

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.

Planning & Zoning Department

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



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 **\$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: _____