



PINAL COUNTY
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PROCEDURE OUTLINE

FOR A *SPECIAL USE PERMIT* PRE-APPLICATION MEETING IN UNINCORPORATED PINAL COUNTY

A Pre-Application Meeting is required prior to applying for a Special Use Permit, Zoning Regulations Amendment, Rezoning, Comprehensive Plan Amendment, PAD Overlay District, Wireless Communication Facility and Industrial Use Permit. A formal application for these processes will not be accepted until a project has been through this meeting.

To schedule a pre-application meeting you must:

1. Submit one **(1) hard copy** of all documentation outlined in this packet and one **(1) digital copy** in multi-page PDF format. Applications must be submitted in person.

** Pre-Application Meetings are held on the second and fourth Tuesday of each month. Complete applications must be received 14 working days prior to the desired meeting date to be scheduled for that day.

*** If Substantial changes are proposed to the project between the “Pre-application meeting” and formal application submittal, staff may require an additional “Pre-application meeting(s)” subject to the fees outlined in Section B.



APPLICATION FOR A PRE-APPLICATION MEETING (SUP)

(All applications **must** be typed or written in ink.)

1. Tax Assessor Parcel No(s): _____

2. Current Zoning: _____

3. Parcel size: _____

4. The existing use of the property is as follows: _____

5. The exact use proposed under this request: _____

6. Is the property located within three (3) miles of an incorporated community?

YES

NO

7. Is an annexation into a municipality currently in progress?

YES

NO

8. Is there a zoning violation on the property for which the owner has been cited?

YES

NO

If yes, zoning violation # _____

9. Discuss any recent changes in the area that would support your application i.e.: zone change(s), subdivision approval, Planned Area Development (PAD), utility or street improvements, adopted Comprehensive/Area Plan(s) or similar changes. _____

10. Explain why the proposed development is needed and necessary at this time. _____



SUPPORTING INFORMATION

1. Provide information as to the use and evidence that it is in accordance with the intent of Section 2.151.010: _____

2. Note any services that are not available to the site. Discuss and improvements of services that would be paid for by the public: _____

3. What is the amount of traffic to be generated (# of trips/day, deliveries/week)? Show ingress/egress on the site plan: _____

4. How many parking spaces are to be provided (employees and customers)? Indicate these parking spaces on the site plan: _____

5. Is there a potential for excessive noise (I.E.; children, machinery) or the production of smoke, fumes, dust or glare with this proposed land use? If yes, how will you alleviate these problems for your neighbors? _____

6. What type of landscaping are you proposing to screen this use from your neighbors? _____

7. What type of signage are you proposing for the activity? Where will the signs be located? _____

8. If the proposed land use involves any type of manufacturing or production process, provide a short synopsis of the processes utilizing diagrams, flowcharts and/or a short narrative: _____

9. Explain how the appearance and operation of the proposed land use will maintain the integrity and character of the zone in which the Special Use Permit is requested: _____

10. Have you discussed possible conditions that may be placed on the permit with the Planning Department? YES NO
11. Do you understand that if a condition is violated, that there is a public process by which your permit may be revoked and declared null and void? YES NO



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APPLICATION CHECKLIST

FOR A PROPOSED SPECIAL USE PERMIT (SUP)
IN UNINCORPORATED PINAL COUNTY



A. Submit a written **Narrative** concerning the proposed development to include:

- 1. Title Page
- 2. Purpose of Request
- 3. Description of Proposal
 - a. Nature of the Project
 - b. Proposed Land Use
 - c. Conformance to adopted Comprehensive Plan
 - d. Special circumstance or conditions applicable to the location of the property, which would make the proposed special use appropriate on this property, though not in the zoning district at large.
 - e. Impact on:
 - 1) Traffic
 - 2) Nearby Properties
 - 3) Health & Safety of persons residing or working in the area.
 - f. Answers to the questions from the **Supporting Information** sheet.
- 4. Location & Accessibility
- 5. Information Addressing the factors listed for consideration in section 2.151.010(N) of the PCDSC.
- 6. Utilities & Services
- 7. Appendix (*as applicable*)



B. Submit a Site Plan. The submittal shall be professionally prepared (*by a surveyor, architect, or other design professional*) and drawn at a sufficient scale as to not exceed a print size larger than 11" X 17". The lettering shall be of sufficient size to be legible when reduced to an 8½" X 11" print and include:

- 1. Legal description of total site.
- 2. Name(s) of Landowner(s), Developer, Applicant and Person or Firm preparing plan.
- 3. North Arrow, Scales (*written and graphic*), Preparation Date and Subsequent Revision Dates.



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- 4. Location of all Existing & Proposed Structures & Buildings
 - 5. Location of all Existing & Proposed Utilities with Location & Width of Associated Easements.
 - 6. All Existing & Proposed Public and/or Private Streets with Location & Width of Associated Easements & Right-of-Ways.
 - 7. All Points of Ingress & Egress.
 - 8. Location & Types of Existing & Proposed Landscaping.
 - 9. Indicate Location, Type, Height, & Materials for Proposed Walls, Fences & Signs.
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- C. **Submit** the Non-Refundable fees outlined on page one of the Application.
 - D. Submit one **(1) hard copy** of all documentation outlined in this packet and one **(1) digital copy** in multi-page PDF format.
 - E. Signature at the end of the **“Checklist”** stating you have reviewed and addressed all areas within it.

I certify that I have submitted all the required information listed above, and I understand that this application for a pre-application meeting cannot be processed until all required information is submitted.

Signature

Date



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**SPECIAL USE PERMIT
TITLE 2, CHAPTER 151, SECTION 010
(2.151.010)**

The Planning and Zoning Commission and the Board of Supervisors may, as a conditional use, authorize the location of the following structures of uses in a zoning district from which they are prohibited, when found to be in the best interest of the general public as well as the County.

The following list of special uses is for consideration only for the following zoning districts: SR, SH CAR, GR, CR-1A, CR-2, CR-3, CR-4, CR-5, TR, CB-1, CB-2, CI-B, CI-1, CI-2, MH, RV, MHP, and PM/RV:

- a. Airport, Heliport or Landing Field;
- b. Amusement Park or Outdoor Theater;
- c. Cemetery or Mausoleum;
- d. Circus or Carnival Grounds;
- e. Community Building or Recreational Field;
- f. Hospital, Clinic or Institution: Nursing Home ,Convalescent Home, Group Home of eleven or more residents and Assisted Living Center. An Assisted Living Center is defined as a residential care institution that provides or contracts to provided supervisory care services, or directed care services for eleven or more residents. No such Nursing Home, Convalescent Home, Group Home, or Assisted Living Center shall be located on a lot with a property line within 1,200 feet, measured in a straight line in any direction, of the lot line of another such facility;
- g. Medical Marijuana Dispensary. A Medical Marijuana Dispensary is permitted as a conditions use subject to the conditions as set out in Pinal County Development Services Code Chapter 2.191;
- h. Medical Marijuana Off-Site Dispensary Cultivation Location. A Medical Marijuana Off-Site Cultivation Location is permitted as a conditional use subject to the following conditions as set out in Pinal County Development Services Code Chapter 2.191;
- i. Medical Marijuana Food Establishment. A Medical Marijuana Food Establishment is permitted as a conditional use subject to the conditions as set out in Pinal County Development Services Code Chapter 2.191;
- j. Privately and Commercially operated recreational lake, swimming pool or tennis court;
- k. Public or Governmental Buildings;
- l. Race Track;
- m. Signs;
- n. Sports Arena;
- o. Stable;
- p. Zoo, Public or Private; and
- q. Such other uses as the Planning Commission may deem appropriate in the public interest.

** Special uses for zoning districts RU-1-, RU-5, RU-3.3, RU-2, RU-1.25, R-43, R-35, R-20, R-12, R-9, R-7, MD, MR, AC-1, AC-2, AC-3, O-1, O-2, C-1, C-2, C-3, I-1, I-2, I-3, MH-8, MH-435, PM/PV-435 will be found under the specific zoning district. If a special use is not listed in a specific zoning district, it is prohibited