



Conditional Use Permit Instructions

Submit the following to the Community Development Department:

- ☐ Completed Conditional Use Permit Application
- ☐ Completed site plan
- ☐ Vicinity map drawn to scale showing all parcels within 300 feet of the exterior boundaries of the subject parcel
- ☐ Typed or printed list with the names, mailing address and tax parcel number of all properties located within 300 feet of the boundaries of the subject parcel
- ☐ Fee: As approved in City Code

APPLICATION FEES ARE DUE AT THE TIME OF SUBMITTAL.

ADDITIONAL FEES MAY BE ASSESSED FOLLOWING FINAL APPLICATION REVIEW.

ALL OUTSTANDING BALANCES MUST BE PAID PRIOR TO FINAL APPROVAL, PERMIT ISSUANCE, OR PLACEMENT ON A PUBLIC MEETING AGENDA.

ATTENTION: SCAM ALERT - SEVERAL CUSTOMERS HAVE RECEIVED INVOICES THAT WERE NOT FROM THE CITY OF BENSON, MANY ASKING FOR PAYMENT TO BE MADE BY A WIRE TRANSFER. THE CITY OF BENSON WILL **NOT ASK FOR A WIRE TRANSFER FOR ANY PAYMENT.**

IF YOU RECEIVE AN INVOICE AFTER YOUR REQUEST IS COMPLETED, PLEASE CONTACT STAFF TO VERIFY THE VALIDITY OF THE INVOICE.

After the application has been approved, it is your responsibility to coordinate with the Community Development staff to schedule, hold and report on the Citizen Review Session. Staff will notify you of the date of the Public Hearing before the Planning and Zoning Commission once the Citizen Review Session has been held.

Please plan to allow over 100 business days to complete the review process for a Conditional Use Permit, including application review, citizen review session and public hearing.

If you have any questions, or to make an appointment to submit you application, please call Planning staff at 520-720-6344.



Conditional Use Permit Application

Tax Parcel ID Number: _____

Property Address: _____

Property Owner Name: _____

Owner Address: _____

Owner Telephone & Email: _____

Agent Name: _____

(If applicant is other than the property owner, a letter of agent appointment must accompany application.)

Agent Address: _____

Agent Telephone & Email: _____

Existing zoning for property: _____

Describe all structures and uses already existing on the property: _____

Describe proposed structures and activities that may be established if the conditional use permit is approved. _____

Describe the existing and proposed construction materials. _____

Will new structures be completed within 1 year or phased? _____

If phased, what is the phasing schedule? _____

What are the expected days and hours of operation?

Days _____ Hours from _____ AM to _____ PM

Which streets or easements will be used for traffic entering and exiting the property? _____

What types of oversize trucks or specialty vehicles will be entering/leaving the site? _____

What are the reasonably expected impacts to neighboring properties such as noise, vibrations, odors, visual impacts including outdoor lighting, pest attraction or other? _____

What improvements are proposed to alleviate the potential impacts caused by approval of this conditional use permit? (off-site, on-site and infrastructure improvements) _____

This section provides an opportunity to explain the reasons why you consider the conditional use permit to be appropriate at this location. Please attach additional sheets if necessary, including a complete site plan.

Is this application related to any other application(s) under review by the City? Yes No
If yes, please list the other applications and the department performing the review.

Please be advised that there may be deed restrictions limiting the use of the property in question. The Development Services Department does not investigate or enforce any such deed restrictions. Deed restrictions are generally enforced by local property owners or homeowners associations. You may wish to further investigate any such deed restrictions before proceeding with this applications. Further, there may be additional permits required by state and/or federal agencies and you may wish to further investigate these. The Development Services Department does not assume any responsibility to ensure that the proper permits have been obtained.

Please be advised that approval of the Conditional Use Permit does not grant approval to perform any construction activities or operate any business within the City of Benson. Additional information may be required by the City of Benson to grant a building permit and/or business license.

I, the undersigned, do hereby file with the City of Benson Development Services Department this petition for a conditional use permit. I certify that, to the best of my knowledge, all the information submitted herein and in the attachments is correct. I hereby authorize the City of Benson staff to enter the property herein described for the purposes of conducting a field visit. I understand that if any information is false, it may be grounds to revocation of the Conditional Use Permit.

Applicant Signature

Date

Return to:
City of Benson
Development Services
120 W. Sixth Street
Benson, AZ 85602



Site Plan Requirements

- ☐ Location map
- ☐ Property drawn to scale (1"=20, 30, or 40')
- ☐ Dimensions of property (entire parcel)
- ☐ Area of property in square feet
- ☐ Location, size and type of all easements
- ☐ Topography (2' contour interval)
- ☐ All drainage features and washes (larger than 2' wide or 2' deep) within 300 feet of property
- ☐ Drainage features and drainage structures (ex: culverts, dip crossings, bridges) existing and proposed within 300 feet of property
- ☐ Existing and proposed detention/retention basins
- ☐ Direction of existing and proposed rain runoff
- ☐ Delineate 100 year floodplain area as shown on the FEMA Flood Insurance Rate Maps
- ☐ Landscaping (existing and proposed)
- ☐ Existing and proposed buildings and uses – include dimensions and height
- ☐ Fences (existing and proposed) – location, type and height
- ☐ Setbacks from property lines to existing and proposed buildings
- ☐ Distance between buildings
- ☐ Outdoor Lighting – existing and proposed. Note type, shielding and lumens
- ☐ Driveways (existing and proposed) – show location, width and surface type (ex: concrete, double chip seal, 2" gravel over AB)
- ☐ Adjoining roads, rights of ways – show location, width, surface and name
- ☐ Ingress and egress location, width and pavement type
- ☐ Any off-site improvements proposed
- ☐ Parking details per City of Benson Zoning Regulations
- ☐ Handicap parking spaces
- ☐ Handicap accessible route
- ☐ Utility line locations (existing and proposed)
- ☐ Fire hydrant locations (existing and proposed)
- ☐ Fire department all-weather access
- ☐ If water mains are to be extended, a separate water plan is required
- ☐ A separate grading and drainage plan
- ☐ A hydrology report prepared by an Arizona Registered Civil Engineer may be required