



**Santa Cruz County
Community Development Department**

**SPECIAL USE PERMIT (COMPREHENSIVE SIGN PLAN)
Submittal Requirements Check List**

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

The Board of Adjustment is a five member Board, appointed by the Board of Supervisors, and charged with the duty of hearing Variances, Interpretations, and Appeals of the Decision of the Planning Director.

The Board meets on the third 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 sketch plan showing the intended use of the property. The sketch 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 sketch should be on paper no larger than 11" X 17"; however, larger copies will be accepted.
7. A check in the amount of [\$250.00 for Residential and \$350.00 for Commercial] payable to Santa Cruz County.



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(COMPREHENSIVE SIGN PLAN)**

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DESIRING A SPECIAL USE PERMIT ACCORDING TO THE TERMS OF THE SANTA CRUZ COUNTY DEVELOPMENT CODE:

I (we), the undersigned, hereby petition the Santa Cruz County Board of Adjustment #____ to grant a Special Use Permit for a Comprehensive Sign Plan 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 Special 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. Describe the existing uses of the parcel and size and location of existing structures and buildings in use on it. _____

7. Describe all proposed signs or sign-related structures, which are to be placed on the property.

8. State specifically the justification for the request. _____

NOTE: THE APPLICANT HEREBY CONSENTS TO SITE VISITS IN ORDER FOR PLANNING STAFF TO PREPARE THE CASE REPORT TO THE BOARD OF ADJUSTMENT, 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 Special Use Permit from the Santa Cruz County Zoning and Development Code are true and correct.

SIGNATURE OF PETITIONER

ADDRESS

DATE

APPLICANTS PHONE NUMBER: _____

NOTE: If applicant is not the property owner, please attach a signed letter from the property owner authorizing the Special Use Permit(s) sought.

FOR OFFICE USE ONLY

DISTRICT NUMBER: _____

DATE: _____

CASE NUMBER: _____

CASE NAME: _____

APPLICABLE SECTION OF THE CODE: _____

SITE PLAN CONTENT AND SPECIFICATIONS

The site plan shall be drawn at a standard engineering scale no larger than 1" = 60' on a sheet(s) no larger than 30" by 42" (24" by 36" recommended, 8 ½ by 11 minimum) and shall include at a minimum the following information:

1. North arrow and scale.
2. Property legal description and property tax parcel number.
3. Project address.
4. Location map.
5. Lot dimensions.
6. All existing and proposed buildings and structures, including location, size, height, overhangs, canopies, and use.
7. Required zoning setbacks.
8. Off street parking.
9. Existing and future sight visibility triangles (when applicable).
10. Points of egress and ingress.
11. Location, type, size, and height of existing and proposed signage.
12. Limits of the 100-year floodplain and water surface elevation (when applicable).
13. Street names (when applicable).
14. Location and orientation of existing major physical features, such as railroad tracks, drainage ways and easements.
15. Fences, walls, or vegetation for screening by type, material, height, location, and spacing. (when applicable).
16. Existing zoning of parcel and adjacent parcels, including those across streets and alleys.