
CITY OF AZTEC Variance Process

- Step 1** Turn in Application and items on Variance Checklist to the Planning Department at least 15 days prior to regular scheduled Planning Board meeting.
- Step 2** Planning Board meeting is advertised by the City of Aztec, for the first Tuesday of each month. Meetings are held in the City Hall Commission Room at 5:30 p.m.
- Step 3** Planning and Zoning Board reviews and makes a recommendation to approve or disapprove the Variance.
- Attendance is required by the applicant.
 - Failure to appear at the meeting will cause the Variance to be postponed until the next regularly scheduled meeting.
- Step 4** The following Tuesday the City Commission will meet at City Hall Commission Room at 6:00 p.m.
- Attendance is required by the applicant.
 - Failure to appear at the meeting will cause the Variance to be postponed until the next regularly scheduled meeting.
 - The Variance will be placed on the agenda as an item in a Quasi Judicial Hearing.
 - Facts and Conclusions will be presented by the Planning Department.
 - The applicant will have an opportunity to respond.
 - City Commission will make a ruling upon the Facts and Finding and will either approve or disapprove the Variance.
- Step 5** Following the commission meeting, you will be sent a formal letter stating the results of the meeting. If approved, you will also receive a copy of the permit and the Quasi Judicial Hearing statement to keep with your records.