



Santa Cruz County Community Development Department

Submittal Requirements Check List

2150 N Congress Drive, Suite 215 ■ Nogales AZ 85621 ■ 520-375-7930

The Planning and Zoning Commission is a nine (9) Member Commission, appointed by the Board of Supervisors, and charged with the duty of hearing Conditional Use Permits.

The Commission meets on the fourth Thursday of each month. Application deadlines are six (6) weeks prior to the scheduled meeting, due to our obligation to comply with public notice requirements.

A complete application must include:

1. Letter of Intent
History of applicant as it pertains to the request.
Specifics of request including property location, existing land-use, proposed land-use, etc.
2. County Assessor's computer print-out and Assessor's map of the property in question.
3. The completed application form.
4. The owner's signature (include all ownership interest) on the application.
5. When applicant is not the property owner, a letter signed by the owner(s) authorizing the applicant to act in their behalf.
6. A site plan showing the intended use of the property. The site plan must show the property boundaries, location of proposed and existing structures, setbacks from property lines, and any other pertinent information requested by the Planning and Zoning Department. The plan should be no larger than 11" X 17"; however, larger copies may be accepted.
7. Electronic pdf files of all documents.
8. A check in the amount of [\$250.00 for Residential and \$350.00 for Commercial], payable to Santa Cruz County.



**Santa Cruz County
Community Development Department**

MODIFICATION OF CONDITIONAL USE PERMIT APPLICATION

2150 N Congress Drive, Suite 215 ■ Nogales AZ 85621 ■ 520-375-7930

DESIRING A MODIFICATION OF A CONDITIONAL USE PERMIT ACCORDING TO THE TERMS OF THE SANTA CRUZ COUNTY ZONING AND DEVELOPMENT CODE:

TO THE HONORABLE PLANNING AND ZONING COMMISSION

I (we), the undersigned, hereby petition the Santa Cruz County Planning and Zoning Commission to grant a Modification of a Conditional Use Permit according to the terms of the Santa Cruz County Zoning and Development Code as follows:

NOTE: Complete all of the following items. If necessary, attach additional sheets.

- 1 List the name(s) and address(es) of all owners of the parcel for which the Modification of a Conditional Use Permit is sought.

PROPERTY OWNER	ADDRESS	PHONE
_____	_____	_____
_____	_____	_____

- 2 Tax parcel identification number: _____

- 3 General location of parcel: _____

- 4 Area of Parcel (to the nearest tenth of an acre): _____

- 5 Zoning District Classification: _____

- 6 Infrastructure and Public Facilities Serving the Site:

Water: _____	Gas: _____
Wastewater: _____	Fire Protection: _____
Electric: _____	School District: _____

- 7 Describe the existing uses of the parcel and the size and location of existing structures and buildings in use on it. _____

- 8 Describe all proposed uses and/or structures, which are to be placed on the property. _____

9. State specifically why you are requesting a Modification of a Conditional Use Permit _____

NOTE: THE APPLICANT HEREBY CONSENTS TO SITE VISITS IN ORDER FOR PLANNING STAFF TO PREPARE THE CASE REPORT TO THE PLANNING COMMISSION AND/OR THE BOARD OF SUPERVISORS AND TO POST THE PROPERTY PURSUANT TO A.R.S. §§11-805, 11-813, 11-816, 11-829, OR 11-831.

The undersigned hereby certifies and declares that to the best of his/her knowledge and belief the data submitted on and attached to this application for a Conditional Use Permit are true and correct.

SIGNATURE OF PETITIONER

ADDRESS

DATE

APPLICANTS PHONE NUMBER: _____

FOR OFFICE USE ONLY	
DISTRICT NUMBER: _____	DATE: _____
CASE NUMBER: _____	
CASE NAME: _____	
APPLICABLE SECTION OF THE CODE: _____	
