

## WHERE DO I START? GILA COUNTY COMMUNITY DEVELOPMENT

1. Obtain your Assessor Parcel Number. Example: 111-11-111 (this number may or may not include an alphabet letter.)

Globe Assessor's Office: 928-425-3231 Ext. 8713

Payson Assessor's Office: 928-472-7973

2. Draw a plot plan to scale (1"=20' minimum on 8 1/2 x 11 paper): indicate lot dimensions, street names, north arrow, all easements, alleys, driveways-ingress/egress (width & grade), distances between existing and proposed buildings to property lines, fences, location of all existing or proposed utilities, topographical features such as drainages, ditches, streams, slopes, and any other feature which is noteworthy.
3. Call the Community Development Office (also known as Planning & Zoning or the Building Department) to obtain a zoning clearance. Each area is zoned for different land uses. A zoning clearance is needed to make sure your future plans don't conflict with the existing zoning.

Globe Community Development 928-425-3231 Ext. 4223

Payson Community Development 928-474-9276

4. Community Development can assist you in obtaining a Flood Hazard Determination (clearance). The regulatory flood plain elevation can limit the building in a proposed area. The floodplain clearance will tell if this is going to be an issue on your property. If it is determined a Floodplain Use Permit will be required for your project, Community Development can assist you in making this application.
5. If you will be installing a new wastewater system in an area that is not in a Sanitary District or does not have a community wastewater system, see "How do I get Wastewater approval?". If your project is an addition to your home, the Wastewater Department will approve the added use of your existing system.
6. Plans for projects in the Pine/Strawberry Fire District must be presented to them before submitting to our office.
7. If you will be cutting, moving or filling in excess of 50 cubic yards of earth exclusive of basement or foundation excavation, a Grading permit from Gila County Engineering is required.
8. After obtaining the applicable approvals as stated above, you are ready to submit building plans to the Building Safety Office. See Plan Submittal Requirements.

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800-304-4452  
Extension 4223 for Globe Office  
Extension 7110 for Payson Office