



CITY OF  
**WILLCOX**  
ARIZONA

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Encounter CREATION.*

**Development Services**  
101 S. Railroad Ave, Suite B  
Willcox, AZ 85643  
520-766.4461

### APPLICATION FOR A CONDITIONAL USE

Applicant's Name: \_\_\_\_\_

Name of All Property Owner(s): \_\_\_\_\_

Applicant Mailing Address:

\_\_\_\_\_  
Street #                      Town                      State                      Zip code

Subject Property Address (if different than mailing address):

\_\_\_\_\_  
Street #                      Town                      State                      Zip code

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Tax Parcel Number: \_\_\_\_\_

Current Zoning Designation: \_\_\_\_\_

General Plan Designation: \_\_\_\_\_

Size of Property (in acreage or square feet): \_\_\_\_\_

How many acres will be cleared and developed? \_\_\_\_\_

Describe your relationship to this application. (Select one)

- ☐ I am the property owner
- ☐ I am an authorized agent for the property owner

If the applicant is not the property owner, please attach a notarized letter of authorization to this application.

## **The Purpose of a Conditional Use**

Conditional Use is a use which requires approval of the board of adjustment, planning commission, or city council before the zoning administrator may issue a permit. Generally, it includes uses which require individual consideration of surrounding conditions and circumstances to carry out the intent and purpose of the land use plan.

A "Special Exception-Conditional use" means a use which is not specifically permitted in a zone, e.g., an electric substation in a residential zone, but which may be permitted as a special exception, subject to compliance with conditions prescribed by the board of adjustment.

## **What is the Process?**

1. Pre-application meeting with city staff.
2. Citizen Review Process – the applicant must send notice to all property owners within a radius of no less than 300 feet of the subject parcel(s), as shown on the most recent available records of the last property tax assessment. The city may expand the mailed notification area to greater than a 300-foot radius at time of application acceptance if there are compatibility concerns associated with the request.
3. The Applicant will hold a Citizen Review Session a minimum of 15 days prior to the Planning and Zoning Commission public hearing.
4. Application submittal.
5. Technical review by relevant internal staff and external agencies.
6. Public hearing – Planning and Zoning Commission (Recommendation).
7. Public hearing-Board of Adjustment/ City Council (Approval/Denial)

## **Required Submittals**

1. This application
2. Citizen Review Report
3. Site plan – showing existing and proposed improvements.
4. Letter of Authorization (for authorized agents, if applicable)
5. Deed restrictions (if applicable)
6. Processing Fee

## **Concept Plan Instructions for Conditional Uses**

Sometimes, an applicant will seek approval for a particular Conditional 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. A "Concept Plan" in lieu of a site plan can be submitted where construction is not anticipated within one year. However, if the use(s) are approved by the Planning and Zoning Commission and Board of Adjustment, then a detailed site plan meeting the requirements of the Zoning Regulations will be required for each use or phase and shall be in substantial conformance with the approved conditional 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 and Board once again to modify the original proposal.

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 roads;
- 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 Conditional Use.

Please state the reason for this request and why it should be supported.

Identify the utility company/service provider for each of the following services and state if additional provisions or future connections are required in the space below.

| <b>Service Provider</b> | <b>Service Provider</b> | <b>Additional Provisions Required</b> |
|-------------------------|-------------------------|---------------------------------------|
| Water/Well              |                         |                                       |
| Sewer/Septic            |                         |                                       |
| Electricity             |                         |                                       |
| Natural Gas             |                         |                                       |
| Telephone               |                         |                                       |
| Fire Protection         |                         |                                       |
| Waste Disposal          |                         |                                       |

Is this request consistent with all deed restrictions or private covenants in effect for this property? If applicable, please include a copy of these restrictions/covenants with this application.

☐ Yes
 ☐ No
 ☐ Not applicable (no deed restrictions or covenants)

Describe all **existing** structures/uses present on the subject parcel. Note: the size and location of existing structures must be shown on the accompanying site plan.

Describe all proposed structures/uses on the parcel that to be placed on the parcel. Note: the size and location of proposed structures must be shown on the accompanying site plan.

Is the proposed conditional use consistent with stated objectives and characteristics of the current zoning district? Explain.

Describe all intermediate and final products/services that will be produced/offered/sold, if applicable.

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

Will the project be constructed/completed within one year or phased?

☐ One year

☐ Phased

If this is a phased project, describe the phases here and physically depict them on the site plan.

What are the days and hours of operation (if applicable)?

Days of the week: \_\_\_\_\_

\_\_\_\_\_ AM to \_\_\_\_\_ PM

Number of employees (if applicable):

Initially \_\_\_\_\_ Future: \_\_\_\_\_

Total average daily traffic generated (non-residential uses):

How many vehicles will be entering and leaving the site (per day)? \_\_\_\_\_

Total trucks (e.g., by type, number of wheels, or weight)? \_\_\_\_\_

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

\_\_\_\_\_

If more than one direction, estimate the percentage that travel in each direction.

\_\_\_\_\_

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

\_\_\_\_\_

Water Use:

Estimate the total gallons of water needed for the proposed use: per day \_\_\_\_\_ per year \_\_\_\_\_

Please indicate your water source \_\_\_\_\_

If your property is served by a private well, show the existing or proposed location on the site plan.

List any strategies you will employ, on site, to minimize water use, recycle water, and/or enhance onsite natural recharge.

Which streets or easements will be used for traffic entering or exiting the property? (Please label on the accompanying plan)

What impact will this have on the traffic volume of roads serving this subject property?

How many driveway cuts are proposed along streets or easements to allow site access? State whether this is an increase/decrease and whether any existing cuts will need relocation.

Does the subject parcel have site access onto a major road?

☐

Yes

☐

No

Are you requesting any modifications or waivers from site development standards? If yes, explain.

Please describe your citizen review process (if applicable). Specifically, state whether you received any responses to your mailed notice or public meeting. Explain how your special use application has incorporated the feedback you received.

Describe any outdoor activity associated with your special use proposal, if applicable.

Will outdoor storage of equipment, materials or products be needed? If yes, show the location on the site plan. Describe any measures to be taken to screen this storage from neighboring properties.

Will any noise or vibrations be produced that can be heard or felt on neighboring properties on a regular basis? 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?

Will odors be created? If yes, what measures will be taken to prevent these odors from escaping onto neighboring properties?

Will any on-site activities attract pests, such as flies or mice? If yes, what measures will be taken to prevent a nuisance on neighboring properties?

Will additional dust be created on a regular basis? If yes, what measures will be taken to prevent this dust from escaping onto neighboring properties or roadways?

Is outdoor lighting proposed? If yes, show the location(s) on the site plan. Indicate how neighboring properties and roadways will be shielded from light spillover. Please submit manufacturer's specifications for all light fixtures.

☐ Yes ☐ No

Will you be performing any off-site construction (e.g., access aprons, driveways, and culverts)? 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.

☐ Yes ☐ No

Show on-site drainage flow on the site plan. Will drainage patterns on site be changed? If so, please indicate on the site plan and describe below.

If more than one acre is to be cleared, describe the proposed dust and erosion control measures to be used and show on site plan, if appropriate.

Do you anticipate the use of any hazardous or dangerous materials? If yes, please complete a "Hazardous or Polluting Materials Attachment" and attach it to this application.

☐ Yes ☐ No

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/ Conditional Use Permit. In addition, 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. Failure to obtain permits may result in fines or other penalties.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date