



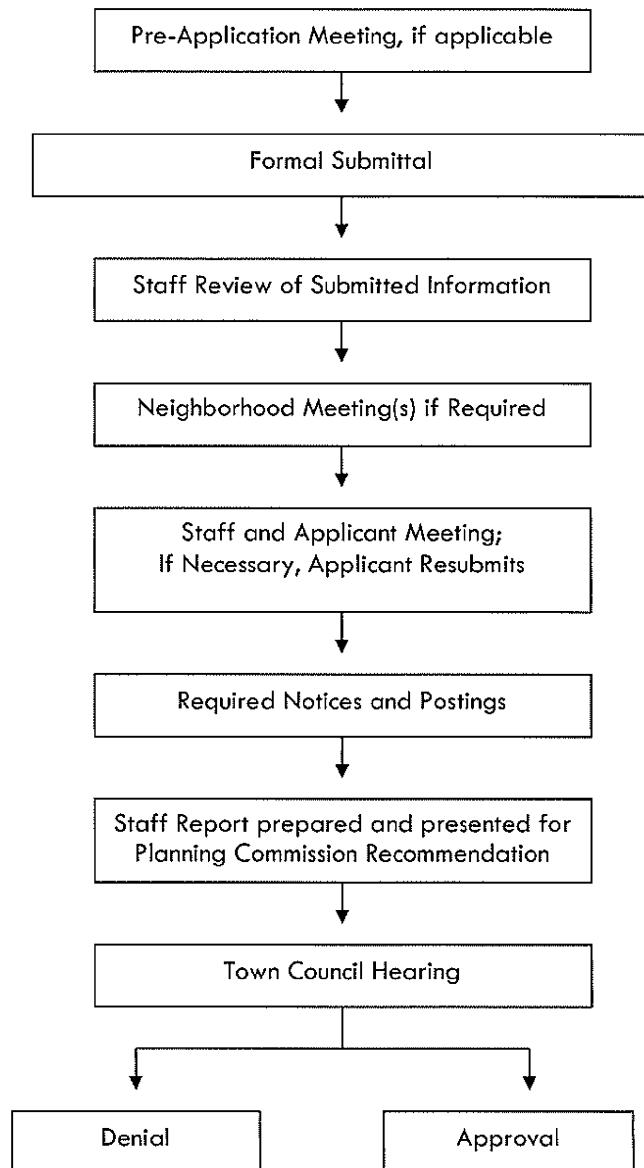
TOWN OF FLORENCE

CONDITIONAL USE PERMIT PROCESS

Application & Checklist

Community Development Department
P.O. Box 2670
224 W. 20th Street
Florence, Arizona 85132
(520) 868-7575
www.florenceaz.gov

TYPICAL CONDITIONAL USE PERMIT APPLICATION PROCESS



CONDITIONAL USE PERMIT APPLICATION PROCEDURES

The following information is provided to assist in the preparation and submittal of an application for a Conditional Use Permit (CUP) for a property within the Town of Florence. The CUP request will be considered by the Planning Commission for a recommendation and the final decision will be made by the Town Council.

It is important to note that since a CUP permit may affect the entire community, adjacent jurisdictions, schools and public utilities, the analysis of a CUP permit request should be comprehensive in nature and address all potential impacts.

1. **Pre-Application Review Process** – Prior to filing an application for a General Plan amendment, the applicant, where requested, must complete participate in a Pre-Application review meeting with the Community Development Department and Technical Review Committee (TRC).
2. **Application Filing** – For an application to be accepted, the applicant must provide all of the required information described on the submittal checklist at the time of formal submittal. Ensuring the accuracy of the request is the responsibility of the applicant. Applications will not be accepted or processed without an adequate description of the request being submitted. Incomplete applications will not be accepted.
3. **Staff Review** – Upon receiving a complete application, the submitted information will be routed to Town staff and applicable affected agencies for review and comment. After this review is completed, the comments are consolidated and returned to the applicant. The applicant is responsible for addressing staff comments and submitting revised plans.
4. **Neighborhood Meetings** – Neighborhood meetings beyond the required minimum Town hearings may be required for certain CUP requests, as deemed necessary by the Community Development Director or per applicable state or local codes. Applicants will be required to set up and conduct these meetings. Efforts shall be made to encourage public participation.
5. **Public Notice** – The Town will prepare the public notice to mail to surrounding property owners and provide a copy to the applicant. The notice for the Planning and Zoning Commission public hearing must be mailed by the applicant at least fifteen (15) calendar days prior to the date of the hearing to the following:
 - a. All property owners of record within three hundred (300) feet of the site.
 - b. To the owner, if the application is initiated by a person other than the owner;
and

- c. Any person or group who has requested notice in writing.

The Community Development Director may expand the notification area set forth in this section if it is determined that the potential impact of the project extends beyond the required notification boundary.

The Town will send public hearing notices to the local newspaper of general circulation in accordance with State and local requirements.

5. **Property Posting (Sign)** – Notice of Public Hearing for a CUP must be posted at least fifteen (15) calendar days prior to the date of the first public hearing. The applicant is responsible for posting the sign on the property, subject to the following specifications and requirements:
 - a. Posting, maintenance, and removal of signs are the responsibility of the applicant. The applicant must remove all signs within ten (10) days of the public hearing. If the sign is not removed on time, the Town will remove the sign and charge the applicant a removal fee;
 - b. The signs must comply with the attached sign criteria;
 - c. The applicant must submit a signed and dated affidavit of posting, and color photos of the posted signs prior to the public hearing;
 - d. Failure of the applicant to provide evidence of posting will result in a postponement of the public hearing. The applicant will be charged a fee for the postponement.
6. **Staff Reports** – After the staff comments have been addressed and the project has been scheduled for the public hearings, the Community Development Department will prepare reports describing and evaluating the proposed project and making recommendations to the Planning and Zoning Commission and Town Council. Copies of the staff reports will be made available to the public, where requested, and sent to the applicant prior to each public hearing.
7. **Planning and Zoning Commission Hearing** – The Planning and Zoning Commission will conduct at least one public hearing. A Planning and Zoning Commission hearing schedule is included in this application. Regular meetings are held at Florence Town Hall, 775 North Main Street. The applicant or a project representative should be present at the hearing. Upon hearing the case, the Commission may recommend approval, recommend approval with modifications or recommend denial of a CUP request to the Town Council. The Commission may continue/table a case as deemed necessary.
8. **Town Council Hearing** – Regular Town Council hearings occur on the first and third Monday of each month at 6:00 p.m. and are held in the Council Chambers, 775 North Main Street. The applicant or project representative should be present at

the hearing. The Town Council will approve, approve with modifications and/or conditions, or deny the application.

9. **Inactive Cases** – All applications need to be actively pursued to a decision. If no activity has occurred on an application for 180 days, the application will be determined to be inactive, deemed to be withdrawn and the file will be closed. At least thirty (30) days prior to that date the staff will notify the applicant in writing. The applicant may submit a written request that the application remain active, with an explanation for the inactivity. The Community Development Director may grant an extension for up to 180 days for good cause if there is a reasonable belief that the application will be actively pursued during the extension period.

CONDITIONAL USE PERMIT TYPICAL CONTENT REQUIREMENTS

1. Project Narrative

- ☐ Description of proposed use;
- ☐ Hours of operation;
- ☐ Information on how the project complies with the General Plan and any other adopted plans, PUD or overlay district zoning requirements; and
- ☐ Information on how the proposed use conforms with the conditions, requirements, or standards prescribed by the Development Code and any other applicable local, State or Federal requirements.
- ☐ Any additional information in support of the CUP request.

2. Site Plan (Required for all Conditional Use Permit applications as applicable)

- ☐ Vicinity Map;
- ☐ Scale, north arrow, and dimensions;
- ☐ Net acres;
- ☐ Property lines, easements, alleys, private streets, and adjacent rights-of-way and easements showing existing and future improvements, access points, signals, etc.;
- ☐ Conceptual water retention areas and drainage plan;
- ☐ Location of required building setbacks and spaces between buildings with dimensions;
- ☐ Location and size of any existing/proposed building(s), structure(s), or land uses;
- ☐ Location and size of parking spaces and the number of spaces required and provided;
- ☐ Location of other existing and proposed improvements such as walls, yards, outside storage, loading areas, etc.;
- ☐ Method of screening for parking, storage and loading areas, and wireless communication facilities (if applicable);
- ☐ Location and screening of refuse enclosures;
- ☐ Vehicular and pedestrian circulation, including ADA accessibility requirements;
- ☐ Queuing area for drive through uses;
- ☐ Emergency apparatus access and required turning radii;
- ☐ Adjacent lot lines and/or structures within 300 feet;
- ☐ Existing zoning on site and adjacent properties within 300 feet;
- ☐ Freestanding sign locations;
- ☐ Location and type of existing and proposed site lighting fixtures;
- ☐ Date of preparation including dates of any subsequent revisions; and
- ☐ If prepared by a Design Professional, a signature and seal is required.

3. Additional Information required for Wireless Communication Facilities (WCFs)

- ☐ Specific placement of the WCF (including equipment cabinet/building on the site;
- ☐ Setbacks from adjacent property lines; and
- ☐ Location of existing structures, trees and other significant site features.

ADDITIONAL REQUIREMENTS FOR WIRELESS COMMUNICATION FACILITIES APPLICATIONS ONLY

1. Inventory

- ☐ An inventory list and map of existing WCFs operated by the applicant and other providers within two miles of the proposed site ("Service Area"). Include specific information as to location, height, and type of each facility. The Town may share such information with other applicant seeking to locate WCFs within the Service Area, in order to encourage co-location.

2. Report on Alternatives

- ☐ A report explaining why the WCF is needed at the requested location. If the Town has requested that the applicant co-locate its WCF on another site, the applicant must explain why that co-location is not feasible, including efforts made to develop on the alternate site.

3. Photo-simulations

- ☐ Color photo-simulations of views of the proposed facility from adjacent residential properties and public rights-of-way at varying distances (need to specify distances).

4. Facility Diagrams

- ☐ Diagram of the proposed facility and antennae, including height, shape, size and nature of construction;
- ☐ Diagram illustrating the separation between the proposed WCF and any existing WCF(s) on the same support structure or site, if co-location is planned;
- ☐ Method of screening for mechanical and electrical equipment;
- ☐ Location and type of lighting fixtures proposed; and
- ☐ Proposed colors and materials for the WCF.

5. Landscape Plan

- ☐ Scale, north arrow, and dimensions;
- ☐ Property lines, easements, alleys, private streets and adjacent rights-of-way;
- ☐ Location of required landscape areas;
- ☐ Existing and proposed landscaping materials, including non-vegetative groundcovers. Distinctive symbols must be used for each plant variety;
- ☐ Table listing sizes, varieties and numbers of landscaping material to be used;
- ☐ Contour lines and sections for retention basins and earthen berms (in the vicinity of the proposed WCF facilities);
- ☐ Location, type and height of proposed new site lighting fixtures (in the vicinity of the proposed WCF facilities);
- ☐ Location of existing and proposed electrical transformers, utility poles, and other utility equipment (in the vicinity of the proposed WCF facilities);
- ☐ Date of preparation including dates of any subsequent revisions; and
- ☐ Registered Landscape Architect signature and seal.

CONDITIONAL USE PERMIT CHECKLIST

(Checklist requirements are subject to modification by the Community Development Director, subject to compliance with all applicable state and local codes.)

REQUIRED MATERIALS	Applicant Checklist	Staff Verification
Application		
Fee (Please review the fee schedule for applicable fees. All fees are Non-Refundable)		
Project Narrative		
4 copies – Traffic Impact Analysis (if required by Town Engineer)		
Market Study (if required by the Town)		
Legal Description (Metes and bounds description required for un-platted property) including total gross acreage, sealed and signed by a registered engineer or surveyor (8.5" X 11")		
Pinal County Assessor Parcel Map (8.5" X 11") (Highlight project area and provide parcel numbers)		
Documentation of the Neighborhood Meeting including (if required/occurred):		
A list of persons that attended the meeting.		
Meeting notes, where applicable.		
Copy of the letter notifying property owners of the meeting.		
Site Plan:		
1 original copy for staff review – Blue/line, black/line or color prints		
Online submittals can be emailed to TOFpermits@florenceaz.gov		

may be substituted.		
Neighborhood and/or Public Notice:		
A parcel map highlighting properties to be notified.		
Names and addresses of all property owners identified on highlighted parcel map.		

**TYPICAL ADDITIONAL REQUIREMENTS
WIRELESS COMMUNICATION FACILITIES ONLY**

(Checklist requirements are subject to modification by the Community Development Director, subject to compliance with all applicable state and local codes.)

REQUIRED MATERIALS	Applicant Checklist	Staff Verification
Inventory and Map (8.5" X 11")		
Report on Alternatives		
Photo-simulations		
Facility Diagrams:		
6 original copies for staff review– Blueline, blackline or color prints (24" x 36") folded to approximately (9" x 12")		
15 original copies– 11" x 17" versions of above noted exhibit		
1 copy – (8.5" x 11") laser print or photo reduction (photocopy of color rendered plan not acceptable)		
1 copy – (8.5" x 11") PMT (Photo Mechanical Transfer) must be submitted following an initial staff review, but prior to scheduling the item for a Planning and Zoning Commission agenda. PowerPoint exhibits may be substituted.		
Landscaping Plan:		
1 copy – Blueline, blackline or color prints.		
15 copies – 11" x 17" versions of above noted exhibit		
1 copy – (8.5" x 11") laser print or photo reduction (photocopy of color rendered plan not acceptable)		
1 copy – (8.5" x 11") PMT (Photo Mechanical Transfer) must be submitted following an initial staff review, but prior to scheduling the item for a Planning and Zoning Commission agenda. PowerPoint exhibits may be substituted.		

APPLICATION FOR CONDITIONAL USE PERMIT

PROJECT NAME: _____

REQUEST TYPE: ☐ WCF ☐ Other ☐ Time Extension

1. Property Owner: Name: _____
 Address: _____
 Phone: _____ Fax: _____
 Email: _____

2. Applicant/Developer: Name: _____
 Address: _____
 Phone: _____ Fax: _____
 Email: _____

3. Address or Location of Property: _____

4. Tax Parcel Numbers: _____
 Gross/Net Acres: _____ Zoning: _____

5. Request Details: _____

SIGNATURE OF PROPERTY OWNER or REPRESENTATIVE **DATE**

FOR STAFF USE ONLY:

CASE NO. _____	APPLICATION DATE AND TIME _____
PERMIT NO. _____	FEE \$ _____
PZC HEARING DATE _____	
TC HEARING DATE _____	REVIEWED BY: _____
RECOMMENDATION: APPROVAL DISAPPROVAL	

OWNER'S PERMISSION FORM

This sheet must be completed if the applicant is not the owner of the property.

I/we, the Undersigned, do hereby grant permission to: _____

to act on my/our behalf for the purpose of obtaining one or more of the following:
Annexation, General Plan Amendment, Planned Unit Development, Zone Change,
Conditional Use Permit, Design Review, Preliminary/Final Plat and/or other below-noted
request on the following described property:

Owner(s)

Signature

Print or Type Name

Address

Telephone

STATE OF ARIZONA)
) ss
County of _____)

On this _____ day of _____, 20 _____, before me, the undersigned
Notary Public, personally appeared _____, known to me to
be the person(s) whose name(s) is/are subscribed to the within instrument and
acknowledged that _____ executed the same.

IN WITNESS WHEREOF, I hereto set my hand and official seal.

My commission expires:

Notary Public

POSTING REQUIREMENTS

A sign (or signs) announcing a Public Hearing shall be posted a minimum of fifteen (15) days before the date of the Hearing. It shall be the responsibility of the applicant to erect and maintain the sign on the subject property as well as maintain the current public hearing information on the sign until formal decision of the case has been made by Town Council. It shall also be the responsibility of the applicant to remove the sign after final disposition of the case.

	TOWN OF FLORENCE	]- 3"
	(Planning & Zoning) or (Town Council)	]- 3"
	Public Hearing Notice	]- 4"
	(space)	
3" -[	(Action Requested)	
	(space)	
2" -[	(Project description and location)	
	(space)	
2" -[	(Time of Hearing),	]- 2"
2" -[	(Date of Hearing),	]- 2"
	775 North Main	Community
2" -[	Street	]- 2"
		Development
		Department
2" -[	Florence, Arizona	]- 2"
		520-868-7575

- Contact the Community Development Department regarding number and placement of signs.
- Body of sign to be brilliant yellow and lettering to be black.
- Minimum sign dimensions shall be 4' X 8'; lettering dimensions shall be as generally indicated.
- Minimum height of sign shall be 6 feet from finished grade to the top of the sign
- Sign shall be made of generally weather resistant material.
- Placement and maintenance of sign is applicant's responsibility.
- Applicant must post sign at least 15 calendar days prior to the hearing date.
- Applicant must remove sign within 10 working days of final action.
- Community Development Director may allow changes to sign format so long as all sign content requirements are met.

AFFIDAVIT OF SIGN POSTING

Applicant Name: _____

Project Name/Location: _____

I confirm that the site has been posted as required by Town of Florence Community Development Department. A picture of the sign(s) posted on the subject site has also been submitted.

Applicant/Representative Signature

Date

This instrument was acknowledged before me on this _____ day of _____, 20 __, by _____. In witness whereof I hereunto set my hand and official seal.

Notary Public

My Commission expires on _____

Please return completed notarized affidavit and picture to the Community Development Department within twenty-four (24) business hours of the posting.

PLANNING AND ZONING COMMISSION

MEETING SCHEDULE

The Planning and Zoning Commission's meetings are typically scheduled for the first and third Thursday of the month. Meetings are held in the **Town Hall Council Chambers** (775 N. Main St.) starting at **6:00 p.m.** Meeting dates, times, and/or locations may be changed if deemed necessary by the Town. Proper notice of such changes will be provided.

All meetings of the Planning and Zoning Commission are open to the Public.

Complete applications and fees are due to the Community Development Department by **12:00 p.m. (noon) on the deadline date.**

Scheduling of your request for consideration by the Planning and Zoning Commission is contingent upon receipt of a **complete application**. Additional factors will determine whether your request is heard on the meeting date corresponding to the submittal deadline date. The applicant will be notified of their application's status.

A pre-application meeting with the Town's Technical Review Committee is required for most development applications. Applicant, where requested, must set a meeting time with the Community Development Department prior to the submittal deadline.