



PROCEDURE FOR A SPECIAL USE PERMIT PRE-APPLICATION MEETING IN UNINCORPORATED PINAL COUNTY

A Pre-Application Meeting is required prior to applying for a Special Use Permit, Zoning Regulations Amendment, Rezoning, Comprehensive Plan Amendment, PAD Overlay District, Wireless Communication Facility and Industrial Use Permit. A formal application for these processes will not be accepted until a project has been through this meeting.

To schedule a pre-application meeting you must:

1. Submit all documentation outlined in this packet in multi-page PDF format. Applications must be submitted via the online portal site at <https://citizenaccess.pinalcountyz.gov/CitizenAccess/>. ***
2. Submit the applicable fees made payable to Pinal County in accordance with the adopted fee schedule:
 - a. Pre-application meeting for an SUP = **\$490.00**

** Pre-Application Meetings are held on the second and fourth Tuesday of each month. Complete applications must be received 14 working days prior to the desired meeting date to be scheduled for that day.

*** If Substantial changes are proposed to the project between the “Pre-application meeting” and formal application submittal, staff may require an additional “Pre- application meeting(s)” subject to the fees outlined in Section B.

*** Your application must be submitted digitally via the online portal site provided above. Please call or email the Planning Division for more information.



APPLICATION FOR A PRE-APPLICATION MEETING FOR A SPECIAL USE PERMIT (SUP) IN AN UNINCORPORATED
AREA OF PINAL COUNTY, ARIZONA
(all applications must be typed or written in ink)

SUP & Property Information:

(feel free to include answers and "Supporting Information" to these questions in a Supplementary Narrative, when doing so write see narrative on the space provided)

1. Tax Assessor Parcel Number(s): _____

2. Current Zoning (please provide acreage breakdown): _____

3. Proposed Zoning (please provide acreage breakdown): _____

4. What is the Comprehensive Plan Designation for the Property? _____

5. Parcel size: _____

6. The existing use of the property is as follows: _____

7. The exact use proposed under this request: _____

8. Is the property located within three (3) miles of an incorporated community? _____ If yes, which ones?

9. Is an annexation into a municipality currently in progress? _____ If yes which one?

10. Is there a zoning or building violation on the property for which the owner has been cited? _____

If yes, Zoning/Building Violation Number: _____

11. Discuss any recent changes in the area that would support your application i.e.: zone change(s), subdivision approval, Planned Area Development (PAD), utility or street improvements, adopted Comprehensive/Area Plan(s) or similar changes and why this proposed use is needed and necessary at this time: _____

INV#: _____ AMT: _____ DATE: _____ CASE: _____ Xref: _____

COMMUNITY DEVELOPMENT
Planning Division

Supporting Information for a Special Use Permit:

1. Note any services that are not available to the site. Discuss any 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. Do you understand there may be 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? YES NO

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 Applicant

Address

Signature of Applicant

E-Mail Address

Phone Number

Name of Agent/Representative

Address

Signature of Agent/Representative

E-Mail Address

Phone Number

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.

Name of Landowner

Address

Signature of Landowner

E-Mail Address

Phone Number

Application Checklist:

- Submit a written narrative concerning the proposed development to include:
 - Title Page
 - Purpose of Request
 - Description of Proposal
 - Nature of the Project
 - Proposed Land Use
 - Conformance to Adopted Comprehensive Plan
 - Answers to the questions from the Supporting Information Sheet
 - Location & Accessibility
 - Utilities & Services and an Appendix, as applicable
- Submit a Site Plan. The submittal shall be professionally prepared (by a surveyor, architect, or other design professional) and drawn at a sufficient scale 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 8 1/2" x 11" print and include:
 - Legal Description of total site.
 - Name(s) of Landowner(s), Developer, Applicant and Person or Firm preparing the plan.
 - North Arrow, Scales (written and graphic), Preparation Date and Subsequent Revision Date.
 - Location of all Existing & Proposed Structures & Buildings.
 - Location of all Existing & Proposed Utilities with Location & Width of Associated Easements.
 - All Existing & Proposed Public and/or Private Streets with Location & Width of Associated Easements & Right-of-Ways.
 - All Points of Ingress & Egress.
 - Location & Types of Existing & Proposed Landscaping.
 - Indicate Location, Type, Height, & Materials for Proposed Walls, Fences, & Signs.
 - Show whether the property is adjacent to a projected regionally significant route (RSR) as identified on the Corridor Preservation Map (Figure 9) in the Regionally Significant Routes for Safety and Mobility (RSRSM), Final Report. If adjacent to a projected RSR, show how applicant will comply with the RSRSM Final Report and the RSRSM Access Management Manual.
- 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 one (1) hard copy of all documentation outlined in the application and one (1) digital copy in a multi-PDF format.
- Signature at the end of the "Checklist" stating you have reviewed and addressed all areas within it.

Signature of Applicant

E-Mail Address

Phone Number

*Please feel free to compile all information into a separate Narrative

**Your application can also be submitted digitally via email or FTP or online portal site please call or email the Planning Division for more information.

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

*The RSRSM is available for download at the following link:

<http://www.pinalcountyz.gov/PublicWorks/TransportationPlanning/Pages/LongRangeTransportation.aspx>