

Zoning Permit Application Timeframes

Based on the Coconino County Zoning Ordinance Effective December 11, 2019

Permit review timeframes are provided for compliance with ARS §11-1605. See the [Planning and Zoning Commission Scheduling Calendar](#) for actual timeframes based on a complete application submittal.

Administrative Zoning Permits

Administrative Permit time frames pursuant to [A.R.S. § 11-1605](#) are as follows:

- A. Administrative completeness shall be determined within 30 calendar days of the submittal of an 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 time frame until such time as all deficiencies have been addressed.
- B. Substantive review of all Permit applications shall be completed within 30 calendar days from the determination that the Permit application is administratively complete. One written request for additional information may be made to the applicant during this review process.
- C. The total time frame for the granting or denying of an Administrative Permit is 60 days.
- D. Time frames are tolled and may be waived in accordance with A.R.S. § 11-1601 et seq.

***Timeframe for Processing a Group Home Application:**

The Community Development Department will review the application for administrative completeness within 10 days after submission. The Department will have 30 days after administrative completeness to conduct its substantive review of the application. The total time for the granting or denying of the Certificate of Exemption is 40 days. Time frames are tolled and may be waived in accordance with A.R.S. § 11-1601 et seq.

Issuance of **Administrative Permits** shall comply with the following:

- A. Permits shall be issued when compliance with this Ordinance is verified. If the Community Development Director determines that the proposed use does not comply with this Ordinance, the permit shall be denied.
- B. All open zoning violations shall be resolved prior to the issuance of a Permit.
- C. All other required Permits, approvals, and licensing as necessary (approvals from the Sheriff's Office, Fire Marshall or Fire District, Public Works or the Public Health District, Design Review Overlay, Conditional Use Permit, Variance, etc.) shall be obtained prior to the issuance of an Administrative Permit.

Zoning Permits Requiring Public Hearings

Time Frames for Permits requiring Hearings pursuant to [A.R.S. § 11-1605](#) are as follows:

- A. Administrative completeness pursuant to A.R.S. § 11-1605 shall be determined within 60 calendar days of the submittal of an 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 time frame until such time as all deficiencies have been addressed.
- B. Substantive review of applications shall be completed within 120 calendar days from the determination that the application 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 time frame 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 permit resolution per A.R.S. § 11-1605(c)(8)(c).
- C. The total time for the granting or denying of the Permit approval is 180 days.
- D. Time frames are tolled and may be extended in accordance with A.R.S. § 11-1601 et seq.