



## CONDITIONAL USE PERMIT APPLICATION

### GENERAL DATA REQUIRED

Development/Project Name:			
Assessor's Parcel Number(s):		Current General Plan Land Use Designation:	
Gross Area (Acre/Sq. Ft.):		Current Property Zoning:	
Project Location		Current Land Use:	
Description of Project		Proposed Land Use:	

### PROPERTY OWNER INFORMATION

Owner Name:			
Street Address:			Phone:
City:	State:	Zip Code:	E-Mail:

### APPLICANT / AGENT REPRESENTATIVE INFORMATION

Name:		Company:	
Street Address:			Phone:
City:	State:	Zip Code:	E-Mail:
Applicant Signature:			Date:

*A pre-application request must be submitted, and a pre-application meeting must be held before the submission of this application (Section 21-6-2.1.A. of the Eloy Code) — unless the Zoning Administrator waives a pre-application in writing per section 21-6-2.1.D. of the Eloy Code. Before submitting an application, the applicant must receive a submittal checklist signed and dated by the Community Development Director or the City Planner. Applications submitted without the aforementioned will be deemed incomplete, and not accepted for review.*

### FOR OFFICE USE ONLY

Accepted By:	Submittal Date:	Fees:	CASE NO:
Receipt Confirmation No.		Fees Paid:	GL# 10-319-0120



**Property Owner's Permission Form**

*\*If multiple property owners exist, each owner shall complete an Owner's Permission Form.*

Property address: \_\_\_\_\_

A.P.N.(s): \_\_\_\_\_

I, the undersigned, I am the owner of the land specified above, or I am the duly and lawfully appointed agent of the owner of the land and have authority from the owner to sign this affidavit on the owner's behalf. I do hereby grant permission act on my behalf for the planning and zoning/permit application to the following Applicant / Agent Representative(s):

Authorized Owner(s)/Representative Name (Print or Type): \_\_\_\_\_

Authorized Owner/Representative's (Print or Type): \_\_\_\_\_

Company, Corporation, Trust, etc. Name (Print or Type): \_\_\_\_\_

Signature: \_\_\_\_\_

STATE OF \_\_\_\_\_ )

) ss

County of \_\_\_\_\_ )

On this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_, before me, the undersigned Notary Public, personally appeared \_\_\_\_\_, known to me to be the person(s) whose name is subscribed to the within this instrument and acknowledged that \_\_\_\_\_ executed the same.

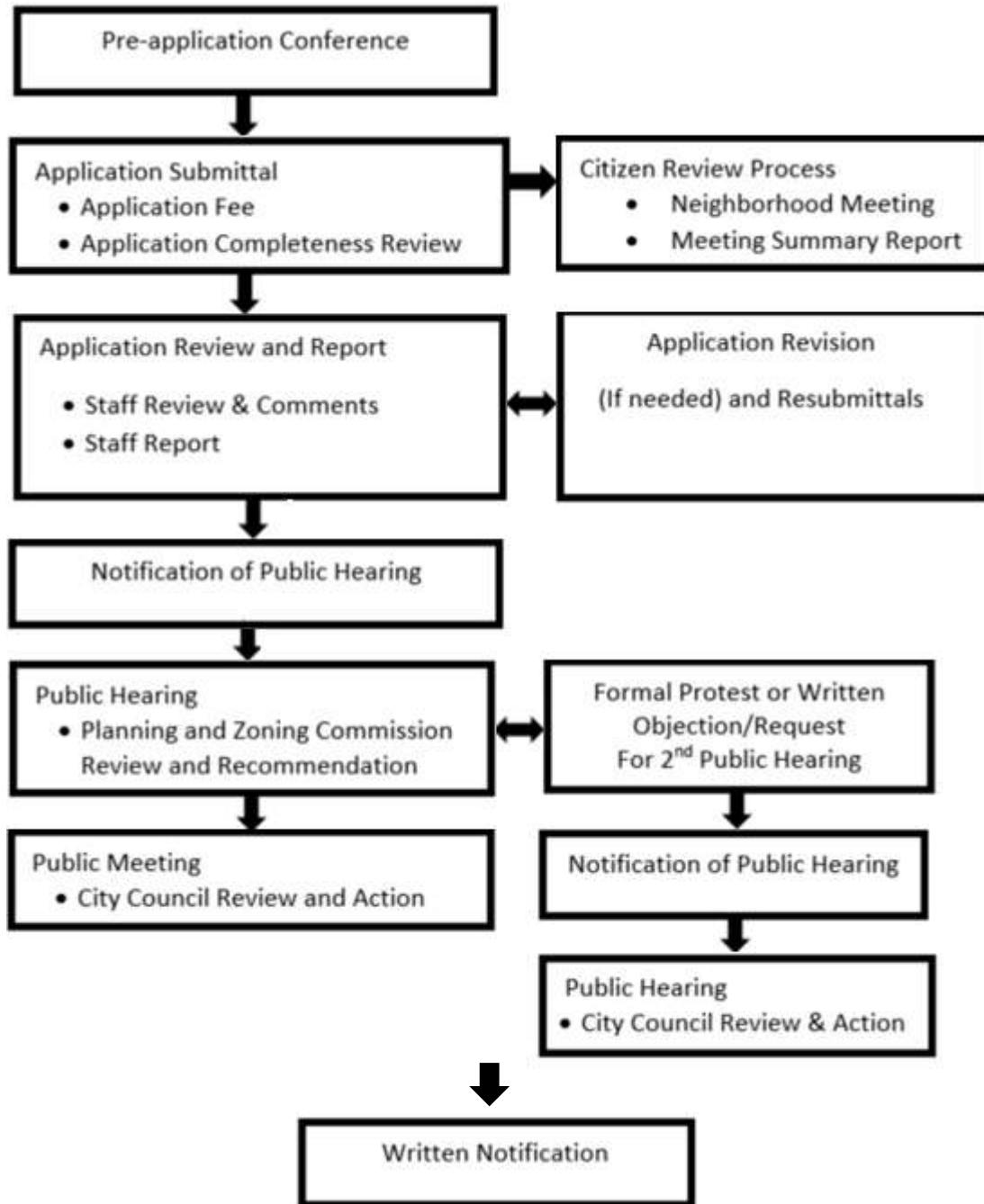
IN WITNESS WHEREOF, I hereto set my hand and official seal.

My commission expires:

\_\_\_\_\_

Notary Public

CONDITIONAL USE PERMIT PROCESS:





**SAMPLE APPLICATION CHECKLIST FOR REFERENCE PURPOSES ONLY  
AND NOT FOR APPLICATION SUBMITTAL PURPOSES**

**PURPOSE AND APPLICABILITY:**

This application checklist aims to provide applicants with a list of the minimum information needed to submit an application for a Conditional Use Permit, request an extension, or make changes to a previously approved Conditional Use Permit. The City Staff strives to inform applicants of all information that must be submitted with the first submittal of an application. However, upon review of the submitted material, additional information may need to be provided, along with a follow-up resubmittal of an application.

The purpose of a Conditional Use Permit (C.U.P.) is to permit conditional uses in appropriate zoning districts. This may only occur in specific locations and only when designed and developed to ensure maximum compatibility with adjoining uses. This would establish principles and procedures essential to establish and maintain proper guidance and control of these uses. Conditional use permit approval may require the imposition of additional conditions to accomplish the following:

- A. To protect the public health, safety, convenience, and general welfare.
- B. To assure that the purposes of this chapter shall be maintained with respect to the particular conditional use on the identified site.
- C. To consider the location, use, building, traffic characteristics, and environmental impact of the proposed use.
- D. To consider existing and potential uses in close proximity to the area in which the requested conditional use is proposed.

**PRE-APPLICATION CONFERENCE - REQUIRED:**

All applicants must submit a pre-application request and meet with the Zoning Administrator before submitting a Conditional Use permit application.

**TYPES OF CONDITIONAL USES:**

The City Council may grant a conditional use permit under the procedures stated in Section 21-6-7 of the Eloy Zoning Code for the following uses:

- A. Only those uses that are enumerated as conditional uses in a zoning district, as outlined in Article II of Chapter 21-Zoning, or
- B. Non-specified uses as determined by the Zoning Administrator, per subsections 21-2-2.3H, 21-2-3.3G, 21-2-4.2G of the Eloy Zoning Code, upon a finding that the proposed use is materially similar to other conditional uses within the same zoning district, under the procedures and standards outlined in Section 21-6-7 of the Eloy Zoning Code, Chapter 21.



**ADVISORY**

Please be advised of the following

- Incomplete applications will not be accepted for review. All fees must be paid, and required material must be submitted prior to an application being accepted for review.
- Unless requested, paper submittals will not be accepted.
- Unless otherwise specified, all documents shall be submitted as in PDF and all layers flattened.
- All Documents shall be named as indicated on the application checklist.
- Any application that includes documents that are not flattened or the file names does not follow the document names as indicated in the Checklist, the application will be returned as Administratively Incomplete, and the submittal will be rejected.

**PART I -- GENERAL REQUIREMENTS**

Required	Received	Description of Documents Required for Complete Application. <b>No application shall be accepted without all items marked below.</b>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1.	<b>Conditional Use Permit Checklist</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2.	<b>Conditional Use Permit Fee \$ _____ (subject to change every July); and            Public Works Fee \$ <u>See Attached Fee Schedule</u> (see fee schedule, subject to change every July)            Notification Fee \$ <u>To Be Determined</u> (actual city accrued cost, to be paid prior to scheduling the            Planning and Zoning hearing)</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3.	<b>Conditional Use Permit Application</b>
<input type="checkbox"/>	<input type="checkbox"/>	4.	<b>Pre-application waiver signed by the Zoning Administrator.</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5.	<b>Letter of Authorization to Act for Property Owner (required when the property owner is represented            by an agent (e.g. Lawyer, planner, architect, landscape architect, etc.))</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	6.	<b>Commitment for Title Insurance – No older than 30 days from the submittal date</b> <ul style="list-style-type: none"> <li>• Include complete Schedule A and Schedule B (requirements form provided)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	7.	<b>Results of ALTA Survey – No older than 1 year from the submittal date</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	8.	<b>Legal Description: (if not provided in Commitment for Title Insurance)</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	9.	<b>Waiver of Claims for Diminution in Value of Property, or refusal (Delay submittal until 21 days before            Planning Commission Hearing) (sample agreement information provided reference)</b>



PART I – NARRATIVE, PLANS, REPORTS, RELATED DATA AND INFORMATION		
Required	Received	Description of Documents Required for Complete Application. All Plans, Building Elevations, Perspectives, and Details shall be black-line drawings of suitable quality for reproduction and without gray-tones or shading, except as otherwise noted. <b>No application shall be accepted without all items marked below.</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>10. <b>Application Narrative (to be provided in PDF and Word formats)</b>            Written narrative to include the following minimum information:</p> <ul style="list-style-type: none"> <li>• Current Zoning District</li> <li>• Description of the proposed use</li> <li>• A section specific to the criteria of Section 21-6-7.4: Required Findings of City of Eloy Zoning Ordinance (provided below).</li> </ul> <p><b>REQUIRED FINDINGS:</b>            The City Council may approve a conditional use permit as submitted or modified only upon making the following findings:</p> <ul style="list-style-type: none"> <li>A. The proposed use will not be detrimental to the health, safety, or general welfare of persons living or working in the vicinity, to adjacent property, to the neighborhood, or to the public in general;</li> <li>B. The proposed use conforms with the purposes, intent, and policies of the adopted Eloy General Plan and its policies and any applicable area, neighborhood, or other plan officially adopted by the City Council;</li> <li>C. The proposed use conforms with the conditions, requirements, or standards prescribed by this chapter and any other applicable local, State, or Federal requirements and</li> <li>D. The proposed conditional use shall conform to the neighborhood's character within the same zoning district in which it is located. In making such a determination, consideration shall include the location, type, and height of the buildings or structures and the type and extent of landscaping and screening on the site.</li> <li>E. Adequate utilities, access roads, drainage, fire protection, and other necessary facilities shall be provided.</li> <li>F. Adequate measures shall provide ingress and egress designed to minimize traffic hazards and traffic congestion on public roads.</li> <li>G. The proposed use shall not be noxious or offensive because of vibration, noise, odor, dust, smoke, or gas.</li> <li>H. The proposed use shall not be injurious to the use and enjoyment of the property in the immediate vicinity for the purposes already permitted, nor substantially diminish or impair the property values within the neighborhood.</li> </ul>



		<p>I. Establishing the proposed use shall not impede the orderly development and improvement of surrounding property for uses permitted within the zoning district.</p> <ul style="list-style-type: none"> <li>Please specify each criterion above, and provide a response to the criterion. For example, please use the following format:           <ul style="list-style-type: none"> <li><b>A. The proposed use will not be detrimental to the health, safety, or general welfare of persons living or working in the vicinity, to adjacent property, to the neighborhood, or to the public in general;</b> <p><b>Response:</b>  <i>Provide your written response here in italic text...</i></p> </li> <li><b>B. Compatibility with the existing Zoning and conforming uses of nearby property and with the character of the neighborhood;</b> <p><b>Response:</b>  <i>Provide your written response here in italic text...</i></p> </li> </ul> </li> </ul> <p>Each of the criteria shall be provided, even if it is not applicable to the application. If a criterion is not applicable in the applicant's opinion, specify the criterion and provide a statement that the criterion is not applicable to this application.</p> <ul style="list-style-type: none"> <li>In the criterion that is to be provided pertaining to the General Plan Consistency (or lack thereof), please elaborate how the request complies with the goals and policies of the General Plan. Provide the applicable goals and polices, specific how the application conforms to them. Use the same format described above for the criteria of Section 21-6-7.4.</li> <li>In accordance with the criteria of Section 21-6-7.4, please identify which goals that application is not consistent with.</li> <li>Steps that will be taken to minimize any potential or foreseen negative impacts to adjacent property owners.</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>11. <b>Citizen Review Plan (to be provided in PDF and Word formats)</b></p> <ul style="list-style-type: none"> <li>Describe the plan for notification (Refer to the City of Eloy Zoning Ordinance, Chapter 21, Section 21-6.2.3)</li> <li>Provide the list of persons to be notified, which must include at least all property owners within 300 feet of the application's perimeter boundary.</li> <li>Provide a map that identifies the location of the persons notified</li> <li>Provide a draft letter that will be sent to the property owner(s) (to be provided in PDF and Word formats)</li> <li>Provide a draft of the sign mockup (See example on the last page of this Document. Document is to be provided in PDF and Word formats)</li> <li>The subject property shall be posted in a conspicuous location with a minimum of one sign when it is required. The Zoning Administrator may require additional signs for an application that is greater than 10 acres, abuts multiple streets, or requires additional sign area to provide</li> </ul>



			application-related information. The sign shall conform with the site posting guide available from the Department.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	12.	<b>Citizen Review Report (to be submitted with the Second submittal of the application, or 21 days before the Planning and Zoning Commission Hearing, whichever is first)</b> A. Affidavit of Notification B. Affidavit of Sign Posting
<input checked="" type="checkbox"/>	<input type="checkbox"/>	13.	<b>Preliminary Development Plan/Site Plan</b> C. Site plan is to be prepared in accordance with the Site Plan Content Guide D. Lot Dimensions E. Topography (existing and proposed grades) F. Proposed block layout, street system, improvements, and dedications G. Land proposed for parks, parkways, playgrounds, recreation areas, pedestrian access, and other open space. H. Parking Spaces provided (dimensions, loading bays, service access area) <ul style="list-style-type: none"> <li>▪ For developed sites where the use will occupy an existing building, provide the total number of parking spaces that exist for the site and how many parking spaces are needed for the proposed use.</li> </ul> <ul style="list-style-type: none"> <li>• Landscape Plan (existing and proposed)</li> <li>• All buildings and structures (existing and proposed); Building elevations</li> <li>• Proposed lighting (include lighting details)</li> <li>• Wall detail/Trash enclosure detail</li> <li>• Utility Plans (if the site is developed and use is to occupy an existing building, then address if existing utilities will be sufficient to accommodate the new use)</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	14.	<b>Adjacent Improvement Map</b> <b>Show all adjacent properties, buildings and structures, land uses, zoning designations, and public streets and ways within a radius of three hundred feet (300') and the proposed improvements.</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	15.	<b>All files are to be submitted on a USB drive unless another electronic file transfer method is approved prior to the submittal.</b>
<input type="checkbox"/>	<input type="checkbox"/>	16.	<b>Other Requirement:</b>
		17.	<b>If you have any questions regarding this application checklist, please contact your Project Coordinator.</b> <b>Coordinator Name (print):</b> _____ <b>Phone Number: 520-466-2578</b> <b>Coordinator Name (signature):</b> _____ <b>Date:</b> _____ <b>Coordinator e-mail:</b> _____ <ul style="list-style-type: none"> <li>• The City Planner or Community Development Director must sign the checklist prior to the submittal of the application; otherwise, the application will not be accepted.</li> </ul>





### Required Notice

Pursuant to A.R.S. §9-836, an applicant/agent may request a clarification from the city regarding an interpretation or application of a statute, ordinance, code, or authorized substantive policy, or policy statement. Requests to clarify an interpretation or application of a statute, ordinance, code, or policy statement administered by the Community Development Department, including a request for an interpretation of the Zoning Ordinance. All requests shall be submitted in writing to the Community Development Department to the attention of the Community Development Director. All such written requests must be submitted in accordance with the A.R.S. §9-839

SAMPLE  
REFERENCE  
ONLY