



**Cochise County**  
**Community Development**  
Planning, Zoning and Building Safety Division

*Public Programs...Personal Service*  
www.cochise.az.gov

## Special Use Project Application

### Applicant's Certification & Acknowledgement

By signing below, I certify that:

1. I am the Owner or authorized Agent of the Owner of the property being developed.
2. I am applying for the meetings/ review(s) indicated below.
3. I have read and understand the information provided in this Application Guide.
4. This application is complete and accurate to the best of my knowledge. Submission of false information may constitute fraud, and may be punishable by fine, imprisonment, or both pursuant to A.R.S. §13-2310.
5. I hereby request all inspections necessary to process this application, and if the permit is issued I request all inspections necessary to monitor progress, and document completion, at all stages of the work related to this permit.

By signing below, I acknowledge that:

6. Incomplete or inaccurate submittals by the Owner, Applicant or any other representative may result in delays, return of submittals, or denial of this application.
7. The submittal is subject to an administrative review of 10-business days (5-business days initial review, 5-business days resubmittal review) at which time I will receive written or electronic notice if the application is complete or, in the case of an incomplete application, a list of deficiencies that need to be corrected. An application will not pass the review for administrative completeness until all deficiencies have been corrected.
8. If the County does not issue a written or electronic notice of administrative completeness within the 10-business days, the application will be deemed administratively complete and the substantive review process begins.
9. The overall review time is 130-business days.
10. The substantive review process is 120-business days.

**Planning, Zoning and Building Safety**

1415 Melody Lane, Building E  
Bisbee, Arizona 85603  
520-432-9300  
520-432-9278 fax  
1-877-777-7958  
planningandzoning@cochise.az.gov

**Highway and Floodplain**

1415 Melody Lane, Building F  
Bisbee, Arizona 85603  
520-432-9300  
520-432-9337 fax  
1-800-752-3745  
highway@cochise.az.gov  
floodplain@cochise.az.gov

By signing below, I acknowledge that:

11. A complete response to any correspondence will be submitted to Cochise County for any subsequent reviews.
12. The Applicant or Agent will be sent written or electronic notice of a license approval or denial within the substantive review period.
13. All required permits must be obtained prior to any construction and that failure to obtain permits may result in fines or other penalties.
14. The Applicant or Agent is responsible for all changes and additional time required to correct plans and/or development as a result of differences between the proposed use and what is permitted in the zoning district in which the property lies.
15. The project review process and timeframe is suspended when a project triggers the requirement for an application for approval by an Outside Agency, the Planning and Zoning Commission, and/or the Board of Supervisors. If either the Planning and Zoning Commission or the Board of Supervisors approves the request contained in the application, then Community Development Department will resume the project review process. If the Board of Supervisors denies the request, then the Community Development Department will consider the project to be denied.

By signing below, I acknowledge that:

16. An appeal protesting any denial of an application may be made to Cochise County Community Development Department, Planning Division Deputy Director, Beverly Wilson, 1415 Melody Lane, Bldg. E. Bisbee, Arizona 85603. The appeal shall set forth all relevant facts pertaining to the denial, and must be in writing. It must be filed within ten-days from the date of the denial letter.
17. If the County does not issue to the Applicant the written or electronic notice granting or denying a license within the **overall** time frame or within the mutually agreed upon time frame extension, the county SHALL refund the Applicant all fees charged for reviewing the applications and SHALL excuse any fees not yet paid. The refund SHALL be made within 30-working days after the expiration of the agreed upon time frame pursuant A.R.S. § 11-1605(J).

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Signature

Date

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Print Name/Firm

Owner

Agent

**Special Use Project Guide**  
**Effective January 1, 2013**

**Submittal Review Timelines**

Overall review time will be 130-business days.

<b>Administrative Review:</b>	<b>10-business days</b>	
<b>1<sup>st</sup> review</b>	<b>5-business days</b>	<b>Accepted or Notice of deficiencies</b>
<b>2<sup>nd</sup> review</b>	<b>5-business days</b>	<b>Acceptance or Denial Letter</b>
<b>Substantive Review:</b>	<b>120-business days</b>	
<b>1<sup>st</sup> review</b>	<b>110-business days</b>	<b>Approved or Correction Letter</b>
<b>2<sup>nd</sup> review</b>	<b>10-business days</b>	<b>Approved or Denial Letter</b>

(Business days are defined as complete 8-hour working days.)

**REMINDER:** The project review process and timeframe is suspended when a project triggers the requirement for approval by an Outside Agency, the Planning and Zoning Commission, and/or the Board of Supervisors. If either the Planning and Zoning Commission or the Board of Supervisors approves the request contained in the application, then the Community Development Department will resume the project review process. If the Board of Supervisors denies the request, then the Community Development Department will consider the project to be denied.

## THE SPECIAL USE APPLICATION PROCESS

Special Uses are activities with a greater potential for impacts on neighboring properties than the permitted uses in a Zoning District. Examples of Special Uses are manufacturing, RV Parks, guest ranches, hospitals and schools. These more intense uses must be carefully reviewed to decide if they could make good neighbors. For this reason, a Special Use Permit requires a public hearing and approval by the Planning and Zoning Commission before it is allowed. For more detail review the adopted process in the Zoning Regulations Section 1716.

The following summarizes the steps involved in processing a Special Use Permit:

Step 1- Attend an informal pre-application meeting with County staff to review the Site Plan and discuss requirements and procedures.

Step 2- Complete the Citizen Review Process to be submitted as part of the application. The Citizen Review Process is explained at the pre-application meeting noted in Step 1.

Step 3 - Submittal of the attached application with completed questionnaire, citizen review report, Site Plan, and all attachments.

The information you provide on this form will help the Planning Department and the Planning and Zoning Commission make a fair and accurate review of your proposed Special Use.

While the form may seem long the questions are designed to be as straightforward as possible. It is important to answer every question that applies to your proposed use completely. *The Planning Department will be happy to meet with the Applicant to answer any questions and to go over the application and site plan prior to formally submitting the packet and fee as well as after submittal.*

The application will be considered complete and will be accepted by the Planning Department after all items in the checklist of required submittals are accurately completed and/or shown on the site plan, the fees are paid and the project is fully described by answering the questions in the questionnaire. *Failure to provide all the information needed to process the application could result in a delay of the Special Use process. Fees for a Special Use are \$300 payable to the Cochise County Treasurer. (Note: This does not include associated building permit fees if the special use is approved).*

Step 4 - Technical Review by Interested Agencies

The Planning Department will ask for technical review from agencies that have expert knowledge of the proposed use. These agencies can include County Departments such as Highway and Floodplain and Health and Social Services, and local fire districts. State agencies such as the Fire Marshall or the Departments of Environmental Quality and Transportation are also notified, if necessary.

Step 5 - Analysis and Recommendation

The information provided by the Applicant and by reviewing agencies and an analysis of pertinent factors noted in the Section 1716.02 of the Zoning Regulations will be used by the Planning Department to analyze the request. A report will be written and a recommendation provided to the Commission.

Recommendations can include:

1. Approval;
2. Approval with conditions which help protect neighbors, the public, and the environment from noise, odors, dust or other impacts; or

3. Denial if it appears the proposal is not in the public interest or cannot be designed to be a good neighbor.

Occasionally, a hearing will be tabled for further information gathering.

#### Step 6 - Public Hearing and Planning Zoning and Commission Action

The Commission will hold a Public Hearing. This Public Hearing is usually held about six to eight weeks after an application is accepted.

The Planning Department will mail a notice of the public hearing to nearby property owners within 300 feet of the site. A legal notice is also placed in the local newspaper and posted on the Applicant's property.

The Public Hearing provides an opportunity for Applicants to explain their proposal to the Commission. It also offers an opportunity for the public to express support or concerns regarding the proposal.

The Planning Department recommends that Applicants take the time to discuss their proposal with neighbors before the Public Hearing. Such prior contact can go along way in relieving the natural worries of neighbors when a change is suggested on nearby property.

After the Public hearing is closed, the Commission will usually vote on the Special Use application. If the application is approved, associated building/use permit fees and follow-up inspections will be required.

The Commission action can be appealed to the Board of Supervisors by anyone who disagrees with the outcome. Appeals must be filed within fifteen (15) calendar days of the Commission action. The fee for an appeal is \$300 and applications are available in Planning Department offices and on the Planning Department website: [www.cochise.az.gov](http://www.cochise.az.gov); at the upper menu click on Departments; scroll down to Planning and Zoning; on the left side menu scroll down and click on Planning Division; scroll down and click on Special Uses; scroll down and click on "Download Special Use Application"

## SPECIAL USE FACTORS

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Section 1716.02 of the Cochise County Zoning Regulations provides a list of ten (10) factors to evaluate special use applications. The Commission, and the Board if the special use is appealed, shall consider the criteria or factors listed below in deciding whether or not to approve a Special Use Permit.

Most special uses have both factors in favor and factors against. In a specific special use request, an individual factor may weigh more heavily than other factors. All factors will be analyzed and balanced against other factors when making a recommendation. Compliance or non-compliance with applicable special use criteria serves as the basis for analyzing the special use permit and determining factors in favor or factors against the special use. The special use factors represent policy decisions by the Commission and the Board, reducing uncertainty concerning their probable response to a given request. A property owner who adequately demonstrates compliance with the intent of Comprehensive Plan goals and policies may receive approval in spite of non-compliance with one of the other criteria. Conversely, a determination that unusual circumstances exist or there is great public protest pertaining to a special use request may result in a denial.

Compliance with applicable factors below constitutes factors in favor of the special use:

### FACTORS FOR, OR AGAINST, THE SPECIAL USE REQUEST

Compliance with applicable factors below constitutes factors in favor of the special use:

#### **A. Compliance With Duly Adopted Plans**

The special use is consistent with Master Development Plans, transportation plans, Area Plans, the Growth Category and Land Use designation of the Comprehensive Plan and/or other land use plans, if any, that have been adopted for the area encompassing the special use.

#### **B. Compliance with the Zoning District Purpose Section**

The proposed special use shall comply with one or more of the purposes stated in the "Purpose" section of the applicable zoning district.

#### **C. Development along Major Streets**

The development limits the number of access points on major thoroughfares or arterial streets, and County collectors through the use of frontage roads, shared access, no access easements or other safe methods designed to minimize road cuts that create unsafe traffic conflicts, hazardous traffic congestion and obstruct the functioning of arterials.

#### **D. Traffic Circulation Factors**

1. The special use is consistent with preservation of the functions of surrounding streets as defined in Section 102.B.3 (a-g) of the Comprehensive Plan.
2. The special use does not result in the use of any residential street for non-residential through traffic.
3. Consideration of future circulation needs in the surrounding area have been taken into account through right-of-way dedication and off-site improvements, if warranted.

## **E. Adequate Services and Infrastructure**

The following factors are used to determine if there are adequate services and infrastructure to serve the special use:

1. The Applicant has provided adequate information to evaluate the impacts on roads, other infrastructure and public facilities. The Applicant must demonstrate that there are adequate provisions to address the impacts identified; the applicant shall provide data supporting the estimated traffic volume as part of the application.
2. If the site accesses on a road where existing demonstrable traffic problems created by incremental development have already been identified, such as a high number of accidents, substandard road design or surface, or the road is near or over capacity. If so, the Applicant has proposed a method to address these problems.
3. The proposed development meets or will meet the applicable requirements for street, sewer, or water improvements.
4. The site has access to streets that are adequately designed and constructed to handle the volume and nature of traffic typically generated by the use.

## **F. Significant Site Development Standards**

The special use adequately addresses the significant applicable site development standards, including development in or near a floodplain. The Applicant has adequately justified any waivers requested from site development standards.

## **G. Public Input**

If there is major public opposition to a proposed special use, this may indicate that the technical evaluation regarding compatibility of the use does not concur with the view of local residents and a recommendation of denial may be appropriate. If public concerns have been raised, it is fair to ask if the Applicant has made a reasonable effort to address these concerns through the Citizen Review Process. If there is major public support of a proposed use, this may be a factor in favor of the request.

## **H. Hazardous Materials**

Impacts from special uses that may involve hazardous materials have been adequately mitigated.

### **I. Off-site Impacts**

Adequate measures have been taken to mitigate off-site impacts such as dust, smoke, noise, odors, lights or storm water run-off.

## **J. Water Conservation**

The special use complies with the water conservation policies in Section 102.E of the County Comprehensive Plan.

### **Site Plan or Concept Plan**

#### **1. Site Plan**

For special uses proposing a single, unphased project, a site plan in conformance with site plan requirements adopted in 1705 of the Zoning Regulations has been submitted. This site plan will serve as the plan for issuance of the building permit.

## 2. Concept Plan

In the case of phased special uses on one property or a special use where construction is not anticipated within one year, a concept plan may be reviewed by the Commission in lieu of the site plan requirements set forth in Section 1705. However, the issuance of a building/use permit for each use and/or phase shall be conditioned upon submittal of a site plan complying with the requirements set forth in Section 1705 and shall be in substantial conformance with the approved concept plan; at the time of permit issuance, if the special use is not in substantial conformance with the approved concept plan and is not within the general purview of the original notice, then the matter shall be heard at a public hearing before the Planning and Zoning Commission to modify the plan following the procedures set forth in Section 1716 herein. Note: Any anticipated waivers of the site development standards, such as setbacks, screening, etc., must be requested, justified and approved by the Commission prior to building permit issuance. The Concept Plan, at a minimum, includes:

- The type(s) of use(s) planned for the site is specified.
- The general location, size and height of all structures, location, surface and width of driveways, general location and number of parking spaces, setbacks, proposed screening and landscaping and any significant topographical features such as washes, wetlands, cultural, archaeological or historical sites, hills, and rock outcroppings.
- Project phasing.
- Other information deemed necessary to effectively review the special use.

## 3. Project Phasing

A statement has been submitted that a site plan will be submitted within one year of the first phase and building permits will be submitted for the entire project within 5 years.

**COMMERCIAL USE/BUILDING PERMIT/SPECIAL USE PERMIT QUESTIONNAIRE  
(TO BE PRINTED IN INK OR TYPED)**

TAX PARCEL NUMBER \_\_\_\_\_

APPLICANT \_\_\_\_\_

ADDRESS \_\_\_\_\_

CONTACT TELEPHONE NUMBER \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

PROPERTY OWNER (IF OTHER THAN APPLICANT) \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

DATE SUBMITTED \_\_\_\_\_

Special Use Permit Public Hearing Fee (if applicable) \$ \_\_\_\_\_

Building/Use Permit Fee \$ \_\_\_\_\_

**Total paid** \$ \_\_\_\_\_

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**PART ONE - REQUIRED SUBMITTALS**

1. Cochise County Joint Application (attached).
2. Questionnaire with all questions completely answered (attached).
3. A minimum of (6) copies of a site plan drawn to scale and completed with all the information requested on the attached Sample Site Plan and list of Non-residential Site Plan Requirements. **(Please note that nine (9) copies will be required for projects occurring inside the Uniform Building Code enforcement area. In addition, if the site plan is larger than 11 by 17 inches, please provide one reduced copy.)**
4. Proof of ownership/agent. If the applicant is not the property owner, provide a notarized letter from the property owner stating authorization of the Commercial Building/Use/Special Use Application.
5. Proof of Valid Commercial Contractor's License. (Note: any building used by the public and/or employees must be built by a Commercial Contractor licensed in the State of Arizona.)
6. Hazardous or Polluting Materials Questionnaire, if applicable.

**OTHER ATTACHMENTS THAT MAY BE REQUIRED DEPENDING ON THE SCOPE OF THE PROJECT**

1. Construction Plans (possibly stamped by a licensed Engineer or Architect)
2. Off-site Improvement Plans
3. Soils Engineering Report
4. Landscape Plan
5. Hydrology/Hydraulic Report

6. Traffic Impact Analysis (TIA): **Where existing demonstrable traffic problems have already been identified such as high number of accidents, substandard road design or surface, or the road is near or over capacity, the applicant may be required to submit additional information on a TIA.**
7. Material Safety Data Sheets
8. Extremely Hazardous Materials Tier Two Reports
9. Detailed Inventory of Hazardous or Polluting Materials along with a Contingency Plan for spills or releases

The Commercial Permit Coordinator/Planner will advise you as soon as possible if and when any of the above attachments are required.

## **PART TWO - QUESTIONNAIRE**

In the following sections, thoroughly describe the proposed use that you are requesting. **Attach separate pages if the lines provided are not adequate for your response.** Answer each question as completely as possible to avoid confusion once the permit is issued.

### **SECTION A - General Description** (Use separate sheets as needed)

1. What is the existing use of the property?

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What is the proposed use or improvement?

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2. Describe all activities that will occur as part of the proposed use. In your estimation, what impacts do you think these activities will have on neighboring properties?

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3. Describe all intermediate and final products/services that will be produced/offered/sold.

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4. What materials will be used to construct the building(s)? (Note, if an existing building(s), please list the construction type(s), i.e., factory built building, wood, block, metal)

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5. Will the project be constructed/completed within one year or phased? One Year \_\_\_\_\_  
Phased \_\_\_ if phased, describe the phases and depict on the site plan.

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6. Provide the following information (when applicable):

- A. Days and hours of operation: Days: \_\_\_\_\_ Hours (from \_\_\_\_\_ AM to \_\_\_\_\_ PM)

B. Number of employees: Initially: \_\_\_\_\_ Future: \_\_\_\_\_  
Number per shift Seasonal changes \_\_\_\_\_

C. Total average daily traffic generated:

(1) How many vehicles will be entering and leaving the site.

\_\_\_\_\_

(2) Total trucks (e.g., by type, number of wheels, or weight)

\_\_\_\_\_

\_\_\_\_\_

(3) Estimate which direction(s) and on which road(s) the traffic will travel from the site?

\_\_\_\_\_

(4) If more than one direction, estimate the percentage that travel in each direction

\_\_\_\_\_

(5) At what time of day, day of week and season (if applicable) is traffic the heavies

\_\_\_\_\_

Circle whether you will be on public water system or private well. If private well, show the location on the site plan.

**Estimated total gallons of water used: per day \_\_\_\_\_ per year \_\_\_\_\_**

Will you use a septic system? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, is the septic tank system existing?

Yes \_\_\_\_\_ No \_\_\_\_\_ Show the septic tank, leach field and 100% expansion area on the site plan.

**G. Does your parcel have permanent legal access\*? Yes \_\_\_\_\_ No \_\_\_\_\_ if no, what steps are you taking to obtain such access?**

\_\_\_\_\_

\_\_\_\_\_

\*Section 1807.02A of the Cochise County Zoning Regulations stipulates that no building permit for a non-residential use shall be issued unless a site has permanent and direct access to a publicly maintained street or street where a private maintenance agreement is in place. Said access shall be not less than twenty (20) feet wide throughout its entire length and shall adjoin the site for a minimum distance of twenty (20) feet. If access is from a private road or easement provide documentation of your right to use this road or easement and a private maintenance agreement.

**H. For Special Uses only - provide deed restrictions that apply to this parcel if any.**

Attached \_\_\_\_\_ NA \_\_\_\_\_

8. Identify how the following services will be provided:

Service	Utility Company/Service Provider	Provisions to be made
Water		
Sewer/Septic		
Electricity		
Natural Gas		
Telephone		
Fire Protection		

**SECTION B - Outdoors Activities/Off-site Impacts**

1. Describe any activities that will occur outdoors.

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2. Will outdoor storage of equipment, materials or products be needed? Yes \_\_\_\_ No \_\_\_\_ if yes, show the location on the site plan. Describe any measures to be taken to screen this storage from neighboring properties. \_\_\_\_\_

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Will any noise be produced that can be heard on neighboring properties? Yes \_\_\_\_ No \_\_\_\_ if yes; describe the level and duration of this noise. What measures are you proposing to prevent this noise from being heard on neighboring properties?

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3. Will any vibrations be produced that can be felt on neighboring properties? Yes \_\_\_\_ No **X** if yes; describe the level and duration of vibrations. What measures will be taken to prevent vibrations from impacting neighboring properties?

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4. Will odors be created? Yes \_\_\_\_ No \_\_\_\_ If yes, what measures will be taken to prevent these odors from escaping onto neighboring properties?\_

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5. Will any activities attract pests, such as flies? Yes \_\_\_\_ No \_\_\_\_ If yes, what measures will be taken to prevent a nuisance on neighboring properties?

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6. Will outdoor lighting be used? Yes \_\_\_\_ No \_\_\_\_ If yes, show the location(s) on the site plan. Indicate how neighboring properties and roadways will be shielded from light spillover. Please provide manufacturer's specifications.

7. Do signs presently exist on the property? Yes \_\_\_\_ No \_\_\_\_ If yes, please indicate type (wall, freestanding, etc.) and square footage for each sign and show location on the site plan.

A. \_\_\_\_\_ B. \_\_\_\_\_ C. \_\_\_\_\_ D. \_\_\_\_\_

8. Will any new signs be erected on site? Yes \_\_\_\_ No \_\_\_\_ If yes, show the location(s) on the site plan. Also, draw a sketch of the sign to scale, show the copy that will go on the sign and **FILL OUT A SIGN PERMIT APPLICATION** (attached).

9. Show on-site drainage flow on the site plan. Will drainage patterns on site be changed?

Yes \_\_\_\_ No \_\_\_\_

If yes, will storm water be directed into the public right-of-way? Yes \_\_\_\_ No \_\_\_\_

Will washes be improved with culverts, bank protection, crossings or other means?

Yes \_\_\_\_ No \_\_\_\_

If yes to any of these questions, describe and/or show on the site plan.

10. What surface will be used for driveways, parking and loading areas? (i.e., none, crushed aggregate, chipseal, asphalt, other)

\_\_\_\_\_

11. Show dimensions of parking and loading areas, width of driveway and exact location of these areas on the site plan. (See site plan requirements checklist.)

12. Will you be performing any off-site construction (e.g., access aprons, driveways, and culverts)?  
Yes \_\_\_\_ No \_\_\_\_ If yes, show details on the site plan. **Note: The County may require off-site improvements reasonably related to the impacts of the use such as road or drainage improvements.**

### **SECTION C - Water Conservation and Land Clearing**

1. If the developed portion of the site is one acre or larger, specific measures to conserve water on-site must be addressed. Specifically, design features that will be incorporated into the development to reduce water use, provide for detention and conserve and enhance natural recharge areas must be described. The Planning Department has prepared a *Water Wise Development Guide* to assist applicants. This guide is available upon request. If the site one acre or larger, what specific water conservation measures are proposed? Describe here or show on the site plan submitted with this application.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. How many acres will be cleared? \_\_\_\_\_  
If more than one acre is to be cleared describe the proposed dust and erosion control measures to be used  
(Show on site plan if appropriate.) \_\_\_\_\_

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**SECTION D - Hazardous or Polluting Materials**

Some businesses involve materials that can contaminate the soil, air, water, waste disposal system or environment in general. Precautions must be taken to protect the environment when such products are distributed to or from the site, stored, manufactured, processed, disposed of, or released as raw materials, products, wastes, emissions, or discharges (When sold or incorporated in a product these materials are required to have Material Safety Data Sheets (MSDS) supplied by the manufacturer.) Examples of such products include but are not limited to paint, solvents, chemicals and chemical wastes, oil, pesticides, herbicides, fertilizers, radioactive materials, biological wastes etc.

Does the proposed use have any activities involving such materials?

Yes \_\_\_ No X If yes, complete the attached *Hazardous or Polluting Materials Use Questionnaire*.

**Note:** Depending on quantities, this question does not apply to ordinary household or office products or wastes such as cleansers, waxes or office supplies. Answer YES only if the materials are involved in the commercial or special use process or if landscaping or maintenance chemicals (pesticides, fertilizers, paints, etc.) will be present in quantities greater than 50 pounds (solids) or 25 gallons (liquids).

If you answer NO to this question but in the County's experience, the type of business proposed typically uses such materials, you will be asked to complete the *Hazardous or Polluting Materials Questionnaire* prior to processing this Commercial Use/ Building/ Special Use Permit.

**Applications that involve hazardous or polluting materials may take a longer than normal processing time due to the need for additional research. The Arizona Department of Environmental Quality Compliance Assistance Program can address questions about Hazardous Materials (1-800-234-5677, ext. 4333).**

**SECTION E - Applicant's Statement**

I hereby certify that I am the owner or duly authorized owner's agent and all information in this questionnaire, in the Joint Permit Application and on the site plan is accurate. I understand that if any information is false, it may be grounds for revocation of the Commercial Use/ Building/ Special Use Permit.

Applicant's Signature \_\_\_\_\_

Print Applicant's Name \_\_\_\_\_

Date signed \_\_\_\_\_

## Concept Plan Instructions for Special Uses

Sometimes, an applicant will seek approval for a particular special use or uses on a piece of property well ahead of actual construction or operation of that use. Often the exact dimensions of structures or configuration of uses on the property are not known yet until the uses have been approved and the applicant has invested resources into site planning. The Zoning Regulations (Section 1716.02.K.2) allow for the submittal of a "Concept Plan" in lieu of a site plan in the case of phased special uses on one property or a special use where construction is not anticipated within one year. However, if the use(s) are approved by the Planning and Zoning Commission, then a detailed site plan meeting the requirements of Section 1705 of the Zoning Regulations will be required for each use or phase, and shall be in substantial conformance with the approved special use. If the site plan is not within substantial conformance with the approved use and concept plan, then the special use will need to be reviewed, in a public hearing, by the Commission once again to modify the original proposal. **Note: any anticipated waivers of site development standards such as setbacks, screening, landscaping or parking spaces must be requested, justified, and approved by the Commission prior to the issuance of a building permit.**

In order to adequately review the proposed special use(s) on a piece of property, a Concept Plan must include at a minimum the following information:

- Parcel boundaries and adjacent roads;
- The general location, size and height of all structures and uses (existing and proposed), including minimum setbacks from parcel boundaries, washes and road travelways;
- The general location and minimum number of parking spaces to be provided, including proposed surface and width of driveways;
- Proposed screening and landscaping;
- Any significant topographical features (washes, hills, rock outcroppings, wetlands) and cultural features of the property and adjacent parcels;
- If applicable, project phasing (approximate schedule of uses and construction) and any other information deemed necessary to effectively review the Special Use.