



**Santa Cruz County  
Community Development Department**

**ZONING CLEARANCE APPLICATION**

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

I (we), the undersigned, hereby petition the Santa Cruz County Department of Community Development to grant Zoning Clearance:

**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 Zoning Clearance is sought.

PROPERTY OWNER	ADDRESS	PHONE
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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.	Setbacks:	
	a. Front _____	
	b. Rear _____	
	c. Side _____	
7.	Improvement(s) planned (i.e. house, addition, manufactured home etc.) _____	

8. Sketch Plan: attach a separate sheet showing all property boundaries, existing structures and uses and proposed improvements.

9. If an exemption claim is being made, state in detail the nature and extent of the exempt activity on the property including area used for the exempt activity, type(s) of activity and duration. Include certification from the County Assessor's office as to the tax exempt status of the property.

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 Zoning Clearance are true and correct.

SIGNATURE OF APPLICANT	ADDRESS	DATE
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APPLICANT'S PHONE NUMBER: \_\_\_\_\_

**NOTE:** Each application shall be accompanied by a check in the amount of **\$50.00** payable to the Santa Cruz County Department of Planning and Zoning. Return to the **Santa Cruz County Gabilondo-Zehntner Centennial County Service Center, 275 Rio Rico Drive, Rio Rico, Arizona 85648**



**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