

Gila County Community Development Division
Planning & Zoning Department

USE PERMIT PROCEDURES

If the zoning regulations governing a property allow a particular use subject to the issuance of a Use Permit, the Director may issue the Use Permit, subject to the following:

1. Receipt of a completed application, with \$50 nonrefundable application fee and site plan. The site plan shall be prepared on sheets not to exceed 24"x36", and to a scale not to exceed 100 ft. per inch. The site plan shall include:

- (1) zoning of subject property;
- (2) property boundaries and dimensions;
- (3) legal description;
- (4) location and dimensions of existing and proposed improvements, uses, structures, outdoor lighting, signage, etc;
- (5) setbacks and distances between buildings;
- (6) parking, driveways and access to site (all dimensioned);
- (7) landscaping and irrigation;
- (8) description of adjacent uses;
- (9) building elevations; and,
- (10) any other information pertinent to the proposed use. Also provide a reproducible 8 ½" x 11" reduction of all plans.

2. Description of proposed use.

3. If the applicant is not the property owner, the property owner must sign the application, authorizing the applicant to apply for the Use Permit.

4. An administrative hearing will be scheduled, no later than 21 days following the receipt of all of the above. All adjoining property owners will be notified of the purpose of the application and the date and time of the hearing. The Director or designated hearing officer will take minutes of the proceedings, including testimony in support or opposition to the request. The Zoning Inspector will issue his decision to the applicant within (15) working days after the administrative hearing, in writing, fully stating the reasons if denied, or any stipulations of conditions if approved.

5. If denied, an applicant may appeal the denial decision of the Board of Adjustment. Appeals must be filed within (15) working days following the issuance of a denial, in writing to the Community Development Division stating the grounds for the appeal. If no appeal is received by the Division within the allotted (15) working day appeal period, the decision of the Director shall become effective.

Gila County Community Development Division Planning & Zoning Department

745 N Rose Mofford Way, Globe, AZ 85501
(928) 402-8512 or 8514, Fax: (928) 425-0829
or
608 E Highway 260, Payson, AZ 85541
(928) 474-9276
Fax: (928) 474-0802

APPLICATION FOR A USE PERMIT

File No. _____ Permit No.: _____

APPLICANT INFORMATION

Name: _____ Phone: _____

Mailing Address: _____

Property Owner (If different from Applicant): _____

Phone: _____

Mailing Address: _____

Assessor Parcel No.: _____

Legal Description: _____

Zoning: _____

Proposed Use: _____

Attach the Site Plan and other required information.

Signature: _____ Date: _____

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OFFICE USE ONLY:

Date of Administrative Hearing: _____

Approved: _____

Denied: _____

Stipulations (If Any): _____

Department Signature: _____ Date: _____