

Gila County Community Development Division  
Planning & Zoning Department

**CONDITIONAL USE PERMIT APPLICATION PROCEDURES**

1. It is recommended that you discuss your request with Gila County Staff before you apply. Please note that because a person applies for a Conditional Use Permit it does not necessarily mean it will be approved.
2. Submit a completed application form (attached) with the applicable **non-refundable fee** of three hundred dollars (\$300.00).
3. Provide a full size dimension site plan, drawn to scale, on sheets not greater than 24" x 36" per sheet. An example site plan is attached. The site plan shall contain, at a minimum, the following information: a graphic scale no larger than 100 feet per inch; a north arrow; location and dimensions of all property lines of the subject property; names and widths of all roads adjacent to the subject property; note the land uses on all properties adjacent to the subject property; location and dimensions of all existing and proposed structures and improvements; dimensions of all setbacks and distances between structures; location of all existing and proposed sewage or septic systems, water and utility lines; location and dimensions of all easements and alleys; location and dimensions of existing and proposed signage, on-site parking spaces, driveways, and driving aisles; location, dimensions and type of material of fencing or walls; location and type of exterior lighting (all lighting must comply with Gila County's Dark Sky Ordinance). Additional information may be required, as deemed necessary by the Director or Planning and Zoning Manager. All projects must comply with the Americans with Disabilities Act (ADA) requirements. For Mobile Home Parks or R.V. Parks, see special instruction for parks.
4. Provide building elevations and landscaping, including irrigation plans.
5. In addition to the full size plans, provide reproducible 8 ½" x 11" reductions of all plans.
6. Provide a thorough description of the proposed property use. Include information on hours of operation, potential impacts (for example traffic and noise) on the surrounding neighborhood and future development plans.
7. Requests will be reviewed by the Planning Department Manager. If the application is accepted and if the application is complete, the application will be processed for the next available Planning and Zoning Commission public hearing.
8. The Planning and Zoning Commission will hold a public hearing on your request. Commission meetings are usually held on the third Thursday of each month at 10:00 AM. Fifteen days prior to the hearing, the request is advertised in the official newspaper for County legal ads, property owners within 300 feet of the subject property will be notified by mail, and the subject property will be posted. The applicant will receive a copy of the legal ad for the public hearing. Either the applicant or a representative **must** attend the hearing and should be prepared to answer questions concerning the project.
9. Community Development Division Staff will write a staff report with a recommendation on the application. At the meeting, the Commission will make a recommendation to the Board of Supervisors to either approve or deny your request. The Board will also hold a public hearing to take final action on your request. The hearing is usually held four to six weeks after the Commission hearing. In the same manner as for the Commission hearing, the board hearing will be advertised in the paper, property owners will be notified and the subject property will be posted. The applicant or a representative must attend the Board hearing and should be prepared again to answer questions.
10. If the Board of Supervisors approves the request, the Conditional Use Permit will become effective immediately. You will be notified, by mail, of all actions taken on your case.
11. Appeals of the decision and conditions of the Planning and Zoning Commission may be made to the Board of Supervisors and must be filed in writing with the Community Development Division within thirty (30) days following the date of the decision. An application fee of \$100.00 is required.

Gila County Community Development Division  
Planning & Zoning Department  
745 N Rose Mofford Way, Globe, AZ 85501  
(928) 402-8512, FAX 928-425-0829  
or  
608 E Highway 260, Payson, AZ 85541  
928-474-9276, FAX 928-474-0802

**APPLICATION FOR CONDITIONAL USE PERMIT**

Date \_\_\_\_\_ File No.: \_\_\_\_\_  
Applicant Name \_\_\_\_\_ Phone No.: \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Signature: \_\_\_\_\_  
Owners Name \_\_\_\_\_ Phone No.: \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Signature \_\_\_\_\_

(If the applicant is not the owner of the subject property, the owner must sign the application authorizing the applicant to apply.)

Property Address \_\_\_\_\_  
Tax Assessor Parcel No. \_\_\_\_\_  
Legal Description \_\_\_\_\_  
Current Zoning: \_\_\_\_\_ Requested Zoning: \_\_\_\_\_  
CURRENT USE OF PROPERTY \_\_\_\_\_

DESCRIBE PROPOSED PROPERTY USE: (Use extra sheets if necessary) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SITE PLAN:** See attached instruction sheet for requirements. Site plan must be submitted with the application.

UTILITIES CURRENTLY AVAILABLE AT SITE: \_\_\_\_\_ Gas \_\_\_\_\_ Sewer \_\_\_\_\_ Water \_\_\_\_\_ Electric \_\_\_\_\_  
If utilities are not available, describe how utilities will be provided \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Information must be complete and accurate. Attach all required information as outlined on the attached instruction sheet.**

**FOR OFFICE USE ONLY**

Fee received: \$300.00 Check No. \_\_\_\_\_ Cash \_\_\_\_\_ Date: \_\_\_\_\_  
PZC Legal Publication and Posting Date: \_\_\_\_\_ Hearing Date: \_\_\_\_\_  
PZC Recommendation: \_\_\_\_\_  
BOS Legal Publication and Posting Date: \_\_\_\_\_ Hearing Date: \_\_\_\_\_  
BOS Decision: \_\_\_\_\_