

CONDITIONAL USE PERMIT APPLICATION

Note: Development Services general email, dspermits@maricopa-az.gov

SECTION I: PROPERTY OWNER(S)

Name: _____

Mailing Address: _____

Phone: _____ Fax: _____

***If more than one owner, attach additional sheet with names, addresses and signatures as requested below.**

SECTION II: APPLICANT INFORMATION & PRIMARY CONTACT INFORMATION

Applicant Name: _____

Affiliation with Project: _____

Mailing Address: _____

Phone: _____ Fax: _____

Primary Contact Name: _____

Affiliation with project: _____

Phone: _____ Fax: _____

Email: _____

SECTION III: USE

Conditional Use: _____

Project Name: _____

Description of Request: _____

Dates requested for Conditional Use Permit: _____

Existing Zoning District: _____

Existing Use of the Property: _____

Describe the proposed use, the operations of the use, and the facilities proposed for the land use: _____

General Plan Classification: _____

SECTION IV: PROPERTY

Street Address: _____

General Location and Assessor's Parcel Number: _____

Legal Description (Section, Township & Range): _____

Size: (Gross and Net) _____ sq. ft. _____ acres

SECTION V: SUBMITTAL REQUIREMENTS

Please provide the following (attach additional sheets):

Office
 Check-in
 Use Only

Applicant
 Checklist

- PDF version of all the Submittal Attachments
- Copy of Pre-Application Determination (if applicable)
- Project narrative (scope of work proposed)
- Drafted versions of Public Notices as required by the [Zoning Code](#) Table 502.06 Requirements
- Five (5) full size prints (preferably 24" X 36") of Site Plan showing the following as applicable:
 - Topography
 - Building/structure locations and/or outdoor storage areas
 - Screening, walls or fences
 - On-site circulation
 - Land uses, setbacks, and landscaping plans
 - Grading and Drainage plans
 - Open space
 - Elevations (all sides)
 - Any other information as requested by the City
 - Telecommunication Facilities should attach checklist provided in Pre-Application Commens
- Fees: Conditional Use Permit/Admin. \$1,000.00

PLANNING & ZONING DIVISION

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Pursuant to ARS 9-835, the City establishes overall permitting time frames during which the City will either grant or deny each type of permit (license) that it issues. The time frame includes an administrative completeness review period to accept or reject the application, and a substantive review period to provide a technical review of the request. The City shall approve or deny the request within the overall time frame listed below, however, should the City extend the review period for additional submittal(s), said extension's shall not exceed 25% of the overall time frame.

Please note: These are projected time frames only and may change due to workload and staffing considerations

Application Type	Administrative Completeness Review	Substantive Review	Total Time Frame
Addressing Request	10 days	20 days	30 days
Administrative Design Review Application	10 days	30 days	40 days
Temporary Use Permit Application	10 days	20 days	30 days
Minor Land Division Application	10 days	10 days	20 days
Sign Permit Application	10 days	10 days	20 days
Lot Split / Lot line Adjustment Application	10 days	20 days	30 days
Temporary Sign Permit Application	5 days	5 days	10 days

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Application Type	Administrative Completeness Review	Substantive Review	Total Time Frame
Variance Application	10 days	20 days	30 days
Conditional Use Permit Application	10 days	35 days	45 days
Zone Change Application	30 days	60 days	90 days
Zoning Text Amendment Application	10 days	10 days	20 days
Zoning Permit (Clearance) Application	10 days	10 days	20 days
Annexation Application	10 days	10 days	20 days
Development Review Permit Application (MAJOR)	10 days	35 days	45 days
Development Review Permit Application (MINOR)	10 days	20 days	30 days
Major/Minor General Plan Amendment Application	30 days	60 days	90 days
Comprehensive Sign Plan Application	10 days	25 days	35 days
Planned Area Development Application	30 days	60 days	90 days

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Preliminary Plat Application	30 days	60 days	90 days
Preliminary Plat Extension Application	10 days	20 days	30 days
Final Plat Application	30 days	60 days	90 days
Final Plat Amendment/Abandonment Application	20 days	30 days	50 days

*The City may request additional information or corrections to the application in lieu of denying the request. In this event, the substantive review time frame and the overall time frame are suspended from the date the request is issued until the date that the municipality receives the additional information from the applicant.

PERMIT & LICENSE APPLICATION PROCESS

1 Customer receives application, Bill of Rights, Time Frames & Checklists online or at City Hall

2 Customer submits complete Application and Fees to Front Counter Representative

3 Front Counter Rep. reviews for initial completeness prior to receiving, then emails reviewing staff of Administrative Review expiration.

4a City accepts application & provides Substantive Review within overall time frame

or

4b City rejects incomplete application w/in Administrative Review time frame - notice of deficiencies issued to applicant

5a City approves application and issues electronic or written approval to applicant

or

5b City denies application OR mutually agree to subsequent re-submittal(s). All subsequent reviews occur w/in 25% of the overall time frame

6 City issues a written or electronic notice granting or denying a license to applicant. If denied, written notice shall include justifications for denial with specific references and an explanation of applicants right to appeal the denial including deadline to submit protest and contact information for questions on appeal process.

REGULATORY BILL OF RIGHTS

This past legislative session (Fiftieth Legislature, First Regular Session), the Arizona Legislature passed Senate Bill 1598. This “Regulatory Bill of Rights” went into effect on July 20, 2011 (with full implementation on December 31, 2012). The rights afforded private regulated parties under the new law are provided below.

A.R.S. § 11-1602: REGULATORY BILL OF RIGHTS

TO ENSURE FAIR AND OPEN REGULATION BY CITIES, A PERSON:

- IS ELIGIBLE FOR REIMBURSEMENT OF FEES AND OTHER EXPENSES IF THE PERSON PREVAILS BY ADJUDICATION ON THE MERITS AGAINST A CITY IN A COURT PROCEEDING REGARDING A CITY DECISION AS PROVIDED IN A.R.S. § 12-348.
- IS ENTITLED TO RECEIVE INFORMATION AND NOTICE REGARDING INSPECTIONS AS PROVIDED IN A.R.S. § 11-1603 (EFFECTIVE JUNE 30, 2012).
- IS ENTITLED TO HAVE A CITY NOT BASE A LICENSING DECISION IN WHOLE OR IN PART ON LICENSING CONDITIONS OR REQUIREMENTS THAT ARE NOT SPECIFICALLY AUTHORIZED AS PROVIDED IN A.R.S. § 11-1604.
- MAY HAVE A CITY APPROVE OR DENY THE PERSON’S LICENSE APPLICATION WITHIN A PREDETERMINED PERIOD OF TIME AS PROVIDED IN A.R.S. § 11-1605 (EFFECTIVE DECEMBER 31, 2012).
- IS ENTITLED TO RECEIVE WRITTEN OR ELECTRONIC NOTICE FROM A CITY ON DENIAL OF A LICENSE APPLICATION (EFFECTIVE DECEMBER 31, 2012).
 - THAT JUSTIFIES THE DENIAL WITH REFERENCES TO THE STATUTE, ORDINANCE, REGULATION, DELEGATION AGREEMENT OR AUTHORIZED SUBSTANTIVE POLICY STATEMENT ON WHICH THE DENIAL IS BASED AS PROVIDED IN A.R.S. § 11-1605.
 - THAT EXPLAINS THE APPLICANT’S RIGHT TO APPEAL THE DENIAL AS PROVIDED IN A.R.S. § 11-1605.
- IS ENTITLED TO RECEIVE INFORMATION REGARDING THE LICENSE APPLICATION PROCESS AT THE TIME THE PERSON OBTAINS AN APPLICATION FOR A LICENSE AS PROVIDED IN A.R.S. § 11-1606.
- MAY INSPECT ALL ORDINANCES, REGULATIONS, AND SUBSTANTIVE POLICY STATEMENTS OF A CITY, INCLUDING A DIRECTORY OF DOCUMENTS, AT THE OFFICES OF THE CITY AS PROVIDED IN A.R.S. § 11-1607.
- UNLESS SPECIFICALLY AUTHORIZED, MAY EXPECT CITIES TO AVOID DUPLICATION OF OTHER LAWS THAT DO NOT ENHANCE REGULATORY CLARITY AND TO AVOID DUAL PERMITTING TO THE MAXIMUM EXTENT PRACTICABLE AS PROVIDED IN A.R.S. § 11-1604.
- MAY FILE A COMPLAINT WITH THE CITY COUNCIL CONCERNING AN ORDINANCE, REGULATION OR SUBSTANTIVE POLICY STATEMENT THAT FAILS TO COMPLY WITH A.R.S. § 11-1602.