



**PINAL COUNTY
PROCEDURE FOR A PROPOSED INDUSTRIAL USE PERMIT (IUP)**

- A. Attend a Concept Review (pre-application) meeting with the Planning Department and affected County agencies.
- B. File an application and all required supporting documentation for an Industrial Use Permit. Please use the attached application forms.
- C. Public hearing before the Planning Commission with Commission recommendation to the Board of Supervisors. Time frame is approximately 10 to 15 weeks from application acceptance by the Planning Department.
- D. Public hearing, (approximately 4 to 8 weeks after Planning Commission hearing), before the Board of Supervisors.

FEE SCHEDULE

- A. IUP with accompanying zone change: \$2,477.00
- B. Without zone change, 0-499 mail-outs: \$4,478.00
- C. Without zone change, 500 or more mail-outs: \$4,824.00

In addition to this application you will need to:

- Submit a detailed site plan, at least 8½ X 11, but not larger than 11” X 17”. The site plan requirements are detailed on the attached “Industrial Use Permit Site Plan and Narrative Checklist”.
- Submit a project narrative. The project narrative requirements are detailed on the attached “Industrial Use Permit Site Plan and Narrative Checklist”.
- Submit a list of all property owners within 600’ of the subject property boundary showing name, mailing address and tax parcel numbers. This list must be obtained within the 30 days prior to application submission.
- Submit a map of the area with the 600’ boundary shown. (A Tax Assessor Parcel Map is acceptable).
- Submit the non-refundable filing fee according to the fee schedule shown on page 1 of the application. (The application is not considered filed until the fees are paid.)
- Submit the application form.
- Hold a neighborhood/community meeting prior to application submittal:
 - Notify all property owners within 600’
 - Hold the meeting within 5 miles of the subject property
 - Hold the meeting between 5:00pm and 9:00pm
 - Applicant will be required to notify any jurisdiction within three (3) miles of the subject site boundary and provide proof via letter or email correspondence of sent notification and any jurisdiction response received.
- Include neighborhood Public participation information with the application:
 - Copy of Notice of Neighborhood/Community Meeting
 - List of property owners notified
 - Meeting Minutes
 - Attendance sign-in sheet with names & addresses
- Install Broadcast Notification Sign(s) on the site in conformance with the information shown in this application.

Please be aware that earth fissure maps are available online from the Arizona State Geologic Survey.

THIS APPLICATION MUST BE SUBMITTED IN PDF FORMAT VIA THE ONLINE PORTAL SITE AT
<https://citizenaccess.pinalcountyz.gov/CitizenAccess/>.

I certify the information included in this application is accurate, to the best of my knowledge. I have read the application and I have included the information, as requested. I understand if the information submitted is incomplete, this application cannot be processed.

Name of Landowner (Applicant)	Address	Phone Number
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Signature of Landowner (Applicant)	E-Mail Address
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Name of Agent	Address	Phone Number
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Signature of Agent	E-Mail Address
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The Agent/Representative has the authority to act on behalf of the landowner/applicant, which includes agreeing to stipulations. The agent will be the contact person for Planning staff and must be present at all hearings. Please use attached Agency Authorization form, if applicable.

PROPERTY OWNERSHIP LIST

(Required for filing all applications)

Instructions: Print Name, Address, City, State, Zip Code and Tax Parcel Number for each property owner within 600 feet of the subject parcel boundary.

Feel free to attach a separate list if generated digitally. Please see "How to use the Buffer Tool" on our FAQ's page if you are generating the list.

Parcel No.: _____
Name: _____
Address: _____
City/ST/Zip: _____

Parcel No.: _____
Name: _____
Address: _____
City/ST/Zip: _____

Parcel No.: _____
Name: _____
Address: _____
City/ST/Zip: _____

Parcel No.: _____
Name: _____
Address: _____
City/ST/Zip: _____

Parcel No.: _____
Name: _____
Address: _____
City/ST/Zip: _____

Parcel No.: _____
Name: _____
Address: _____
City/ST/Zip: _____

Parcel No.: _____
Name: _____
Address: _____
City/ST/Zip: _____

Parcel No.: _____
Name: _____
Address: _____
City/ST/Zip: _____

Parcel No.: _____
Name: _____
Address: _____
City/ST/Zip: _____

Parcel No.: _____
Name: _____
Address: _____
City/ST/Zip: _____

I hereby verify that the name list above was obtained on the _____ day of _____, 20____, at the office of _____ and is accurate and complete to the best of my knowledge.

(Source of Information)

On this _____ day of _____, 20____, before me personally appeared _____ (Name of signor)

Signature _____ Date _____

State of _____)
)ss.
County of _____)

(SEAL)

My Commission Expires _____

Signature of Notary Public _____

(If additional copies of this form are needed, please photocopy)

AGENCY AUTHORIZATION

(To be completed by all landowners who do not represent themselves. Instructions for completing required information are in bold and brackets below lines. If applicant is a company, corporation, partnership, joint venture, trustee, etc., please use the corporate signature block and have the notary fill in the notarization section for corporations not individuals and cannot be submitted digitally)

TO: Pinal County Community Development
P.O. Box 2973
Florence, AZ 85232

[Insert Name -- If a Corporation, Partnership or Association, Include State of Incorporation]

Hereinafter referred to as "Owner," is/are the owner(s) of _____ acres located at _____, and further identified

[Insert Address of Property]

As assessor parcel number _____ and legally described as follows:

[Insert Parcel Number]

[Insert Legal Description Here OR Attach as Exhibit A]

Said property is hereinafter referred to as the "Property."

Owner hereby appoints _____

[Insert Agent's Name. If the Agent Is a Company, Insert Company Name Only]

Hereinafter referred to as "Agent," to act on Owner's behalf in relation to the Property in obtaining approval from Pinal County for a minor land division and to file applications and make the necessary submittals for such approvals.

[Individual PROPERTY OWNER signature block and acknowledgment.

DO NOT SIGN HERE IF SIGNING AS AN OFFICER OF A CORPORATION]

[Signature]

[Signature]

[Address]

[Address]

Dated: _____

Dated: _____

STATE OF _____)

) ss.

(SEAL)

COUNTY OF _____)

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

My Commission Expires _____

Printed Name of Notary

Signature of Notary

Industrial Use Permit Site plan and Narrative Checklist

A. Written narrative concerning the proposed development to include:

1. Title Page
2. Purpose of Request
3. Description of Proposal
 - Nature of the project
 - Proposed land use
 - Conformance to adopted Comprehensive Plan
 - Answers to the questions from the Supporting Information Sheet
4. Location and accessibility
5. Utilities and services
6. Neighborhood meeting information
7. Appendix, as applicable

B. Site Plan.

The Site Plan shall be professionally prepared (by a surveyor, architect or other design professional) and drawn at a sufficient scale so as to not exceed a print size larger than 11" x 17". The lettering shall be of sufficient size to be legible when reduced to an 8½" x 11" print.

1. Site Plan:
 - a. Legal description of total site.
 - b. Name(s) of landowner(s), developer, applicant and person or firm preparing plan.
 - c. North arrow, scales, written and graphic, preparation date and subsequent revision dates.
 - d. Location of all existing structures and buildings.
 - e. Location of all existing and proposed utilities, location and width of associated easements.
 - f. All existing and proposed public and/or private streets, location and width of associated easements and rights-of-way.
 - g. All points of ingress and egress.
 - j. Location and types of existing and proposed landscaping.
 - h. Indicate location, type, height, and materials for proposed: walls, fences and sign

SUPPORTING INFORMATION

1. Note any services that are not available to the site. Discuss and improvements of services that would be paid for by the public _____

2. What is the amount of traffic to be generated? (# of trips/day, deliveries/week). Show ingress/egress on the site plan. _____

3. How many parking spaces are to be provided (employees and customers). Indicate these parking spaces on the site plan. _____

4. Is there a potential for excessive noise (I.E.; children, machinery) or the production of smoke, fumes, dust or glare with this proposed land use? If yes, how will you alleviate these problems for your neighbors?

5. What type of landscaping are you proposing to screen this use from your neighbors? _____

6. What type of signage are you proposing for the activity? Where will the signs be located? _____

7. If the proposed land use involves any type of manufacturing or production process, provide a short synopsis of the processes utilizing diagrams, flowcharts and/or a short narrative. _____

8. Explain how the appearance and operation of the proposed land use will maintain the integrity and character of the zone in which the use is requested _____

9. Have you discussed possible conditions that may be placed on the approval with the Planning Department?
YES NO
10. Do you understand that if a condition is violated, that there is a public process by which your zoning may be reverted and permit declared null and void?
YES NO

Pinal County Broadcast Notification Signs:

Zoning, Planned Area Developments, Special Use Permits and Industrial Use Permits Site Posting Requirements

1. Broadcast signs shall be installed and removed by the applicant
2. Broadcast signs shall be installed 28 days before the Planning Commission hearing
3. Broadcast signs shall remain in place until the Board of Supervisors has made a decision on the case
4. Broadcast signs shall be removed no later than 30 days after the Board of Supervisors has made a decision on the case
5. Broadcast signs shall be placed adjacent to each road that borders the property, or as determined by the Planning Manager
6. Broadcast signs can contain more than one case
7. Regular signs, if needed, will be posted by County staff
8. Text on the sign shall meet the specifications shown on page 2 of this document
9. Broadcast sign specifications:
 - a. 4 Feet Tall by 8 Feet Wide
 - b. Top of the sign shall be 6 feet above the ground
 - c. Laminated plywood or MDO board
 - d. Attached to 2 – 4” by 4” wooden poles
 - e. All surfaces, including edges shall be painted Sunburst Yellow or approved equivalent
 - f. **Black** letters shall be used and shall be sized per the specifications shown below
10. Pinal County staff will place information about Planning Commission and Board of Supervisor hearings on the Broadcast sign in the designated area
11. Submit the posting affidavit as soon as the sign is installed along with a photograph, any incorrect information on the sign may result in delay of your case
12. Case description information should be brief but able to convey what the application is for i.e. Rezoning for a 600 lot single family residential subdivision

Letter Sizes: All Letters Upper and Lower Case Unless Specified

5” BOLD CAPITAL LETTERS

5” Bold Italic Letters

2” Letters

2” Letters

2” Letters

2” Letters

3” Letters

3” Letters

1” Letters

Zoning and Planned Area Development Cases:
4 Feet Tall by 8 Feet Wide, Sunburst Yellow or equivalent

PINAL COUNTY <i>Public Hearings</i>	
Case Number: Existing Zoning: Proposed Zoning: Acreage: Case Description:	Public Hearing Information
Applicant Name: Applicant Phone Number:	
Case Information Available at Pinal County Community Development (520) 866-6442 or ww.pinalcountyaz.gov	

Special Use Permit and Industrial Use Permit Cases
4 Feet Tall by 8 Feet Wide

PINAL COUNTY <i>Public Hearings</i>	
Case Number: Existing Zoning: Acreage: Case & SUP/IUP Use:	Public Hearing Information
Applicant Name: Applicant Phone Number:	
Case Information Available at Pinal County Community Development (520) 866-6442 or ww.pinalcountyaz.gov	

E-Submittal Requirements:

All Zoning Case reviews must be submitted digitally through the online permitting portal using the following naming convention:

ePlan Reviews

Plans can be submitted electronically through the Citizen Access Portal, which can be found at <https://citizenaccess.pinalcountyz.gov/CitizenAccess/> When plans are submitted through the ePlan review system, they **MUST** be in **one multi-page PDF** and use following naming format:

Review Type #_Plan Type. For example:

- First Submittal Review
 - SUB1_Application
 - SUB1_PAD Book or Narrative
 - SUB1_TIA
 - SUB1_ALTA
 - SUB1_Drainage Report...etc
 - SUB1_...etc

- Second Substantive Review (only resubmit items that are being amended)
 - SUB2_Application
 - SUB2_Drainage Report
 - SUB2_TIA
 - SUB2_ALTA
 - SUB2_...etc

** Documents that are uploaded which do not follow the appropriate naming convention will be rejected.*

** Online submittals are subject (up to) a 5 day processing timeframe for invoicing based on uploaded documents please do not pay until your staff coordinator has provided a fee amount*