



Santa Cruz County
Community Development Department
BOARD OF ADJUSTMENT SUBMITTAL REQUIREMENTS
Submittal Requirements Check List

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.



**SANTA CRUZ COUNTY
COMMUNITY DEVELOPMENT
PLANNING DIVISION
275 Rio Rico Drive
Rio Rico, AZ 85648
520 375-7930 fax 520-375-7684**

**APPLICATION FOR SPECIAL USE PERMIT
COMPREHENSIVE SIGN PLAN
BOARD OF ADJUSTMENT**

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.

- 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
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_____	_____	_____
_____	_____	_____

- Tax parcel identification number: _____

- General location of parcel: _____

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

- Zoning District Classification: _____

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

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

- 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.



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**Santa Cruz County
Community Development Department
Planning & Zoning and Building Department**

Applicant's Certification and Acknowledgement

TAX PARCEL NUMBER _____

By signing below, I hereby certify and acknowledge that:

I am the Owner, or authorized agent of the Owner, of the property being developed.

My submitted application is complete and accurate to the best of my knowledge. Submission of false information may constitute fraud, and may be punishable by fine, imprisonment or both. A.R.S. §13-2310

I understand that an incomplete or inaccurate permit application or site plan, or failure to respond to requested corrections, may result in delays, additional permit and plan review fees, return of the submittal, or denial of the application.

I request all meetings, reviews or inspections that are necessary to process my application, and if my permit is approved and issued, I request all inspections necessary to monitor progress, and document completion at all stages of the work related to my permit.

My application is subject to an administrative completeness review of fifteen (15) business days, during or after which time I will receive written or electronic notice that my application is complete, or, in the case of an incomplete application, a list of deficiencies that I need to correct. My application will not be transmitted for substantive review until all deficiencies have been corrected and my revised full application has been submitted to the County.

If the county does not issue a written or electronic notice of administrative completeness within fifteen (15) business days, per A.R.S. §11-1605(F), my application will automatically be deemed administratively complete and transmitted for substantive review.

I understand that I have thirty (30) business days to respond to a Notice of Deficiencies during the administrative completeness phase. My failure to respond within this timeframe may result in my permit application being voided. I have the right to re-apply if my permit application is voided. A.R.S. §11-1605(F)

I understand and acknowledge that the total County review timeframe during the administrative completeness review phase is a total of forty-five (45) business days.

My application is subject to a substantive review period of forty-five (45) business days. I will receive written or electronic notice if my permit is approved or if corrections or additional information are needed. My permit will not be approved or issued until all additional information is provided, all requested corrections are completed and all permit fees have been paid.

I understand that I have sixty (60) business days to respond to a Request for Corrections or to a Request for Additional Information during the substantive review phase. My failure to respond within this timeframe may result in my permit application being denied. I have the right to re-apply if my permit application is denied. A.R.S. §11-1605(G)

I understand and acknowledge that the total County review timeframe during the substantive review phase is a total of one-hundred-five (105) business days.

I understand and acknowledge that my permit application, with a combined administrative completeness review and the substantive review, have a total potential overall County permit application processing time of one-hundred-fifty (150) business days. If my application cannot be approved within this timeframe, or within a written mutually agreed upon extension timeframe, my application may be voided or denied. A.R.S. §11-1605(I) & (J)

I acknowledge that my total response timeframe during the administrative completeness phase is a total of sixty (60) business days, and during the substantive review phase a total of one-hundred-twenty (120) business days. If I request the full extensions allowed for my response of an additional ninety (90) business days, my permit application may have a total potential overall applicant response time of two-hundred-seventy (270) business days. If I am unable to complete my application within this timeframe, my application may be voided or denied. A.R.S. §11-1605(G)

I understand that the substantive review time frames and overall time frames do not include the time required for an applicant to obtain other non-county licenses or to participate in meetings as required by law. A.R.S. §11-1605(C)(9)

I am aware that all required permits, including required permits from outside agencies MUST be obtained before the County will issue my requested permit. Failure to obtain required permits from outside agencies may result in fines or other penalties. I understand that it is my responsibility to plan for outside agency timeframes for necessary approvals or permits.

If my permit application is denied, I can appeal this decision, in writing, to the Santa Cruz County Zoning Inspector at the Santa Cruz County Community Development Department, 275 Rio Rico Drive, Rio Rico AZ 85648, 520-375-7930. An appeal must be received at the Santa Cruz County Community Development Department within thirty (30) business days from the issuance of the permit, or written or electronic notice of permit denial. I acknowledge that my appeal request must include a justification of my appeal. A.R.S. §11-1605(J)(2)

I may have other rights and obligations in the Regulatory Bill of Rights, as set forth by A.R.S. §11-1602-1610, including the right to request, in writing, a clarification of this statute, as applied by the County, to my permit application.

Signature

Date

Print Name/Company

Owner

Agent (see below)

If Agent, Owner must complete the following, or submit a letter of authorization.

I, _____, Owner of the property for which this application is being submitted,

APN _____, do herein authorize _____

to submit Zoning applications and Building Permits on my behalf.

Owner Signature

Date

Owner Printed Name