

ADMINISTRATIVE MODIFICATION PERMIT



City of Sierra Vista
1011 N. Coronado Drive
Sierra Vista, Arizona 85635

Information: (520) 458-3315
Fax No.: (520) 452-7023

This permit is issued specifically to approve zoning and building setbacks and increases in exterior wall/fence height. This permit does not approve the construction of the structure. A building permit is necessary prior to construction.

Please be advised that there may be deed restrictions or Codes, Covenants & Restrictions limiting the use of your property. The Department of Community Development does not investigate or enforce these restrictions. Any restrictions are generally enforced by local property owners or homeowners associations. You may wish to further investigate any restrictions before proceeding with this application. Further there may be permits required by state and federal agencies, and you may wish to further investigate these. The Department of Community Development does not assume any responsibility to ensure that the proper permits have been obtained.

Date: _____

Applicant Name: _____

Address: _____

Parcel Number: _____

Telephone Number: _____

Agent Name: _____

Telephone No: _____

Address: _____

Email Address: _____

SETBACK REDUCTION REQUEST

Current Setback: _____

New Setbacks Request: _____

Type of Structure to be constructed: _____

Are you modifying an existing structure: _____

Property adjacent to an alleyway or drainage way: _____

Within the Infill Incentive District Area: _____

INCREASED WALL OR FENCE HEIGHT REQUEST

Location of Wall/Fence: (Front, Rear, or Side Yard(s)): _____

Type of Wall/Fence (i.e. block, chain link, wood) _____

Current Wall/Fence Height: _____

Proposed Wall/Fence Height: _____

Size of the lot (for front yard walls/fences only): _____

PLEASE ATTACH THE FOLLOWING INFORMATION TO THIS APPLICATION: (The City may require additional information)

_____ Letter of Intent - Letter describing the proposed modification and explanation of how the proposal complies with Article 151.04.006.

_____ Sketch Plan showing the following information:

- 1) Parcel boundaries and dimensions;
- 2) Exact location and size of all proposed and existing structures;
- 3) Height of current and proposed exterior walls/fences (only for wall/fence increase requests);
- 4) Points of ingress and egress;
- 5) Adjacent public rights-of-way;
- 6) Building setbacks; and
- 6) Parking areas.

_____ Letter of Agency – If the applicant is not the property owner, a letter appointing an agent should be included with this application.

_____ Letter/engineered plans from an Arizona licensed engineer or architect certifying to the structural stability of the wall/fence height increase.

_____ Proof of Ownership.

_____ Fee - \$125

I CERTIFY THAT THE ABOVE STATEMENTS AND ANSWERS ARE TRUE AND COMPLETE.

Signature

Date