

PUBLIC NOTICE

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 2003 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 Health Department (food handling and service, septic and waste handling)
- 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

PAYSON OFFICE

**608 East Highway 260
Payson, Arizona 85541
(928)474-9276**

GLOBE OFFICE

**1400 E Ash St (mail only)
745 N Rose Mofford Way
Globe, Arizona 85501
(928)425-3231 ext. 4224**

Gila County Community Development Division Planning & Zoning Department

745 N Rose Mofford Way, 1400 E Ash St (mail only), Globe, AZ 85501
928-425-3231 EXT 4224, FAX 928-425-0829
or
608 E Highway 260, Payson, AZ
85541 928-474-9276, FAX 928-474-0802

DEVELOPMENT PLAN APPLICATION

Upon completion of this application, return to the Planning and Zoning Office together with a review fee of **\$50.00**. 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 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:

Date Fee Received: _____ Check: _____ Cash: _____

Approved: _____ OR Denied: _____

DEVELOPMENT PLAN REQUIREMENTS

1. Submit a completed application form (attached) with the applicable non-refundable fee of \$50.00.
2. Provide a Narrative – a thorough description of the proposed use – including number of employees, hours of operation, etc....
3. Provide a Development Plan, which is a drawing of your parcel, **DRAWN TO SCALE (no larger than 100 feet per inch)**, 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. NOTE: Below ground tanks require State Fire Marshall approval.
 - Note land uses on all adjacent properties
 - Show on-site parking arrangements, including loading area. Show number and sizes of parking spaces. (See Section 103.6 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.