



**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

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 # _____

\$50 Fee Paid Check No.: _____ Credit: _____ Cash: _____ Date: _____

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

Date of Administrative Hearing: _____ Approved: _____ Denied: _____ Stipulations (If Any): _____

Zoning Inspector or Designee Signature: _____ Date _____

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

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

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



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USE PERMIT PROCEDURES

If the zoning regulations governing a property allow a use subject to the issuance of a Use Permit, the Gila County Zoning Inspector or designee may issue a Use Permit.

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

1. A nonrefundable \$50 application fee
2. A completed application form.
3. Proof of ownership or a completed Authorized Agent form if the applicant is not the owner.
4. 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 boundaries of the subject property.
 - b) A legal description.
 - c) The location of existing and proposed improvements.
 - d) Such other information as the Gila County Zoning Inspector or designee may deem necessary.
5. A written description of the Use Permit request.
6. Other optional items such as photographs of the subject property, aerial photographs (i.e. Google Maps or Gila County Assessor Maps), etc.

An administrative hearing will be scheduled no later than 21 working days following the receipt of all of the above. All adjoining or adjacent property owners will be notified of the purpose of the application and the date and time of the hearing. A record will be made of all testimony in favor or against the application at the administrative hearing. The Gila County Zoning Inspector or designee shall notify the applicant in writing no later than 15 working days after the administrative hearing of the decision to approve or deny the application, fully stating the reasons for denial or any conditions of approval.

If denied, an applicant may appeal the decision to the Board of Adjustment. Appeals must be filed in writing within 15 working days following the issuance of a denial in writing to the Planning and Zoning Department stating the grounds for the appeal. If no appeal is received within the allotted 15 working day appeal period, the decision of the Gila County Zoning Inspector or designee shall become effective.



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**USE PERMIT
SUBMITTAL CHECKLIST**

- Non-refundable fee of \$50.00
- 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
- 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 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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**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 BOA meeting: _____ Decision of BOA: _____



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

