANCE APPLICATION GUIDE

Town of Paradise Valley • 6401 East Lincoln Drive • Paradise Valley, Arizona 85253 • Phone: (480) 348-3692

APPLICANT & CONTACT INFORMATION

Project Name: Meyer Pavo - Guest House

Date: 3.9.23 Zoning: R-43 Acreage (Net Acres): 1.03

Property Address: 4502 E. Moonlight Way, Paradise Valley, Az. 85253

Assessor's Parcel Number: 169-11-932, 169-16-005B (Maricopa County portion)

Name of Subdivision & Lot Number: Clearwater Hills 3, Lot # 1

Owner: DANIEL MEYER & LAYNIE PAVIO

Address: 6818 East Valley Vista Lane, Paradise Valley, AZ 85253

Phone number: _____

E-mail address: paviola1@yahoo.com, dmeyer4000@gmail.com

Signature: _____
(Or provide a separate letter of authorization)

Applicant/Representative: NICK PETERSON

Company Name (if Applicable): COSAN STUDIO

Address: 4300 North Miller Road, Suite 123 Scottsdale, Arizona 85251

Phone number: 480.930.4410

E-mail address: nick@cosanstudio.com

Signature: _____

THE ABOVE APPLICANT HEREBY APPLIES FOR A VARIANCE AS INDICATED IN THE SUBMITTED NARRATIVE, PLANS, AND DOCUMENTS IN ACCORDANCE WITH SECTION 2-5-3 OF THE TOWN CODE AND IN ACCORDANCE WITH THE TOWN ZONING ORDINANCE.

FOR DEPARTMENTAL USE ONLY

Variance-App.#: _____ Submittal Date: _____ Expiration Date: _____



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SUBMITTAL REQUIREMENTS

- ☐ Application form with proof of ownership (warranty deed or current title report)
- ☐ Filing Fee:
 - ☐ Application for Variance \$1,765.00
 - ☐ Application for Variance for non-livable detached structures \$1,615.00
Having less than 10% impact on setback or disturbed area
- ☐ Narrative describing the request and addressing all three variance criteria. Narrative Format – Identify the request at the beginning of the narrative and identify each variance criteria with the response below it explaining how that criteria has been met or addressed (1 paper copy upon staff request).
- ☐ Site plan and all other applicable plans/documents for staff to review for completeness (1 paper copy upon staff request).
- ☐ Electronic copy of the narrative, site plan, and all other applicable plans/documents (in PDF format) on a USB flash drive/memory stick for staff to review for completeness.

After the application is reviewed and deemed complete by staff:

- ☐ Electronic copy of the narrative, site plan, and all other applicable plans/documents (in PDF format) on a USB flash drive/memory stick for the hearing.
- ☐ Noticing Materials (An electronic copy in PDF format on a USB flash drive/memory stick):
 - a. List of all property owners with respective Maricopa County Tax Parcel Number for all properties within the notice area. Notice area is 1,500 feet from perimeter of subject property, or as specified by the Town.
 - b. Completed Neighborhood Notice Form (identifying scope of the request and the Sections of the Town Zoning Ordinance that you are requesting a variance from – see page 7 of this application).
 - c. The completed set of envelopes for each property owner within the notice area must include the following:
 - i. Town return address:
Town of Paradise Valley
Planning Division
6401 E. Lincoln Drive
Paradise Valley, AZ 85253