SPECIAL USE PERMIT APPLICATION

NAVAJO COUNTY, ARIZONA
PUBLIC WORKS DEPARTMENT
PLANNING & ZONING

P.O. Box 668 ▪ 100 East Code Talkers Drive ▪ Holbrook, AZ 86025
Phone: (928) 524-4100 ▪ Fax: (928) 524-4122
www.navajocountyaz.gov

(Revised June 15, 2011)

SPECIAL USE PERMIT
APPLICATION INSTRUCTIONS

In applying for a **SPECIAL USE PERMIT,** the following is required of all applications:

1. Special Use Permit application (completed). All information requested on the application shall be complete, including ownership (which shall be legally notarized where indicated).

2. A copy of the recorded deed or sales contract.

3. Site Plan, as noted below:

   - 12 (twelve) copies of the site plan at 24" x 36" – folded to approximately 9" x 12"
   - 12 (twelve) copies of the site plan at 8-½" x 11"
   - Note that after initial review, staff may require additional copies, a different scale, and/or different paper sizes
   - Additional copies of the site plan and other application materials may be required prior to the Planning Commission and/or Board of Supervisors meetings

   The site plan shall be drawn to a 50, 100, or 200 foot-to-the-inch scale, or an alternate scale if approved by the Planning Director and/or County Engineer, whichever is most appropriate to clearly present necessary details. At a minimum, the site plan shall include the following:

   - Project name / title
   - North arrow and scale
   - Property lines with dimensions
   - Location and dimensions of all existing or proposed structures
   - Distances from structures to property lines, septic, and water well facilities
   - All required yard setbacks from property lines and distances between buildings
   - All existing and proposed ingress and egress (access) for the subject property, including the widths of all driveways
   - Adjacent street names and right-of-way widths
   - All interior drive and parking areas (including any handicapped-accessible parking). Include the proposed surfacing for these areas
   - Site data table, which is to include the following:
     - Site size in acres
     - Address of the site
     - Assessor's Parcel Number(s) of the site
     - General Legal Description of the property (Township, Range and Section). If located within a platted subdivision, provide the subdivision name, lot number(s) and recording information (Book & Page)
     - Existing zoning of the site
     - Existing and proposed use(s)
     - Size & details for any proposed structures (type, size in square feet, height, etc.)
     - Parking (where needed) – indicate the number of spaces – both proposed &

required (include handicapped-accessible spaces)
  - Service providers – table format (water, method of sewage disposal, trash, fire, police, electric, gas, etc.). Note that "will serve" letters may be required
  - Contact information (name, address, phone & e-mail) for the owner, developer, architect/engineer, owner's representative and/or other persons
- Details and locations regarding proposed fencing/screening & signs
- Adjacent land uses, parcel numbers and ownership name
- Vicinity map
- Detention areas (where deemed necessary)
- Signature line for the owner's signature and date (printed name underneath)
- "Approvals" signature block, including signature lines and dates for:
  - Navajo County Planning Director
  - Navajo County Engineer
  - Chairman, Navajo County Planning Commission
  - Chairman, Navajo County Board of Supervisors

Additional details and/or information may be required by staff after the initial review of the site plan and/or application materials.

4. A "Project Narrative" (12 copies), expressing your reasons for the proposed Special Use Permit and how it will be beneficial to the area, and including an explanation of the proposed use, a schedule for its development, and the compatibility of the proposed use with the adjacent uses and character of the area.

5. A "Vicinity Map" (12 copies), including a written and graphic description of how to access the site from the nearest State or Federal Highway. Include Latitude & Longitude of the "corners" of the site.

6. The correct Application Fee (see fee schedule) – payable to Navajo County.

7. Additional Materials (optional – not required). A CD (Compact Disk) of a copy of all of the application materials, scanned in PDF format, is suggested. Optional additional materials may also be submitted to better explain the proposed development. Although not required, these may include aerial photos, context plans, building elevations, landscape plans, letters of support, renderings, sign details, etc.

All application materials and other required information concerning a Special Use Permit must be submitted to the Planning & Zoning Division of the Public Works Department for review and staff approval prior to scheduling of any hearings before the Planning & Zoning Commission and/or the Board of Supervisors. The Planning & Zoning Commission meets the third Thursday of each month (6:00 p.m.), and the Board of Supervisors meets the second and fourth Tuesday's of each month (9:00 a.m.) All hearings are held in the Board of Supervisors' Chambers at the Navajo County Governmental Center in Holbrook, Arizona. Please confirm any hearings with staff, as dates, times and locations may change.

Incomplete Applications Will Delay The Process –
Please Follow The Instructions Carefully.

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SPECIAL USE PERMIT APPLICATION

(also to be used for an Amendment to an approved/existing Special Use Permit)

SITE & PROPOSAL INFORMATION:

PROJECT NAME: _____

PROPOSED USE OF PROPERTY: _____

SPECIAL USE CATEGORY: _____

LOCATION (include nearest town/community): _____

_____

GENERAL DIRECTIONS TO PARCEL: _____

_____

ADDRESS (if known): _____

PROPERTY SIZE: _____ acres; _____ square feet

LEGAL DESCRIPTION: Township _____ North, Range _____ East, Section(s) _____

ASSESSOR PARCEL NO.: _____

SUBDIVISION NAME: _____ LOT #: _____

PRESENT USE OF PROPERTY: _____

CURRENT ZONING: _____

PROPOSED ZONING: _____

OWNER & CONTACT INFORMATION:

OWNER'S NAME: _____

OWNER PHONE NO.: _____ FAX #: _____

OWNER EMAIL ADDRESS: _____

OWNER MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

DATE OF OWNERSHIP: _____

CONTACT NAME: _____

COMPANY NAME: _____

CONTACT PHONE NO.: _____ FAX #: _____

CONTACT EMAIL ADDRESS: _____

CONTACT MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

OWNER'S AFFIDAVIT:

I, (print name) _____, being duly sworn, depose and say that I am the owner of the property involved in this application and that the information herewith submitted is true and correct to the best of my knowledge.

_____
Owner's Signature

STATE OF _____)
) SS
COUNTY OF _____)

Sworn and subscribed before me on this _____ Day of _____, 20_____

_____
Notary Public

_____
My Commission Expires

For Staff use only:

Accepted by: _____ Date: _____

Submittal Approved: _____ Date: _____

Fee: _____

Case #: _____

Planning Commission: _____ Action: _____

Board of Supervisors: _____ Action: _____

Notes / Stipulations: _____

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