



**Phoenix City Code
Sections 32-41, Zoning Ordinance Sections 309, 507 and 1224**

Please be advised if there is a rezoning case in process on the subject property a Technical Appeal cannot be filed until the case has been acted on by City Council

DATE

| | | |
|---|---|--|
| PROJECT NAME <input type="text"/> | PROJECT ADDRESS OR LOCATION <input type="text"/> | PROJECT # <input type="text"/> |
| OWNERS NAME <input type="text"/> | ADDRESS <input type="text"/> | ZIP CODE <input type="text"/> |
| PHONE <input type="text"/> | APPLICANT'S NAME (NOT COMPANY NAME) <input type="text"/> | APPLICANT'S ADDRESS <input type="text"/> |
| SUITE NUMBER <input type="text"/> | PHONE <input type="text"/> | APPLICANT'S E-MAIL ADDRESS <input type="text"/> |
| P&D STAFF FAMILIAR WITH PROJECT <input type="text"/> | | |

RELATIONSHIP TO PROJECT AND COMPANY NAME

A request is hereby made for an appeal, to Section(s)
of the Ordinance and/or Code, which require(s) that: **(use attachment if necessary):**

State the precise relief, remedy, or result requested: **(use attachment if necessary):**

State the basis for the design alternative appeal and describe how the proposal meets the intent of the applicable portions of Phoenix City Code Section 32-41, and/or Zoning Ordinance Section 507 and 1224. Include the alternate design and any background narrative. **(use attachment if necessary):**

| | |
|---|--------------------------------|
| <input type="text"/> | <input type="text"/> |
| If applicant is not the owner or the owner's architect or professional engineer, owner's signature must appear above. | Applicant's Signature Title |

CITY USE ONLY – STAFF LOG-IN CLEARANCE

Staff Name Fee/Fee Code Date

☐ **ADMINISTRATIVELY COMPLETE** ☐ **INCOMPLETE SUBMITTAL (see Notes below)**

Notes:

Design Review Committee Appeals are considered Technical Appeals and are submitted electronically through the [Projectdax](#) system as a Civil -> Appeal.

Fee(s) per Appendix A.2 of Phoenix City Code are:

- \$600.00 first appeal item plus - **SPAPPDR**
- \$300.00 each additional appeal item

Pre-log Checklist: Design Review Committee:

☐ **Design Guidelines and R* Residential Development Appeals**

- A Certificate of Appropriateness or Certificate of No Effect for any property with Historic Preservation (HP) zoning designation;
- A narrative statement describing proposal/basis for appeal. Describe how design review presumptions/issues have been addressed/overcome;
- Site Plan;
- Building Elevations;
- Context Plan;
- Landscaping and Shading Plan; and
- List of property owners located within 150' of the subject property as supplied by the Maricopa County Assessor's Office.

☐ **DESIGN ALTERNATIVE APPEALS**

- A Certificate of Appropriateness or Certificate of No Effect for any property with Historic Preservation (HP) zoning designation;
- A listing of each of the development regulations that are the subject of the proposed design alternative, including all additional items indicated with (P), (R*) and (R), which also require relief to attain the proposed design alternative;
- A narrative statement describing the justification for the design alternative and the manner in which the proposed design alternative would result in a furtherance of the goals and policies of the applicable character area, and would satisfy the findings required for approval;
- Site plan;
- Building elevations;
- Context plan;
- Landscaping and shading plan; and
- List of property owners located within 150 feet of the subject property as supplied by the Maricopa County Assessor's Office.

☐ **SUSTAINABILITY BONUS APPEALS**

- A listing of the credits that are being utilized and any supporting documentation (to be sealed by the licensed professional);
- Site plan;
- Building elevations;
- Context plan;
- A narrative statement describing any deviation from the prescribed bonus credit(s) that indicates how the proposed standard is furthering the goals and policies of the Downtown Phoenix Plan and making a quantifiable improvement in the performance of the building(s);
- List of property owners located within 150 feet of the subject property as supplied by the Maricopa County Assessor's Office.

☐ **DOWNTOWN CODE VARIANCE/ZONING ADJUSTMENT REQUEST**

- A written narrative including:
 - a. How much relief has, or could be obtained through application of a sustainability bonus;
 - b. A written explanation why a sustainability bonus cannot be applied or obtained the relief desired by the variance request; and
 - c. A written explanation of how the development and the variance request is consistent with the intent, goals, and policies stated for the applicable character area.