



**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

DEVELOPMENT PLAN 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 # _____

\$100 Fee Paid Check No.: _____ Credit _____ Cash: _____ Date: _____

Authorized Agent Form Received (if applicable): _____ Signed off by Building Safety on (date) _____ by: _____

Signed off by Wastewater on (date) _____ by: _____ Signed off by Drainage on (date) _____ by: _____

Zoning Inspector or Designee's Signature: _____ Date: _____

Date notices mailed to applicant & adjacent property owners: _____ Appeal Due Date: _____

Appeal Form Received (if applicable): _____ Appealed By: _____ on (date): _____

BOA Hearing Date (for Appeal): _____ BOA Decision (for Appeal): _____



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DEVELOPMENT PLAN PROCEDURES

PLEASE NOTE THAT A PRE-APPLICATION MEETING IS REQUIRED PRIOR TO SUBMITTING A REQUEST FOR A DEVELOPMENT PLAN

Construction or site work related to any multi-family, commercial, industrial, professional or mixed use, and all new businesses, shall be subject to prior Development Plan approval by the Gila County Zoning Inspector or designee.

To apply for a Development Plan request the following need to be submitted:

1. A non-refundable application fee of \$100.00.
2. A completed application form.
3. Evidence of a completed pre-application meeting.
4. A legible site plan (minimum size of 8.5" by 11") drawn to scale containing the items below (see attached example): north arrow, lot dimensions (length and width of property), adjacent streets and names, all existing and proposed buildings and structures (including the dimensions and square footage of each building or structure), driveways, alleys, easements, water and utility services, septic and propane tanks and leach fields (including distance from septic and propane tanks and leach fields to property lines and to existing and proposed buildings and structures), fences, drainage ditches, significant trees and vegetation and, extreme topographical conditions.
5. On-site parking arrangements, including loading areas and handicap parking spaces.
6. The type and location of landscaping to be used, if applicable.
7. Information regarding all related signage.
8. The proposed off-site circulation pattern and related improvements including right of way dedications, street improvements, traffic control measures, location and design of driveways, acceleration and/or deceleration lanes.
9. A project narrative with a description of the Development Plan request. Include information on the hours of operation, nature of the business or activity and the potential impacts of the business or activity on adjacent properties or surrounding area including, but not limited to, traffic, noise, light and infrastructure (i.e. sewage treatment and disposal, drainage, water, ingress/egress, etc.).
10. Other optional items such as photographs of the subject property, aerial photographs (i.e. Google Maps or Gila County Assessor Maps), etc.

The Gila County Zoning Inspector or designee shall review the Development Plan to ensure compliance with Gila County Zoning Ordinance regulations and issue a decision letter to approve or deny the request. Appeals of the decision of the Gila County Zoning Inspector or designee may be made to the Board of Adjustment and must be filed in writing with the Gila County Development Department. A copy of the appeal form for a Development Plan is attached to this application and procedures packet.



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**DEVELOPMENT PLAN
SUBMITTAL CHECKLIST**

- Non-refundable fee of \$100.00
- Evidence of completed pre-application meeting
- Completed application form
- Proof of ownership or completed Owner Authorization Form
- Site Plan
- Written description and justification of request including information regarding parking, landscaping, signage and traffic circulation
- 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 Development Plan 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 _____



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:

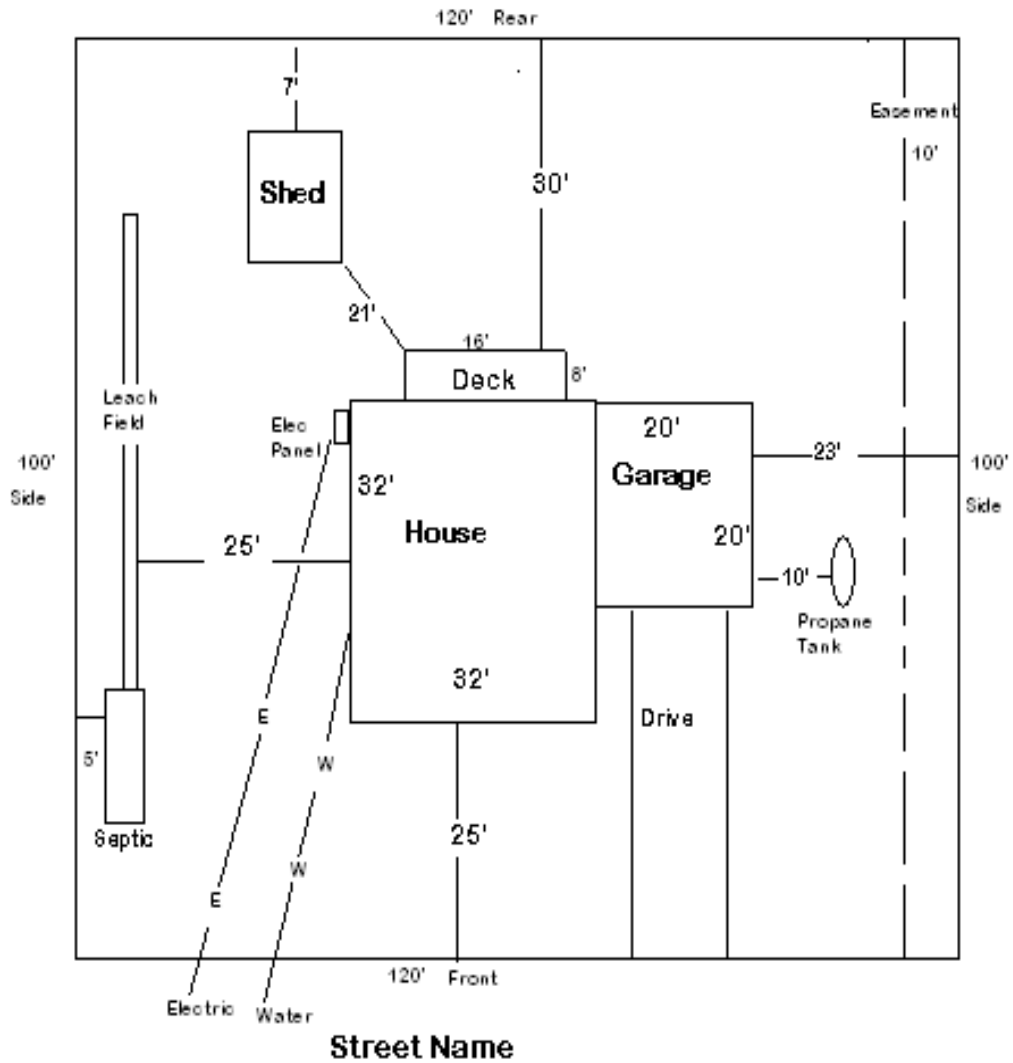
- North Arrow
- Parcel # and Address
- Street names
- Dimensioned lot lines
- Setback lines with dimensions to property lines
- Locations and dimensions of all existing and proposed structures (include fences) and distances between structures and lot lines
- Locations of all washes, ditches, creeks and 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





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**DEVELOPMENT PLAN
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 BOA meeting: _____ Decision of BOA: _____