Zoning Clearance Application Packet for Circular Drive

City of Glendale •Development Services • Planning Division
5850 W. Glendale Ave., Glendale, AZ 85301 • (623)930-2800

1. No application request shall be accepted unless it includes the required information and plans detailed below and is accompanied by the appropriate fee.

2. An application may be filed by the owner of the property or his/her authorized agent, or by a lessee who holds a lease with terms that permit the uses/structures applied for. Regardless of who is submitting the application, the property owner shall sign the application.

3. Site plans are required to be prepared in compliance with the minimum required plans standards attached to this application.

4. For your convenience, a checklist of required application materials is attached to this Zoning Clearance Application.

5. Issuance of a Zoning Clearance does not guarantee issuance of a Building Permit from the Building and Safety Division, or related permits and/or licenses from other local and state agencies.

6. Property owners are encouraged to reach out to their Homeowner's Association (HOA) or Property Owner's Association (POA) to verify if HOA/POA has different standards/design criteria.

7. Prior to filing a Zoning Clearance Application, you are required to submit a Planning Service Request through the Planning Portal.

   PLANNING SERVICE REQUEST

8. The processing of Zoning Clearance may take up to 10 business days from time of payment to completion of application.

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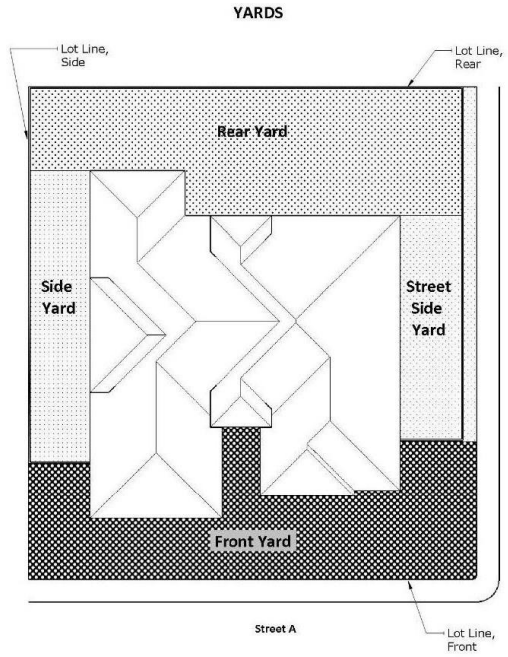
Circular Drive Unified Development Code (UDC) Regulations

UDC Key Definitions:

Per Section 35.8.04 of the UDC, the terms circular drive, front yard and dustproof are defined as follows:

Circular Drive:
Horseshoe or similar shaped drive that has two points of access, where ingress and egress is achieved in one continuous motion and the inside edge of the arc of the driveway is at least five (5) feet from the property lot line.

Front Yard:
An open space extending the full width of the lot between the front lot line and the front planes of the building and any front-facing privacy walls. Where such privacy walls do not exist, the front yard shall be the area between the front lot line and the front planes of the building projected to the side lot lines.



Dustproof:
A surface such as concrete, asphalt, pavers, crushed rock or aggregate that is a minimum of three (3) inches thick or alternative material that does not generate dust and is shown to be durable as concrete.

UDC Residential Off-Street Parking General Regulations

Per Section 35.4.06 of the UDC, the following are general off-street parking requirements:

A. All residential lots shall provide a dustproof driveway between a public street or private drive and all required parking spaces. If access to a public street is provided via an alley, the alley and driveway shall be a dustproof surface.

B. For lots less than 8,000 square feet in area, all of the following shall apply:

1. No more than 50% of the front yard area portion of a property that is located on the street side of an approved solid wall, fence, or gate may be improved with a dustproof driveway, parking, or maneuvering area. Where such screening does not exist, the identified front yard shall serve as the basis for calculating the allowed driveway, parking, or maneuvering area.

2. For corner lots, the identified front yard shall also be used to calculate the maximum, permitted dustproof driveway, parking, and maneuvering area, however, the calculated maximum dustproof area may be allocated across both front and street side yards.

3. The maximum, continuous width of any driveway, parking, or maneuvering area shall not exceed thirty (30) feet or 50% of the lot width as measured at the front setback, whichever is less, however, this width may be expanded to accommodate side entry garages.

4. All driveway, parking or maneuvering areas within the front yard shall be prohibited from being located in front of any living space of a dwelling, except to provide direct access to a permitted garage or carport or to allow for the placement of a circular drive.

C. For lots 8,000 square feet or more in area, all of the following shall apply:

1. No more than 40% of the front yard area portion of a property that is located on the street side of an approved solid wall, fence, or gate may be improved with a dustproof driveway, parking, or maneuvering area. Where such screening does not exist, the identified front yard shall serve as the basis for calculating the allowed driveway, parking, or maneuvering area.

2. For corner lots, the identified front yard shall also be used to calculate the maximum, permitted dustproof driveway, parking, and maneuvering area, however, the calculated maximum dustproof area may be allocated across both front and street side yards.

3. The maximum, continuous width of any driveway, parking, or maneuvering area shall not exceed forty (40) feet or 50% of the lot width as measured at the front setback line, whichever is less, however, this width may be expanded to accommodate side entry garages.

4. All driveway, parking or maneuvering areas within the front yard shall be prohibited from being located in front of any living space of a dwelling, except to provide direct access to a permitted garage or carport or to allow for the placement of a circular drive.

D. All vehicles shall be parked, stored or maneuvered on a dustproof surface such as concrete, pavers, asphalt, or crushed rock or aggregate that is a minimum of three inches thick. All crushed rock or aggregate shall be distinctly different than any adjacent landscaping groundcover through material type and/or color and shall be contained by a permanent border. Permanent borders for asphalt surfaces are recommended. All dustproof surfaces shall be maintained and kept free from weeds, grass, or other vegetative growth.

UDC Circular Drive Conditions:

Per Section 35.4.06.E. of the UDC, the following are the conditions of a residential circular driveways:

E. Circular driveways and similar circulation areas shall be allowed within the front yard so long as:

1. The circular driveway or similar circulation area was:

    a. constructed at the same time the primary structure was constructed under the then-existing zoning classification, or

    b. constructed prior to the adoption of this section of the Glendale Municipal Code and in compliance with the zoning code in effect at the time of construction, or

    c. constructed in accordance with a permit or zoning clearance letter issued by the City of Glendale Planning Department

2. The circular driveways and similar circulation areas are in compliance with Section 24-68 of the Glendale Municipal Code.

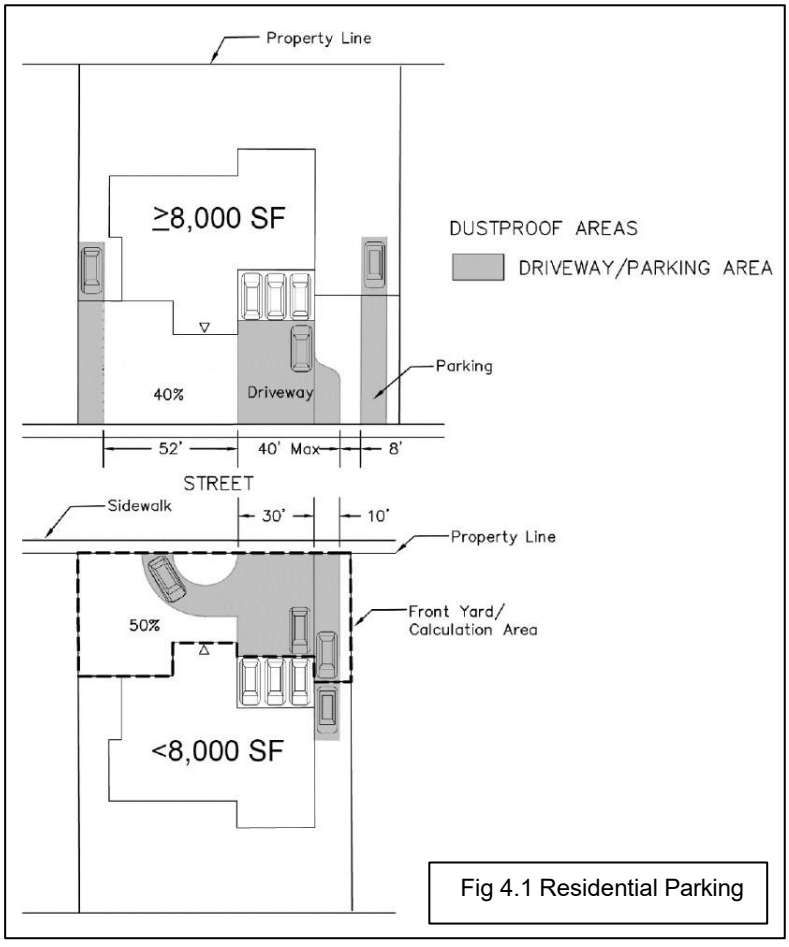


Fig 4.1 Residential Parking

F. For regulations regarding vehicle parking or storage on residentials lots, See Chapter 24 Motor Vehicles and Traffic, Section 24-68 Parking on Residential Lots.

PLANNING APPLICATION

Zoning Clearance - Circular Drive

SR#_____

Project Address:		**Select Application Type:** ☐ Accessory Dwelling Unit ☐ Circular Drive
Property Zoning:	Assessor's Parcel No.:	
Subdivision/ Lot No.		
Property Owner Name:		
Owner's Address:		
Phone #:		
Email Address:		
Applicant Name (if not property owner):		
Applicant Address:		
Phone #:		**Application Fee: $144.00**
Email address:		
Assigned Planner:		
Planner Email:	Planner Phone:	

Applicants acknowledge that the City of Glendale requires the following items be submitted before the application can be processed; and that Planning will not accept the submittal unless all of the following items are included:

PROVIDE ALL OF THE FOLLOWING:

1.	☒	Completed Master Application
2.	☒	Detailed Project Narrative (addressing scope of work)
3.	☒	Site Plan (See example site plan with required information

I have read and understood the item listed in the Zoning Clearance Packet. I certify that the Accessory Dwelling Unit/ Circular Drive I propose will not violate any of the items listed in said packet. I agree to conduct my property in accordance with the items before mentioned, and I understand that City Staff may perform periodic inspections to determine compliance. Upon approval of this zoning clearance form, please proceed and communicate with Development Service Center for building permit submittal.

Property Owner Signature: _____ **Date:** _____

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General Requirements for Zoning Clearance (Verification) Site Plan for Circular Drive

1. **Digital Plans** – A digital copy of all plans shall be submitted to the Planning Division.
2. **North Arrow** – Show north arrow on the bottom of site plan.
3. **Property Information** –Include the following information:
   a. Assessor's Parcel No. – Obtain from tax bill or Assessor's Office.
   b. Site Address – If no address assigned, use nearest cross streets.
   c. Property Zoning Classification
4. **Location Map** –Include the following on the site plan:
   a. Existing street pattern with names (from the first public road). If the property is more than ½ mile to the nearest public road, note approximate distance.
   b. Highlight existing and proposed dustproof driveway, parking, or maneuvering areas.
   c. Show general location of existing structures on site.
5. **Building Identification and Proposed Improvements** - Each building and structure shall be labeled and referenced on the required site plan.

Specific Requirements for Site Plans (see attached example Site Plan)

1. **Property Lines and Wall/Gates** – Show property lines exiting location of perimeter wall/gates.
2. **Adjacent Streets** – Adjacent Street Location and Names
3. **Access/travel easements to and through the site and alleys servicing the parcel** – Show configuration.
4. **Covered parking structures** (garages and carports) and uncovered parking spaces.
5. **Identify front yard area-** Identify front yard area and provide square footage of such area.
6. **Dustproof Area-** Identify all existing and proposed dustproof areas in the front yard.
7. **Complete Development Data Table**

SAMPLE ZONING CLEARANCE SITE PLAN FOR CIRCULAR DRIVE

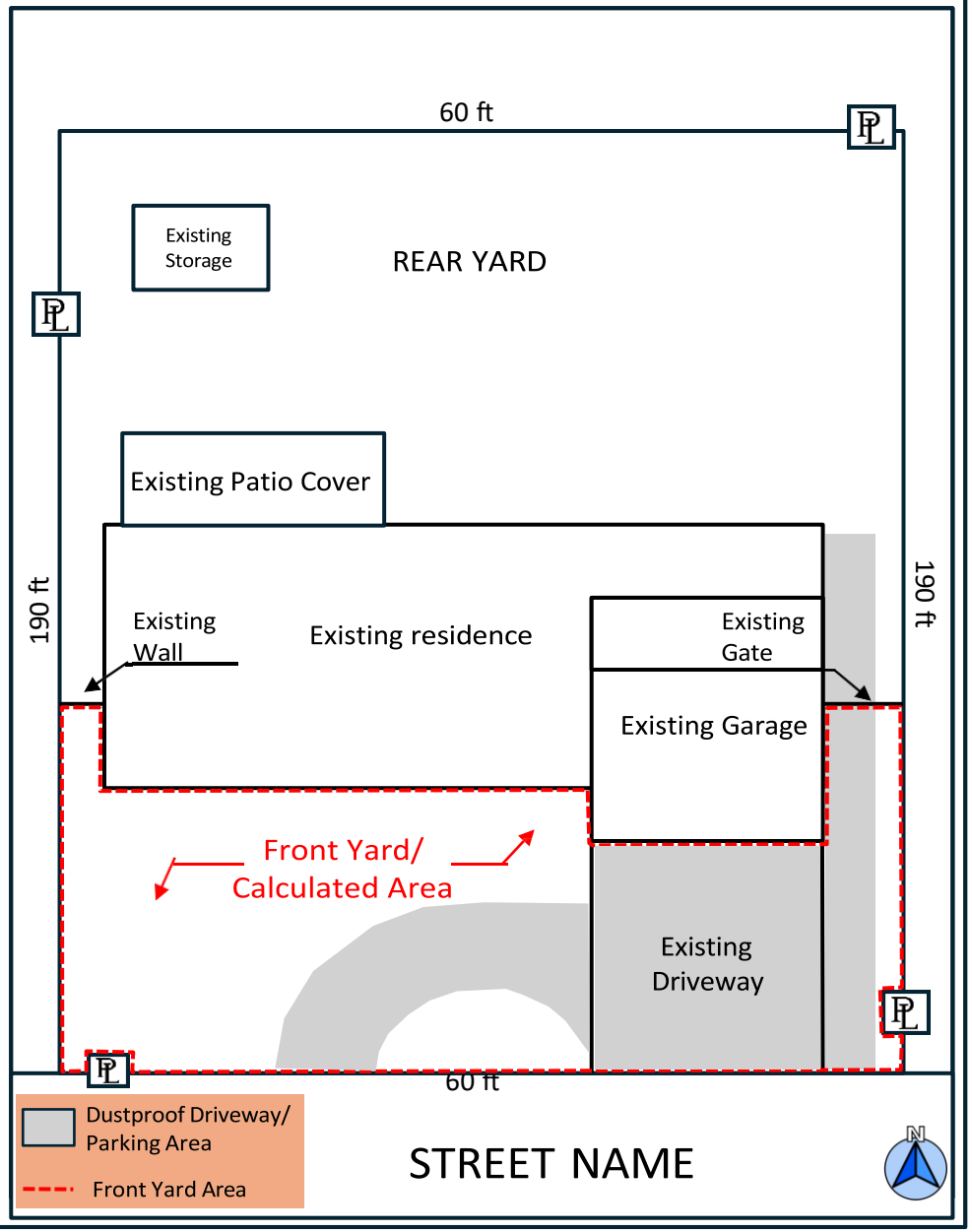
PROPERTY INFORMATION

Parcel Number:	801-33-678
Property Address:	5555 West Glendale Avenue, Glendale, AZ 85301
Zoning District:	R1-6
Lot Area:	11,400 sf.

DEVELOPMENT DATA TABLE

Front Yard Area	Square Feet
Calculate the full width of the lot between the front lot line and the front planes of the building and any front-facing privacy walls.	
TOTAL	2,763
Dustproof Area	**Square Feet**
Calculate all existing/proposed surface area in the front yard such as concrete, asphalt, pavers, crushed rock or aggregate or alternative material that do not generate dust and is shown to be durable as concrete.	
TOTAL	1,080

Percentage Requirement Calculation	
40% or 50% Dustproof Maximum Area (Dustproof Area Total ÷ Front Yard Area Total)	
TOTAL	39%



ZONING CLEARANCE SITE PLAN FOR CIRCULAR DRIVE

PROPERTY INFORMATION

Parcel Number:	
Property Address:	
Zoning District:	
Lot Area:	

DEVELOPMENT DATA TABLE

Front Yard Area	Square Feet
Calculate the full width of the lot between the front lot line and the front planes of the building, and any front-facing privacy walls.	
TOTAL	

Dustproof Area	Square Feet
Calculate all existing/proposed surface area in the front yard, such as concrete, asphalt, pavers, crushed rock or aggregate, or alternative material that does not generate dust and is shown to be durable as concrete.	
TOTAL	

Percentage Requirement Calculation	
40% or 50% Dustproof Maximum Area (Dustproof Area Total ÷ Front Yard Area Total)	
TOTAL	