

METAL STORAGE CONTAINER PERMIT

Permit Number PZ-AZ or PZ-MSA

APPLICABILITY

An Administrative Zoning Permit is required when seeking to establish the following on a property (please see links below for standards and conditions from the Zoning Ordinance):

- [Metal Storage Containers](#) (Section 3.10)

WHAT TO EXPECT

- **Read this document in its entirety before using the online portal to apply for a permit.**
- **Be Prepared** - Information to have ready and submittal requirements are noted below. All submittal items must be in electronic format PRIOR to initiating an online application. **Only PDF format will be accepted.**
- **Register** – You will need to register in the online portal [here](#) if you have not already done so. Please remember your e-mail address and password because you will need them for future log-ins.
- **Start Your Online Application** - When you have followed the steps above, initiate an application using the online portal [here](#). You will need to log in, select My Portal, then Apply Online, then Planning and Zoning, then Administrative Zoning Permit, and follow the prompts from there.
- **Submit** - Clicking “Save and Continue” at the end will submit your application and create a permit. You will have an opportunity to edit your information one last time prior to submitting, and if you need to make changes later you may contact staff for assistance.
- **Upload** – Once you have created your permit, you may scroll down to “Submittals” and upload your PDF documents. *Please see the Online Submittal Requirements and Additional Documents section below.*
- **Pay** – A planner will review your application and submitted documents and let you know if any submittal items are missing. After staff has processed your documents, you will receive a message from the online system telling you your permit is “**technically complete.**” This means it is time to log into the online portal to pay for your permit. If someone else will be paying for your permit, please contact staff for assistance.
- **Communication** – Your case will be assigned to a planner who will let you know if anything else is needed to proceed with your permit. Your case will be placed on a hearing agenda if applicable (for certain types of Temporary Use Permits only).

ONLINE APPLICATION INFORMATION

- **Parcel/Site** - be prepared with a Parcel Number or Site Address (if multiple, select one initially and the others can be added later in the online application)
- **CC&Rs** - be prepared to acknowledge awareness of any applicable CC&Rs that may apply to the property. *The County does not enforce CC&Rs which are private agreements between the OA/HOA/POA and the property owner. Some Owner Associations prohibit the Uses permitted by Coconino County.*
- **Authorization** - you must be the property owner or a representative of the property owner and certify as such in the online application

ONLINE SUBMITTAL REQUIREMENTS

Please provide a **CLEAR, READABLE** electronic or scanned copy of the following in **PDF format**:

- **Narrative** – typewritten, describing all pertinent details of the request and how performance standards of the requested administrative zoning type will be addressed, as well as describing structures and uses as applicable, proposed dates and times of operation, number of employees and/or patrons, traffic flow and parking, how utilities (water, power, wastewater) are provided as applicable, lighting and noise considerations, etc.
- **Site Plan (optional; may be requested by staff)** - drawn **to scale** using accurate dimensions and showing property boundaries; existing and proposed structures and uses; locations of driveways, pedestrian walks, easements (vehicular, utility), landscaped areas (per Section 4.4 of the Zoning Ordinance), fences, walls, exterior lighting (per Section 4.3 of the Zoning Ordinance), signage (per Section 4.2 of the Zoning Ordinance), off-street parking areas including ingress and egress, traffic flow, property setbacks, and natural features of note that may affect the request. (See the [Site Plan Requirements](#) document for a complete list). If applicable, the Site Plan may include the Landscape Plan, Signage Plan, and Lighting Plan.
 - **A site plan is not required for Home Occupations, Metal Storage Container Administrative Permits, or RV as Temporary Residence – Temporary Use Permit subtypes, provided the request meets the requirements of the applicable Section of the Zoning Ordinance as listed below. Staff may request a site plan if needed to determine setbacks or other site layout considerations.**

ADDITIONAL DOCUMENTS AS REQUESTED BY STAFF:

- Color samples if requested
- Affidavit stating or acknowledging the following information:
 - *The Metal Storage Container proposed is no larger than 8’x20’ in size or 160 square feet total. I understand that metal storage containers larger than 160 square feet and/or multiple containers require a Conditional Use Permit and cannot be approved using this Metal Storage Container Permit.*
 - *If electricity or plumbing is desired within the unit, I understand that additional permits are required.*
 - *There shall be no signage on the Metal Storage Container.*
 - *The proposed paint color name, and that they are either the same color as the primary structure or are an earth tone color.*
 - *The Metal Storage Container is for storage only, and nothing may be stored on top of it. It is not for rental, residency, or animal-keeping.*
 - *I understand that the Metal Storage Container must meet property line setbacks in terms of placement.*

OTHER PERMITS MAY BE REQUIRED

In addition to the Administrative Zoning Permit, applicable Building, Environmental Quality, and Engineering Permits may be required. Planning and Zoning review shall be conducted through the issuance of such permits. **Please note that other Zoning applications may be required such as a Lighting Permit, Sign Permit, Design Review Overlay, etc. in order to proceed with development if the Administrative Zoning Permit is approved.**