



**Santa Cruz County
Community Development Department**

PRELIMINARY INFORMATIONAL MEETING APPLICATION

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

In accordance with Section 1504.1(B) of the Santa Cruz County Zoning and Development Code, all developers proposing to subdivide must participate in a preliminary informational meeting. The developer shall complete this application form in order to begin the process and before the mandatory meeting is scheduled. Use extras sheets if necessary to provide complete and accurate information.

1. Date of Submittal: _____

2. Name and Address of each person or entity having an interest in the proposed subdivision:

Name:	Address:	Phone:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Legal Description of Proposed Subdivision (add extra sheets if necessary): _____

Township: _____ Section: _____ Range: _____ District # _____

General Location : _____

4. Subdivision Name: _____

5. Proposed Number of Lots: _____ Total Acreage of Subdivision: _____

6. Statement on previous subdividing: Has any portion of this property ever been subdivided previously and, if so, indicate name of subdivision and provide recording information? _____

7. Statement of present condition of:

a. Public Access: Describe access to nearest County or State maintained roadway including all public and private easements, width of easements/rights-of-way, roadway condition and surface (use extra sheets if necessary). _____

- b. Availability of Water Service and Provider: _____
- c. Availability of Wastewater Disposal Service and Provider: _____
- d. Availability of Electric Service and Provider: _____
- e. Availability of Gas Service and Provider: _____
- f. Availability of Telephone Service and Provider: _____
- g. Availability of Fire Protection Services and Provider: _____

NOTE: Section 1504.01(B)(7) REQUIRES that the applicant provide a statement of AVAILABILITY of these utility services. Use extra sheets if necessary to clearly describe availability as well as provider name.

- 8. Estimated start date of construction and completion:

- 9. Current Zoning: _____ Proposed zoning (if necessary): _____
- 10. Preliminary Floodplain Statement: Provide a preliminary statement of the effects the development will have on mapped floodplains and whether a Conditional Letter of Map Revision (CLOMR) will be required as per Section 5.5(B)(2) and (3) of the County Floodplain and Erosion Hazard Management Ordinance No. 2001-03.

- 11. Developer/Builder: If the Developer is also the Builder, supplemental form on Green Building is required.

NOTE: Federal Emergency Management Agency CLOMR approval is required prior to approval of the Final Plat.

I/WE hereby affirm that the foregoing information is true and correct to the best of my/our knowledge and further that I/we agree that this proposed subdivision will be built in accordance with the minimum design standards contained in all applicable regulations.

Applicant Signature

Date

Print Name

Title

Company

When complete, return to:
**Santa Cruz County Gabilondo/Zehentner Centennial
 County Service Center
 Planning Division
 275 Rio Rico Drive
 Rio Rico, AZ 85648**



**Santa Cruz County
Community Development Department**

Planning & Zoning and Building Department

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

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