

Community Development Department PLANNING AND ZONING DIVISION



CONDITIONAL USE PERMIT APPLICATION

BEFORE FILING THIS APPLICATION YOU MUST SCHEDULE A MEETING WITH COMMUNITY DEVELOPMENT DEPARTMENT TO DISCUSS YOUR APPLICATION REQUEST. THIS MEETING MUST OCCUR AT LEAST ONE WEEK PRIOR TO FILING THIS APPLICATION. STAFF WILL DETERMINE IF THIS APPLICATION IS NECESSARY AND PROVIDE YOU INFORMATION ON THE PLANNING DIVISION'S POLICIES AND PROCEDURES, AS NECESSARY.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED AT THE FRONT COUNTER. ALL APPLICATIONS SUBMITTED TO THE COMMUNITY DEVELOPMENT DEPARTMENT COUNTER MUST HAVE ALL FORMS AND DOCUMENTS COMPLETED AS STATED IN THE PACKET AND AS REQUESTED BY THE CITY.

CONDITIONAL USE PERMIT PROCESS

1. **PREAPPLICATION MEETING** WITH PLANNING DIVISION
2. SUBMIT APPLICATION AND SUPPORTING DOCUMENTS WITH FEE TO THE PLANNING DIVISION
3. DEPARTMENT REVIEWS THE APPLICATION.
4. NOTIFICATION TO PROPERTY OWNERS AND PUBLIC, POSTED 15 DAYS PRIOR TO MEETING
5. STAFF RECOMMENDATION OF APPLICATION TO BOARD OF ADJUSTMENT
6. BOARD OF ADJUSTMENT MEETING AND DECISION

APPLICATION REQUIREMENTS

- A. Application form (1 copy) and filing fee. In addition, ownership verification, Site Plan, and Notification list. It is highly recommended that the applicant meet with City staff prior to filing the application.
- B. Copies (12) of a plot plan of the property in question drawn to scale. Where applicable, plot plans should show in detail those features being presented to the Board for consideration. Large size plot plans should be folded to approximately 8" X 11" in size. If large plot plans are utilized, **8" X 11" photographic reductions should be made of each plot plan.** An 8" x 11" plot will be accepted in lieu of a larger scale drawing, if the plot plan can present sufficient detail and is easily readable.

BASIC SITE PLAN REQUIREMENT

North Arrow
Street Names
Dimensions of Lot
Location and dimensions of all existing and proposed structures on the property
Dimensions Between all Structures and Property Lines and/or Fences
Dimensions Between all Structures on the Same Lot
Front, side and rear yard dimension.
Location and Dimensions of Item for which Conditional Use Permit is requested
Statue of Project (proposed or existing)
Additional Requirements/Items Required by the City

NOTIFICATION LIST

The applicant needs to provide staff with mailing labels, obtained from the Cochise County Assessor's Office, identifying the land owners within a 300 foot radius of the subject property, measured from the perimeter of the site proposed for conditional use permit.

The City will mail letters, of the requested conditional use permit, to all property owners within 300 of subject property.

APPEALS PROCEDURE

Any person wishing to appeal a decision of the Board of Adjustment's may be filed within 30 days after the filing of the decision, file with the Superior Court. (Section 1106 of the Zoning Code) For further information on the appeal procedure call Community Development Department.

City of Douglas
Community Development Department

425 10th street
Douglas, AZ 85607
(520) 805 - 4047

CONDITIONAL USE PERMIT APPLICATION FORM

APPLICATION #. _____

DATE: _____

ACCEPTED BY: _____

1. Applicant's Name, Address and Phone Number

2. Property Owner's Name, Address and Phone Number (if different)

3. Site Address

4. Parcel Number

5. Current Zone District _____

6. Acreage _____

6. Existing use(s) on subject property

7. Conditional Use Permit request for:

Additional Information

City of Douglas
Community Development Department

425 10th street
Douglas, AZ 85607
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Signature of Property Owner or Petitioner

CONDITIONAL USE PERMIT APPLICATION FORM

APPLICATION #. _____

Conditional Use Permit processing costs:

Residential: \$ 100

Commercial: \$ 100

Total Amount _____ Amount Paid: _____

ITEMS REQUIRED FOR APPLICATION COMPLETION

Proof of Ownership _____

Processing cost paid _____

Signed Conditional Use Permit application _____

Site Plan (refer to page 2) _____

Notification list (refer to page 2) _____

I, the undersigned, have reviewed the above information and found it to be correct. I also understand that all the above items are required for my application to be considered complete and for it to be scheduled on the agenda for the Board of Adjustment. I have included all items marked above as received with this application.

Applicant's Signature

Date

