



**Gila County Community Development Department
Planning & Zoning Division**

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

**CONDITIONAL USE PERMIT
APPLICATION**

Date: _____

Address of Property Associated with Request: _____

Applicant Name: _____ Phone No.: _____

Mailing Address: _____

Signature: _____

Email Address: _____

If the applicant is not the owner, please provide the owner's name below and complete the Authorized Agent form attached to this application form.

Owner's Name: _____

If the subject property is part of a homeowner association (HOA)*:

Name of HOA: _____ Phone No.: _____

Contact Person at HOA: _____

Mailing Address: _____

Email Address: _____

*Please note that Gila County notifies an HOA as a courtesy only and does not enforce any HOA-related documents (i.e. CC&Rs, deed restrictions, etc.).

FOR OFFICE USE ONLY

Case File No.: _____ Permit # _____ Zoning of Property _____ APN # _____

\$350 Fee Paid _____ Check No.: _____ Credit: _____ Cash: _____ Date: _____

Authorized Agent Form Received (if applicable): _____ Approved: _____ Denied: _____

Date notices mailed to Applicant and Adjacent Property Owners: _____ Appeal Form Received (if applicable) _____

Date of PZC Meeting: _____ Decision of PZC: _____

Appeal Due Date: _____ Appealed By: _____ On (date): _____

BOS Hearing Date (for appeal): _____ BOS Decision (for appeal): _____



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CONDITIONAL USE PERMIT PROCEDURES

PLEASE NOTE THAT A PRE-APPLICATION MEETING IS REQUIRED PRIOR TO SUBMITTING A REQUEST FOR A CONDITIONAL USE PERMIT

Conditional uses are those uses, which although not specifically permitted in a given zoning district, would be harmonious or compatible with neighboring uses.

To apply for a Conditional Use Permit, the following need to be submitted:

1. A nonrefundable \$365 application fee
2. A completed application form.
3. Evidence of completed pre-application meeting.
4. Proof of ownership or a completed Authorized Agent form if the applicant is not the owner.
5. A legible site plan prepared on 8½" x 11" or 11" by 17" sheets or sheets not to exceed 24" by 36", drawn to scale not to exceed 100' per inch and shall set forth, at a minimum, the following information (see attached example):
 - a) The location and boundaries of the subject property.
 - b) Scale and north arrow.
 - c) The location of existing and proposed improvements, provisions for onsite parking, internal or external access.
 - d) Such other information as the Gila County Zoning Inspector or designee may deem necessary.
6. A written description of the Conditional Use Permit request.
7. Citizen Participation Plan.
8. Other optional items such as photographs of the subject property, aerial photographs (i.e. Google Maps or Gila County Assessor Maps), etc.

Upon receipt of a completed application and items listed above, a hearing shall be scheduled before the Planning and Zoning Commission. Appeals of the decision of the Planning and Zoning Commission may be made to the Board of Supervisors and must be filed in writing with the Community Development Department within 30 days following the date of the Planning and Zoning Commission decision. A copy of the appeal form for a Conditional Use Permit is included with this application packet.



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**CONDITIONAL USE PERMIT
SUBMITTAL CHECKLIST**

- Non-refundable fee of \$365.00
- Completed application form
- Proof of ownership or completed Owner Authorization Form
- Evidence of a completed pre-application meeting
- Site Plan
- Written description and justification of request
- Citizen Participation Plan (not required for a Conditional Use Permit associated with a single family residence)
- Other optional items (i.e. photographs, aerial photographs, etc.)

AUTHORIZED AGENT FORM

PROPERTY ADDRESS: _____

ASSESSOR PARCEL NUMBER: _____

The undersigned, registered property owner(s) of the above-referenced property, do hereby authorize _____ of _____

to act on my/our behalf and take all actions necessary for the processing, issuance and acceptance of this request for a Conditional Use Permit submitted to the Gila County Community Development Department.

We hereby certify the above information submitted in this application is true and accurate to the best of our knowledge.

Authorized Signature

Authorized Signature

Date

Date

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 2020 by _____.

Notary Signature _____

Serial Number _____



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**CONDITIONAL USE PERMIT
APPEAL FORM**

Appellant Information

Name _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ Email Address _____

Project Information

Project Address _____

County Case Number _____

Grounds for Appeal: Explain why you feel there has been an error in any decision or refusal made by an administrative official. You may attach a separate sheet if necessary.

Appellant Signature

Date

FOR OFFICE USE ONLY

Date Appeal Received _____

Date of BOS meeting: _____ Decision of BOS: _____



SITE PLAN REQUIREMENTS

What is a site plan?

A site plan is your parcel drawn to scale (1"=20' minimum) on a 8 ½ x 11 paper that shows the following:

- North Arrow
- Parcel # and Address
- Street names
- Dimensioned lot lines
- Setback lines with dimensions to property lines
- Locations and dimensions of all existing and proposed structures (include fences) and distances between structures and lot lines
- Locations of all washes, ditches, creeks and drainages.
- All easements, driveways
- Septic systems and leach fields
- Locations of all existing and proposed utilities including:
 - Utility lines and underground piping
 - Water, electric, and gas meters
 - Well
 - Propane tank and distances to property lines and any structures

Parcel # _____

Address _____

Site Plan Sample

N

