

# DEVELOPMENT PLAN

## GILA COUNTY DOES NOT REQUIRE OR ISSUE BUSINESS LICENSES

**However, new businesses being established in existing buildings are subject to the following regulations:**

Per the 2012 International Building Code, no building shall be used or occupied and no change made in the use of the building until a Certificate of Occupancy has been issued by the Building Official. Also, the Code prohibits changes to the use of an existing building unless it is brought into compliance with the requirements for the new use.

Any remodeling required to bring a new business into compliance must be permitted and inspected. In addition, the proposed use must comply with the Gila County Zoning Ordinance as it applies to the types of uses allowed in each individual Zoning District. Zoning also regulates the types and sizes of signs that will be allowed.

Businesses must also comply with state and federal regulations in regards to Handicap Accessibility.

Other agencies whose approval may be required and some of their areas of concern are:

Gila County Wastewater Department (septic and waste handling)  
Gila County Health Department (food handling and service)  
Gila County Engineering (grading, drainage, floodplain, right-of-way permits)  
Fire Department or Fire Marshall (fire safety, exiting, storage of flammables)  
Utility Companies (electric, water, gas, sewer)  
Arizona Department of Transportation (state highway turnouts)  
Arizona Department of Health Services (adult/disabled foster care)

Please call Gila County Community Development for assistance *prior* to establishing your business. We would be happy to help you through the process. Failure to call could result in delays of approvals needed to operate.

## GILA COUNTY COMMUNITY DEVELOPMENT

### **Globe Office**

745 N Rose Mofford Way  
Globe, AZ 85501  
928-402-8512  
FAX 928-425-0829

### **Payson Office**

608 E Highway 260  
Payson, AZ 85541  
928-474-9276  
FAX 928-474-0802

Gila County Community Development Division  
Planning & Zoning Department

**DEVELOPMENT PLAN PROCEDURES**

1. Submit a completed application form (attached) with the applicable non-refundable fee of \$100.00.
2. Provide a Narrative – **a thorough description of the proposed use** – including number of employees, hours of operation, etc....
3. Provide a Site Plan, which is a drawing of your parcel, Draw to scale (1'=20'), that shows the following:
  - North Arrow
  - Lot lines and dimensions
  - Location of easements and alleys
  - Location and proposed use of all site improvements (proposed and existing)
  - Distances between buildings and from buildings to property lines
  - Fences and other structures, proposed or existing
  - Street Names and Driveways
  - Location of all washes, ditches, creeks and drainage easements
  - Location of all existing and proposed utilities (including U/G piping and meter location)
  - Location of septic tank, leach field and reserve area
  - Location of well, if any
  - Location of propane tanks with setbacks, capacity of tank and whether it is above or below ground.
  - Show on-site parking arrangements, including loading area. Show number and sizes of parking spaces. (See Section 103.5 Off Street Parking, in the Gila County Zoning Ordinance)
  - Signs: show location, size and lighting (if any).
  - Location and type of exterior lighting NOTE: Must comply with the Gila County Dark Sky Ordinance
  - The proposed off-site circulation pattern including, as appropriate, right-of-way dedication, street improvement traffic control measures, location and design of driveway openings, acceleration/deceleration lanes.
  - Provisions for ADA accessibility
  - Fencing: location, size and type
  - Provisions for trash
  - Additional information as the Director may deem necessary to evaluate the impact of the proposed development on surrounding uses.

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## DEVELOPMENT PLAN APPLICATION

Upon completion of this application, return to the Planning and Zoning Office together with a review fee of **\$100.00**. Please read instructions thoroughly before beginning application. Information must be complete and accurate. Include all required information as outlined on the attached sheet.

APPLICANT NAME: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
PHONE NUMBER: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_

**If applicant is different from the property owner then a letter from the property owner must be notarized and submitted with this application giving permission for this development.**

Tax Assessor No. \_\_\_\_\_ Zoning: \_\_\_\_\_

Current use of property: \_\_\_\_\_  
\_\_\_\_\_

Proposed use of property: \_\_\_\_\_  
\_\_\_\_\_

**Site Plan and Narrative must be submitted with the application**

### OFFICE USE ONLY:

Is the Zoning Appropriate for the proposed use?  Yes  No Location of listing 104. \_\_\_\_\_

Is the proposed use listed in our Zoning Ordinance?  Yes  No

Is a Use Permit Required?  Yes  No

Is a Conditional Use Permit Required?  Yes  No

Date Fee Received: \_\_\_\_\_ Check: \_\_\_\_\_ Cash: \_\_\_\_\_ Approved: \_\_\_\_\_ OR  
Denied: \_\_\_\_\_