

TOWN OF TUSAYAN

Contact information
Willdan Engineering

P (602) 395-7532
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CONDITIONAL USE PERMIT APPLICATION

PROPERTY OWNER

Name _____
Mailing Address _____

Phone/Fax _____ / _____
E-Mail _____

APPLICANT (if not the property owner)

Name _____
Mailing Address _____

Contact Person _____
Phone _____ Fax _____
Email _____

PROPERTY INFORMATION

Legal Description (attach additional sheets if necessary) _____

Assessor's Parcel # _____
Subdivision _____
Unit # _____ Lot # _____
Address/Location _____

Existing Zoning _____
Existing Land Use _____
Lot Size _____

CONDITIONAL USE PERMIT REQUEST

Please provide a brief description of the request.

SUBMITTAL CHECKLIST

- Pre-application meeting with a staff planner
Date met with staff for pre-application _____
- A citizen participation plan. (*See attached guidelines*)
- A non-refundable filing fee. (*See attached guidelines*)
- A *typewritten* narrative describing the request and conformance to the findings for a conditional use permit. Include the requested time limit of the CUP and justification of any waivers requested from Zoning Ordinance (*See attached guidelines*)
- A *typewritten* list of names and addresses of all property owners within 300 feet of subject property.
- Fifteen copies of all plans and drawings as indicated by the staff planner at the pre-application meeting. (*See attached guidelines*)
All materials must be folded to fit in a legal-size file (8"x14") and labeled so that the applicant's name and project location are visible.

CERTIFICATION & SIGNATURE

Submittal of this application constitutes consent of the applicant in granting the Department of Community Development access to the subject property during the course of project review. No further consent or notice shall be required. I hereby certify that the information in this application is correct and agree to abide by the regulations of this jurisdiction.

Signature of Applicant

_____ Date _____

Signature of Property Owner (if not the applicant)

_____ Date _____

COMMISSION ACTION

Approved with Conditions (*see attachments*) Denied

Resolution # _____ Date _____

BOARD ACTION

Approved with Conditions (*see attachments*) Denied

Ordinance # _____ Date _____

OFFICE USE ONLY

Received By _____ Date _____

Receipt # _____ Fee _____

Case # _____

Related Cases _____

Appeal Filed By _____ Date _____

Receipt # _____ Fee _____

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Guidelines for Requesting a Conditional Use Permit

CITIZEN PARTICIPATION PLANS

In order to address concerns prior to a formal public hearing, the citizen participation plan requires you to contact your neighbors and other affected property owners in the vicinity. Section 20.2 of the Zoning Ordinance outlines the requirements for holding a community meeting and providing neighbors an opportunity to understand and provide comments about the project directly to you. A staff planner will discuss the citizen participation planning requirements as part of the required pre-application meeting.

APPLICATION FEES

A non-refundable filing fee must be submitted with an application for a conditional use permit. The purpose of this fee is to pay for legal noticing and application processing. If your application is being submitted in conjunction with a request for rezoning, a \$200 discount is applicable. Fees are based on the following schedule:

- Nonprofit organization uses (churches, schools, camps, group homes)..... TBD
- Standard CUP..... \$800
- Filed in Conjunction with a Zone Change..... \$200 - Discount

FINDINGS

Pursuant to Section 20.3-7 of the Zoning Ordinance, the Planning and Zoning Commission must make the following findings if it is to approve a conditional use permit. Applicants for a conditional use permit must provide an explanation of how their request meets the following criteria.

1. That the proposed location of the conditional use is in accord with the objectives of the Zoning Ordinance and the purpose of the zone in which the site is located.
2. That the proposed location of the conditional use and the conditions under which it would be operated or maintained will not be detrimental to the public health, safety, or welfare, or materially injurious to properties or improvements in the vicinity.
3. That the proposed conditional use will comply with each of the applicable provisions of the Zoning Ordinance, except for approved variances.
4. That the proposed conditional use is consistent with and conforms to the goals, objectives, and policies of any applicable Area Plan.

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PLANS AND DRAWINGS REQUIRED FOR APPLICATION

Depending upon the project, an application for a conditional use permit may require one or more of the following supplementary plans. Based on staff determination of the required materials, *fifteen copies* of each plan—*scaled and dimensioned*—must be included with the application. All materials must be folded to fit in a legal-size file (8"x14) and labeled so that the applicant's name and project location are visible.

- Site plan detailing property boundaries; existing improvements and uses; and proposed improvements and uses. The site plan shall also indicate the locations of driveways, pedestrian walks, landscaped areas, fences, walls, and off-street parking areas including entrances and exits and the direction of traffic flow into and out of off-street parking areas.
- Landscape plan detailing the locations of existing trees (both to be retained and to be removed); the location and design of landscaped areas; the number, varieties and sizes of proposed plant materials; and other landscape features including sprinkler and irrigation systems.
- Architectural drawings including floor plans in sufficient detail to permit computation of yard and parking requirements; and elevations of all proposed structures as they will appear upon completion. All exterior surfacing materials and colors shall be specified. Color renderings or paint and material samples are helpful.
- Signage plan detailing all existing and proposed signs, including their location, size, materials, color, and method of illumination.
- Lighting plan including location of all outdoor lighting fixtures and description of each (i.e. lamp type, lumen output, shielding).
- Grading and drainage plans.
- Any other plan as determined by the staff planner during the applicant's pre-application meeting.