



Variance Application Checklist

Each application will be filed with the zoning administrator and forwarded to the Jerome Board of Adjustment once the application has been reviewed by staff and determined to be complete. All application materials must be submitted electronically in PDF format (8.5-by-11 inches or 11-by-17 inches). Contact the zoning administrator at 928-634-7943 if assistance is needed regarding submitting materials.

- General Land Use Application Form
- Written narrative of the proposed project (include uses, hours of operation, number of employees, etc.)
- Written response to variance criteria contained in Section 305 of the Town of Jerome Zoning Ordinance
- Plot plan or site layout, including all improvements drawn to scale
- Location, dimension, and calculation of required parking spaces
- Dimensions of all setbacks (front, rear, sides)
- Diagram and calculation of median grade and maximum building height
- Topographic survey (note: may be waived for some projects)
- Existing and proposed grades
- Location and dimensions of property lines, street right-of-way boundaries, and easements
- Location and dimensions of all existing buildings, structures, and nearby features
- Square footage and coverage of existing and proposed buildings
- Elevations and dimensions of all sides of proposed building walls
- Location and dimensions of existing and proposed pedestrian walkways and stairways
- Photographs showing all sides of existing structures
- Location of trees and other natural features
- Utility locations and connections
- Method of disposal for storm drainage (including energy dissipaters and retention/detention)
- Fire sprinkler and fire safety components
- Landscape plan
- Lighting plan and lighting fixtures
- Signage (if applicable)
- Photographs showing adjoining properties, buildings, and structures
- Explanation and location of any building or structure to be demolished or removed
- Depth and volume of any cut and fill or other proposed excavation
- Additional information requested by zoning administrator
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