



PLANNING & ZONING APPLICATION COVER SHEET

TYPE OF APPLICATION (Check One)

- | | | |
|---|---|---|
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Pre-application | <input type="checkbox"/> Specific Plan Amendment |
| <input type="checkbox"/> Development Plan | <input type="checkbox"/> Preliminary Plat | <input type="checkbox"/> Temporary Use Permit |
| <input type="checkbox"/> Final Plat | <input type="checkbox"/> Rezone/Specific Plan | <input type="checkbox"/> Variance |
| <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Signage | <input type="checkbox"/> Zoning Interpretation Letter |
| <input type="checkbox"/> Minor Land Division | <input type="checkbox"/> Site Plan Review | <input type="checkbox"/> Zoning Verification Letter |
| <input type="checkbox"/> Other _____ | | |

GENERAL DATA REQUIRED

Assessor's Parcel Number(s):		General Plan: Designation (To be confirmed by staff)	
Gross Area (Acre/Sq. Ft.):		Current Zoning: (To be confirmed by staff)	
Development/Project Name:		Commercial <input type="checkbox"/>	Industrial <input type="checkbox"/> Residential <input type="checkbox"/>
Project Location		Current Land Use:	
Description of Project			
1 st Review (Date):		2 nd Review (Date):	3 rd + Review (Date):
PROPERTY OWNER INFORMATION			
Owner Name:			Phone:
Street Address:	City:	State:	Zip Code: Fax: E-Mail:

AUTHORIZATION OF PROPERTY OWNER

I, the undersigned, certify that all of the facts set forth in this application are true to the best of my knowledge and that I am either the owner of the property or that I have been authorized in writing by the owner to file this application and checklist.

Signature

Date

SUBSCRIBED AND SWORN to before me

this __ day of _____, 20__.

Notary Public: _____

Commission Expire: _____

AGENT / REPRESENTATIVE INFORMATION

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

(FOR OFFICE USE ONLY)

Fees:	Accepted By:	Date Accepted:	CASE NO:
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*A copy of this sheet must be submitted with each review.

NOTE: All plans required as part of an applications submittal requirements are for application reviews at the Staff level. Additional copies WILL be required for Planning Commission and City Council Meetings



1137 W. Houser, Road
Eloy, Arizona 85231

Phone: 520-466-2578
Fax: 520-464-1438

CONDITIONAL USE PERMIT APPLICATION

TRACKING FORM (to be kept in the file)

- Preapplication (date): _____
 - Notification (dates):
 - Neighborhood Meeting: _____
Property Posted: _____
 - Planning Commission: _____
Property Posted: _____
Action: _____
 - City Council: _____
Property Posted: _____
 - Submittal Date (date): _____
 - Letter Mailed to Property Owners: _____
 - Newspaper Publication: _____
 - Notice Letter: _____
 - Newspaper Publication: _____
 - Notice Letter: _____
- *Provide photographs of the ten (10) signs posted
- City Council Action (Attach a copy of Letter with stipulations): _____

ALL SUBMITTALS MUST INCLUDE THE FOLLOWING:

Preapplication Submittal Requirements:

- Narrative to include:
 - o Discussion of Current General Plan Designation
 - o Current Zoning District
 - o Proposed Use
- Ten (10) Copies of Vicinity Ownership Map bound and folded (as one set)
- Ten (10) Conceptual Development Plan
- Fee \$ _____

Conditional Use Permit Application Submittal Requirements:

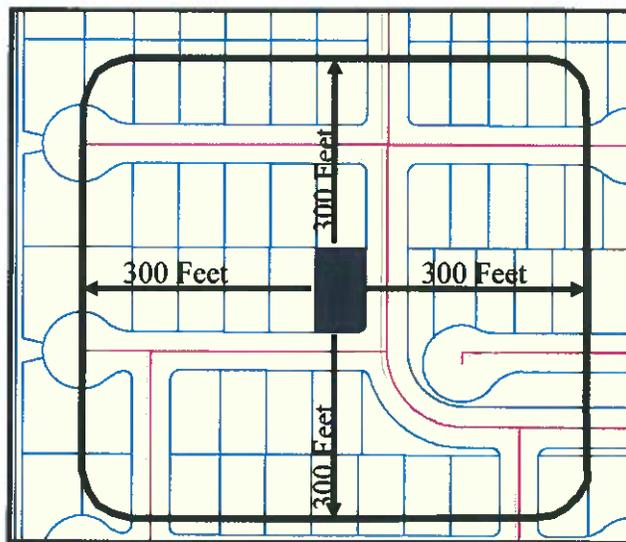
- Narrative to include:
 - o Discussion of Current General Plan Designation
 - o Current Zoning District
 - o Proposed Use within the Zoning District
 - o How the proposed use complies with the goals and policies of the General Plan
 - o Why the proposed site is suitable within the existing zoning district
 - o How will the proposed use impact surrounding uses and properties
 - o Steps that will be taken to minimize any potential or foreseen negative impacts to adjacent property owners
 - o Design guidelines for the development (i.e. increased landscaping at _____ to increase screening and minimize any visual impacts, etc)
- Legal description of property
- One (1) copy of a property map to include all adjacent properties, buildings and structures, land uses, and public streets and ways within a radius of three hundred feet (300').
- Ten (10) Copies of Vicinity Ownership Map bound and folded (as one set)
- Ten (10) copies of a Preliminary Development Plan to include the following:
 - o Site Plan(s)
 - Lot Dimensions
 - Topography (existing and proposed grades)
 - Proposed block layout, street system, improvements, and dedications
 - Land proposed for parks, parkways, playgrounds, recreation areas, pedestrian access and other open space
 - Parking Spaces provided (dimensions, loading bays, service access area
 - For developed sites where the use will occupy an existing building provide total number of parking spaces that exist for the site and how many parking spaces are needed for the proposed use.
 - Landscape Plan (existing and proposed)
 - All buildings and structures (existing and proposed)
 - o Utility Plans (If site is developed and a use is to occupy an existing building then address if existing utilities will be sufficient to accommodate the new use)
 - o Other information as required by the Zoning Administrator: _____
(Attach on separate sheet if needed)
- Three (3) sets of mailing labels and parcel map for all property owners within 300 feet of subject property (Neighborhood Meeting, Planning Commission and City Council public hearings)
- Three (3) sets of mailing labels of all registered neighborhood organizations within the Community.
- Affidavit of Notification
- Three (3) copies of a Traffic Impact Study (Statement)
- Fee \$ _____
- Electronic Copy of all documents and maps (PDF format)
- Proposition 207 Waiver Form

Instructions for Property Owner List, Envelopes, and Map

- Obtain names and address of property owners within 300-feet of the site from the Pinal County Assessor's Office or from a title company using the last declared owner of record.
- Type the names and address on an 8.5" x 11" sheet of paper, with the tax parcel number above the address (See Example Below)

205-514-101
Bill Smith
1137 W Houser Rd
Eloy, AZ 85231

- Address a legal sized envelope for each property owner and registered neighborhood organization complete with the sample information illustrated above. Envelopes should be:
 - Unsealed
 - Stamped (**Not Metered**)
 - Do NOT include a return address
- Prepare ownership parcel map showing the subject property and all parcels within 300-feet according to Pinal County Assessor records or a title company. See example below.



Affidavit of Notification

Neighborhood Meeting and Public Hearing Property Owner Lists

(For additional information, please call the Planning Department at (520) 466-2578)

Conditional Use Application No.: _____

Applicant Name: _____

Location: _____

I, the undersigned, confirm that the property owner and registered neighborhood organization lists with attached envelopes contains all owners of record as contained within the Pinal County Assessor's Records as required for the Conditional Use case noted above.

Applicant/Representative Signature Date

This instrument was acknowledged before me on this _____ day of _____, 20____, by

_____. In witness whereof I hereunto set my hand and official seal.

Notary Public

My commission expires _____

- The proposed conditional use shall be in compliance with all regulations of the applicable zoning district, design standards, or general provision requirements of this chapter.
- The establishment, maintenance, or operation of the proposed use shall not be detrimental to the health, safety, and general welfare of occupants of surrounding land nor be noxious or offensive by reason of vibration, noise, odor, dust, smoke or gas.
- The proposed use shall not be materially injurious to properties or improvements nor diminish or impair property values in the immediate vicinity.
- The proposed use will be served by ingress and egress routes that minimize traffic congestion, shall not burden the existing and anticipated traffic conditions including parking facilities on adjacent streets and land, and will be served by adequate public utilities.
- The proposed use shall not impede the normal and orderly development and improvement of surrounding property for uses permitted in the underlying zoning district and shall be in compliance with the Eloy general plan adopted by the city.
- The proposed use is necessary or desirable or provides a service or facility that contributes to the general well being of the area.
- The proposed use shall not create more adverse impacts on existing uses in the surrounding areas than those which reasonably might result from development of the site with a use that is permitted by right in the underlying zoning district.

Notes of Validity

- Approval shall become effective immediately.
- The conditional use permit shall become null and void if the use permit has not been exercised and the use established within twelve (12) months of the date of approval. A conditional use permit is exercised when the use has been established or when a building permit has been issued, construction commenced, and the building permit remains valid.
- If such use is abandoned or discontinued for a period of twelve (12) consecutive months, it may not be reestablished unless reauthorized by the commission and city council.
- Amendments to conditional use permits shall be processed in the same manner as the original permit, except that minor amendments may be authorized by the zoning administrator.
- If an application is denied, the denial shall constitute a finding that the applicant has not shown that the conditions required for approval do exist. No application for a conditional use permit which has been denied wholly or in part shall be resubmitted for a period of twelve (12) months from the date of said order of denial, unless agreed to by a super majority three-fourths (3/4) vote of the commission. (Ord. 04-569, 6-7-2004)