



**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                 |
| <input type="text"/> |

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

**CITY USE ONLY – STAFF LOG-IN CLEARANCE**

Staff Name  Fee/Fee Code  Date

**ADMINSTRATIVELY COMPLETE**  **INCOMPLETE SUBMITTAL (see Notes below)**

Notes:

Design Review Committee Appeals are considered Technical Appeals and are submitted electronically through the [Projectdox](#) system as a Civil -> Appeal.  
 Fee(s) per [Appendix A.2 of Phoenix City Code](#). >Site Planning Miscellaneous Fees> Appeals > Appeal to Design Review Appeals Board  
 Fee Code: **SPAPPDR**

For more information or for a copy of this publication in an alternate format, contact Planning & Development at (602) 262-7811 voice or TTY use 7-1-1.

**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.