



## Santa Cruz County Community Development Department

### CONDITIONAL USE PERMIT CHECKLIST

275 Rio Rico Drive ■ Rio Rico AZ 85648 ■ 520-375-7930

The nine-member Planning and Zoning Commission appointed by the Board of Supervisors hears Conditional Use Permit requests.

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

#### PLEASE PROVIDE THE FOLLOWING:

1. A check payable to Santa Cruz County:
  - \$250.00 - **Residential** Conditional Use application fee.
  - \$350.00 - **Commercial** Conditional Use application fee.
2. Electronic pdf files of all documents and plans.
3. The completed application form, including the Certification and Acknowledgement pages. The application must include the property owner's signature, or a letter of authorization from the property owner for a representative or agent to submit on the owner's behalf.
4. Letter of Intent describing the reason for the Conditional Use request and the history of the site.
5. Specifics of the request including property location, existing land-use, proposed land-use, and any considerations the Commission should review about the request, or items deemed necessary for the application evaluation and requested by the Planning Division.
6. County Assessor's computer print-out.
7. County Assessor's parcel map of the property.
8. A dimensioned site plan showing the intended use of the property. The site plan must include property boundaries, location of proposed and existing and proposed structures, access, setbacks from property lines, and any other information deemed necessary for the application evaluation and requested by the Planning Division.

The site plan should be no smaller than 11" X 17"; no larger than 24" x 36".

The text must be a minimum of 11-point in any reduced copy.

The attached SITE PLAN REQUIREMENT CHECKLIST are the minimum requirements.

#### SITE PLAN REQUIREMENT CHECKLIST

Drawn to standard engineering scale no larger than 1"=60' on a sheet no smaller than 11" x 17"; no larger than 24" x 36". All sheets of one plan set must be the same size.

1. North arrow
2. Written and graphic scale.
3. APN and Property legal description.
4. Site address in lower right corner.
5. Location map in upper right corner.
6. Limits of the 100-year floodplain and water surface elevation (when applicable).
7. Location and orientation of existing major physical features, such as easements, railroad tracks, drainage ways.
8. Existing zoning of parcel and adjacent parcels, including those across a street or alley.
9. All lot dimensions.
10. All zoning setbacks.
11. Fences, walls or vegetation, by type, used for screening. Include location, material, height, and spacing.
12. All existing and proposed buildings and structures; including location, size, height, overhangs, canopies, and uses.
13. Location, type, size (in square feet), height (at top) and illumination of existing and proposed signage.
14. Points of ingress and egress.
15. Existing and future sight visibility triangles for all access driveways on commercial sites.
16. Street names.
17. Off-street parking.



**Santa Cruz County**  
**Community Development Department**

**CONDITIONAL USE PERMIT APPLICATION**

275 Rio Rico Drive ■ Rio Rico AZ 85648 ■ 520-375-7930

CUP \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ ( \_\_\_\_\_ )

Modification of CUP \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ ( \_\_\_\_\_ )

APN \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Property Owner Name(s) (attach additional sheets as needed)

\_\_\_\_\_

Property Owner Address(s) (attach sheets as needed)

\_\_\_\_\_

City \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Site Address

\_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Parcel Size (to nearest tenth of an acre) \_\_\_\_\_ Zoning \_\_\_\_\_

Site Infrastructure and Utilities

Water \_\_\_\_\_ Wastewater \_\_\_\_\_

Electricity \_\_\_\_\_ Gas \_\_\_\_\_

Fire District \_\_\_\_\_ School District \_\_\_\_\_

Existing Uses – the size and location and use of all existing structures, add sheets if needed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed Uses – what, where and why of the request.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

office use only

date stamp here

BY SIGNATURE BELOW I HEREBY CONSENT TO STAFF SITE VISITS AT ANY TIME AND PERMIT PHOTOGRAPHS TO BE TAKEN OF THE SITE IN PREPARATION OF THE STAFF REPORT FOR THE PLANNING COMMISSION AND/OR THE BOARD OF SUPERVISORS MEETING, AND TO POST THE PROPERTY PURSUANT TO A.R.S. §§11-805, 11-813, 11-816, 11-829 AND/OR 11-831.

FURTHER, BY SIGNATURE BELOW I HEREBY CERTIFY AND DECLARE THAT TO THE BEST OF MY KNOWLEDGE THE INFORMATION PROVIDED ON AND ATTACHED TO THIS APPLICATION IS TRUE AND CORRECT.

\_\_\_\_\_  
Applicant signature Date

**OR**

I, \_\_\_\_\_ am the property owner of property in this application and I authorize my representative, indicated by name and address below, to apply for and be responsible for the processing of this application on my behalf.

\_\_\_\_\_  
Applicant signature Date

**Representative**

\_\_\_\_\_  
Representative Printed Name Representative's Signature

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Representative's Phone \_\_\_\_\_ Email \_\_\_\_\_

FOR OFFICE USE ONLY Applicable Zoning Code Section(s) _____ _____ _____ _____
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**Santa Cruz County  
Community Development Department**

**Planning & Zoning and Building Department**

275 Rio Rico Drive • Rio Rico, AZ 85648 • 520-375-7930

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**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.

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Signature

Date

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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.

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Owner Signature

Date

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Owner Printed Name