

**CONDITIONAL USE PERMIT APPLICATION**

**Owner Information**

Owner's Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Email \_\_\_\_\_

**Applicant Information**

Applicant's Name \_\_\_\_\_  
 Contact Person \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Email \_\_\_\_\_

**Property Information**

Assessor's Parcel # \_\_\_\_\_  
 Subdivision \_\_\_\_\_  
 Unit # \_\_\_\_\_ Lot # \_\_\_\_\_  
 Address/Location \_\_\_\_\_  
 Zoning \_\_\_\_\_  
 Existing Land Use \_\_\_\_\_  
 Parcel Size \_\_\_\_\_

**Conditional Use Permit Request**

Please provide a brief description of the request:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**CERTIFICATION & ACKNOWLEDGEMENT**

I am applying for a Conditional Use Permit and this application is complete and accurate. I understand that by applying for this permit, I am requesting inspection of the permitted development and grant the Coconino County Community Development Department and their inspectors and regulators access and permission to perform inspections.

Incomplete or inaccurate submittals may result in delays, return of submittals, or denial of this application. The Conditional Use Permit is a supplemental permit and other permits may be required for this project and all required permits must be obtained prior to any construction. The applicant is responsible for all changes and additional time required to correct plans and/or development as a result of differences between initial and final plans.

I am responsible for contacting the Coconino County Community Development at (928) 679-8850 to schedule all required inspections for this permit.

**Signature of Applicant**

\_\_\_\_\_ Date \_\_\_\_\_

**Signature of Property Owner (if not the applicant)** \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

**OFFICE USE ONLY**

Received By \_\_\_\_\_ Date \_\_\_\_\_

Receipt # \_\_\_\_\_ Fee \_\_\_\_\_

Case # \_\_\_\_\_

Related Cases \_\_\_\_\_

Appeal Filed By \_\_\_\_\_ Date \_\_\_\_\_

Receipt # \_\_\_\_\_ Fee \_\_\_\_\_

**COMMISSION ACTION**

**Approved**  **Denied**

Resolution # \_\_\_\_\_ Date \_\_\_\_\_

## CONDITIONAL USE PERMIT APPLICATION

### SUBMITTAL REQUIREMENTS\* (see attached guidelines for minimum requirements)

- ◇ Pre-application meeting with a staff planner of the Community Development Department
  - Date of pre-application meeting \_\_\_\_\_
- ◇ A citizen participation plan (see attached guidelines).
- ◇ A non-refundable filing fee (see fee schedule below for exact fee).
- ◇ A *typewritten* narrative describing the request and conformance to the Findings for a Conditional Use Permit and compliance with the Coconino County Comprehensive Plan.
- ◇ Fifteen (15) copies of a site plan drawn to scale using accurate dimensions and showing property boundaries; existing and proposed improvements and uses; locations of driveways, pedestrian walks, landscaped areas, fences, walls, off-street parking areas including ingress and egress, traffic flow, and Easements (see attached guidelines).
- ◇ A copy of all recorded Easements applicable to the request.
- ◇ Fifteen (15) copies of a landscape plan detailing the locations of existing vegetation (both to be retained and to be removed), the location and design of landscaped areas, the number, varieties and sizes of proposed plant materials and other landscape features including sprinkler and irrigation systems as required by Section 28: Landscaping.
- ◇ Fifteen (15) copies of architectural drawings including floor plans in sufficient detail to determine setback and parking requirements and elevations of all proposed structures as they will appear upon completion. All exterior surfacing materials and colors shall be specified. Color renderings or paint and material samples are required.
- ◇ Signage plan detailing all existing and proposed Signs, including their location, size, materials, color and method of illumination as required by Section 26: Signs.
- ◇ Lighting plan including location of all outdoor lighting fixtures and description of each (i.e. Lamp Type, Lumen output, Shielding) as required by Section 27: Lighting.
- ◇ Plans and/or a preliminary report describing the proposed provisions for storm drainage, sewage disposal and such other public improvements and utilities as the Director may require in order to give a full evaluation of the project.

\*Note—The Director of Community Development may require additional information or plans, if they are necessary to enable a determination as to whether the circumstances prescribed for the granting of a Conditional Use Permit exist. The Director of Community Development may authorize omission of any or all of the plans and drawings required by this Section if they are not necessary.

### CITIZEN PARTICIPATION PLAN

In order to address concerns prior to a formal public hearing, the Citizen Participation Plan requires the applicant to contact their neighbors and other affected property owners in the vicinity. Section 30.3 of the Coconino County Zoning Ordinance outlines the requirements for holding a community meeting and providing neighbors an opportunity to understand and provide comments about the project directly to the applicant. A staff planner with the Department of Community Development will discuss the citizen participation planning requirements as part of the required pre-application meeting.

## CONDITIONAL USE PERMIT APPLICATION

### Section 30.3-1: Purposes

In order to maximize the opportunity for citizen involvement in the rezoning and conditional use permit process that is described in the following sections, and to resolve any neighborhood issues at an early stage in the process, the following requirements shall be included in the public hearing process.

### Section 30.3-2: Citizen Participation Plan

- A. Every zone change and conditional use permit application shall include a citizen participation plan that must be implemented prior to the first public hearing.
- B. The purpose of the citizen participation plan is to achieve the following:
  1. Ensure that applicants pursue early and effective citizen participation in conjunction with their applications, giving them the opportunity to understand and try to mitigate any real or perceived impacts their application may have on the community or on the neighborhood;
  2. Ensure that the citizens and property owners of Coconino County have an adequate opportunity to learn about applications that may affect them and to work with applicants to resolve concerns at an early stage of the process; and
  3. Facilitate ongoing communication between the applicant, interested citizens and property owners, County staff, and elected officials throughout the application review process.
- C. The citizen participation plan is not intended to produce complete consensus on all applications, but to encourage applicants to be good neighbors and to allow for informed decision making.
- D. At a minimum, the citizen participation plan shall include the following:
  1. Which residents, property owners, interested parties and public and private agencies may be affected by the application;
  2. How those interested in and potentially affected by an application will be notified that an application has been made;
  3. How those interested and potentially affected parties will be informed of the substance of the zone change, amendment, or development proposed by the application;
  4. How those interested and affected parties will be provided an opportunity to discuss the applicant's proposal with the applicant and express any concerns, issues, or problems they may have with the proposal in advance of the public hearing;
  5. The applicant's schedule for completion of the citizen participation plan; and
  6. How the applicant will keep the County Community Development Department informed on the status of citizen participation efforts.
- E. Applicants must conduct a neighborhood community meeting prior to submitting an application for a zone change or a conditional use permit.
  1. The meeting must be conducted in the general vicinity of the property involved in the application. The meeting serves as a forum for information exchange between applicants and affected members of the public.
  2. An applicant may make a written request and receive a written determination whether, due solely to impractical circumstances, the requirement for a community meeting should be waived by the Department of Community Development. At a minimum the request must explain why the applicant's citizen participation plan provides other adequate, alternative opportunities for citizens to express any concerns, problems or issues they may have with the proposal in advance of the public hearing. The Community Development Department shall make their determination a part of the written record in the case.

## CONDITIONAL USE PERMIT APPLICATION

### Section 30.3-2: Citizen Participation Plan (continued)

- F. The level of citizen interest and area of involvement will vary depending on the nature of the application and the location of the site. The target area for notification will be determined by the applicant after consultation with Department of Community Development staff. At a minimum, the target area shall include the following:
1. Property owners within the public hearing notice area required by other sections of this ordinance;
  2. The head of any property owners' association within the notice area required by other sections of the Zoning Ordinance; and
  3. Other potentially affected property owners outside of the legal notice area as determined by Community Development Department staff; and
  4. Other interested parties who have requested that they be placed on a list of interested parties maintained by the Community Development Department.
- G. These requirements apply in addition to any notice provisions required elsewhere in this ordinance.
- H. The applicant may submit a citizen participation plan and begin implementation prior to formal application at their discretion. This shall not occur until after a pre-application meeting and consultation with Community Development Department staff.

### Section 30.3-3: Citizen Participation Report

- A. This section applies only when a citizen participation plan is required by this ordinance.
- B. The applicant shall provide a written report on the results of their citizen participation effort prior to the notice of public hearing. This report shall be attached to the staff report submitted to the Planning and Zoning Commission.
- C. At a minimum, the citizen participation report shall include the following information:
1. Details of the techniques the applicant used to involve the public, including:
    - a. Dates and locations of all meetings where citizens were invited to discuss the applicant's proposal;
    - b. Content, dates mailed, and numbers of mailings, including letters, meeting notices, newsletters and other publications;
    - c. Where residents, property owners, and interested parties receiving notices, newsletters, or other written materials are located; and
    - d. The number of people that participated in the process.
    - e. The percentage of those notified that participated in the process.
  2. A summary of concerns, issues, and problems expressed during the process, including:
    - a. The substance of the concerns, issues, and problems;
    - b. How the applicant has addressed or intends to address concerns, issues and problems expressed during the process; and
    - c. Concerns, issues and problems the applicant is unwilling or unable to address and why.

## CONDITIONAL USE PERMIT APPLICATION

### SITE PLAN REQUIREMENTS (continued)

#### Proposed Property Improvements: Required

1. Location and dimensions of all proposed structures in relation to property lines and other structures.
2. Label all proposed structures and cross hatch for clarity.
3. Location of all proposed wells.
4. Location of all new septic tanks, leach fields and sewer lines.
5. Location of all new driveways and road improvements including type of material.
6. Show all utility connections and line directions:
  - a. Septic tank and leach field location, reserve area and sewer line locations.
  - b. Water line location.
  - c. Gas line location.
  - d. Liquid propane gas tank location or natural gas meter location (dimension).
  - e. Underground liquid propane tank location (dimension).
  - f. Air conditioner location.
  - g. Electric meter location.
7. Retaining wall locations. Areas to be filled (fills in excess of 4' shall be engineered).

### FINDINGS

The Planning and Zoning Commission shall make the following findings before granting a Conditional Use Permit:

1. That the proposed location of the conditional use is in accord with the objectives of this Ordinance and the purpose of the Zone in which the site is located.
2. That the proposed location of the conditional use and the conditions under which it would be operated or maintained will not be detrimental to the public health, safety, or welfare, or materially injurious to properties or improvements in the vicinity.
3. That the proposed conditional use will comply with each of the applicable provisions of the County Zoning Ordinance, except for approved variances.
4. That the proposed Conditional Use is consistent with and conforms to the goals, objectives and policies of the Comprehensive Plan or Specific Plan for the area.

### PUBLIC HEARINGS

The Planning and Zoning Commission meets on the last Wednesday of every month. The deadline for filing is the Monday five weeks prior to the meeting date. Applicants will be notified by mail of meeting dates, times, and places. An incomplete application may delay the scheduling of a hearing of a Zone Change request. See the current Planning & Zoning Commission schedule attached.

### APPEALS

The action of the Planning and Zoning Commission on a conditional use permit is final unless an appeal is filed within fifteen days. An appeal may be filed by the applicant or any other aggrieved person or by any member of the Board of Supervisors as prescribed in Section 30.4-9 Of the Coconino County Zoning Ordinance. Appeals are heard by the Board

## CONDITIONAL USE PERMIT APPLICATION

### PERMIT REVIEW TIMEFRAMES\*

- ◇ Administrative completeness pursuant to A.R.S. § 11-1605 shall be determined within 60 calendar days of the submittal of a Conditional Use Permit application. Applicants will be notified in writing of an incomplete application with a list of deficiencies. Notice in writing of application deficiencies shall suspend the administrative completeness timeframe until such time as all deficiencies have been addressed.
- ◇ Substantive review of all Conditional Use Permit applications shall be completed within 120 calendar days from the determination that the Conditional Use Permit is administratively complete. One written request for additional information may be made to the applicant during this review process. To accommodate changing conditions or plans, the applicant may agree to respond to additional requests for information. The substantive review includes investigation and report on the case. The substantive review timeframe is suspended during the public hearing process. The public hearing process begins at the posting of the case and is complete upon mailing of the Conditional Use Permit resolution per A.R.S § 11-1605 (c)(8)(c).
- ◇ The total time for the granting or denying of the design review overlay approval is 180 days.
- ◇ Timeframes are tolled and may be extended in accordance with A.R.S. §11-1601 et seq.

**\*Note: Permit review timeframes are provided for compliance with ARS §11-1605. See current year Planning and Zoning Commission Scheduling Calendar for actual timeframes based on a complete application submittal.**

**CONDITIONAL USE PERMIT APPLICATION**

**APPLICATION FEES**

A non-refundable filing fee must be submitted with an application for a Conditional Use Permit. The purpose of this fee is to pay for legal noticing and application processing. If your application is being submitted in conjunction with a request for rezoning, a \$200 discount is applicable. Conditional Use Permit fees are based on the following schedule:

- Nonprofit organization uses (churches, schools, camps, group homes) .....\$480
- Single family residential (guest houses, residential in commercial zones, living quarters, replacement of nonconforming use).....\$480
- Public utility substation, heliports/airports, model homes, subdivision sales office, fire stations.....\$720
- Multiple family residential in a RM Zone .....\$720 + \$10/unit
- Commercial in G and AR Zones.....\$720 + \$50/acre over 1 acre
- Commercial or industrial in Commercial or Industrial Zones.....\$720 + \$100/acre over 1 acre
- Nonconforming commercial use expansion.....\$720 + \$50/acre over 1 acre
- Renewal of existing CUP (except single family residential and nonprofit).....\$720
- Additions or modifications to existing commercial CUP.....\$720

**SITE PLAN REQUIREMENTS** (continued on next page)

General Property Information: Required

1. Show the entire property (parcel) by the platted property lines; include all property dimensions; and streets labeled.
2. Show the minimum required setback lines (front, sides and rear) conforming to the zoning district. This information is available from Community Development.
3. Direction of slope on property and the direction of natural drainage - accurate topography may be required when necessary.
4. Slopes that exceed 15%, including any cut banks greater than 4' in height.
5. North arrow and site plan scale.
6. Streams, creeks, washes and floodplains.

Existing Property Improvements: Required

1. Location of all existing structures. Label all structures, show dimensions from structure to property lines and distances between structures
2. Location of all existing wells.
3. Location of all existing drainage facilities.
4. Location of all existing septic tanks, leach fields and sewer lines.
5. Location of all existing driveways.
6. Location of all ingress and egress easements and utility easements (when applicable).