SUBMITTAL FORMS INDEX

APPLICANT'S GUIDE	431
REGULATIONS THAT GOVERN THE USE OF LAND	433
LAND USE APPLICATION	401
CONTACT SUPPLEMENTAL	3043
REQUEST FOR REAL PROPERTY CLASSIFICATION VERIFICATION	5391
TYPICAL RESIDENTIAL SITE PLAN (EXAMPLE)	3012
PERMITS FACILITIES DIRECTORY	303

Planning & Development Department

APPLICANT'S GUIDE TO AN AGRICULTURAL EXEMPTION CERTIFICATE

APPLICATIONS MUST BE ENTIRELY COMPLETED AT TIME OF SUBMITTAL AND ACCOMPANIED BY THE FOLLOWING:

1. A Site/Plot Plan (seven copies). Include vicinity map.

    - Label and provide all property line dimensions, show all structures, existing and proposed on permit application, label intended use. Indicate setbacks from property lines and distances between buildings.
    - Include a north arrow and scale. The scale must allow the dimensions represented to be verified.
    - Show all building dimensions.
    - Show and label all easements (i.e., drainage, ingress/egress, public utility easements, etc.)
    - Indicate dedicated street access and names. Include existing and proposed items within road right-of-way.
    - Label the following: alignment of washes, slope and general elevation changes, vegetation, and type of driveway material (driveway must be paved or in the alternative surface with aggregate based crushed material).
    - Site plans are required for propane tanks equal to and larger than 250 gallons and may be subject to Fire Marshall approval.
    - Single-family residences that require detailed technical/engineering review (hillside lots) are required to be sealed by an appropriate professional, registered in the State of Arizona.
    - Hillside requirements are mandated if construction/grading site has a portion of land with a slope of 15% or greater.
    - All applicable stipulations related to a Board of Adjustment or zoning case will have to be completed prior to building permit issuance.

2. A Recorded Deed/Proof of Ownership is required (one of the items listed below):

    - Warranty Deed, Special Warranty Deed, Grant Deed, Joint Tenancy Deed, Quit Claim Deed, Gift Deed, Guardians Deed, Sheriff's Deed, Correction Deed, Agreement of Sale Deed, Pay Off Deed (for an agreement of sale), Treasurer's Deed, Civil Judgment (Conveying Property), Deed of Distribution (Probate), Land Patent, Certificate of Purchase (like an agreement of sale before patent issued), Trustee's Deed, Affidavit for Transfer of Real Property, or other suitable
    - Evidence as may be approved by the Planning and Development Department.

3. A Completed Supplemental information form is required.

4. A completed "Request for Real Property Classification Verification" form. This form is included in this packet and must be signed by a representative of the Maricopa County Assessor's Office.

5. Patent Easement Deed (when applicable) may be acquired at the Bureau of Land Management, 1 N. Central, Phoenix, (602) 417-9200, located at the northeast corner of Washington and Central Avenue.

6. Correct Assessor parcel numbers are critical for the review process. Incorrect Assessor parcel numbers may cause additional review time and additional office visits.

Please contact the following agencies as they may require additional information:	
Maricopa County Flood Control District 2801 W. Durango Street Phoenix, AZ 85009 (602) 506-1501	Maricopa County Department of Transportation 2901 W. Durango Street Phoenix, AZ 85009 (602) 506-8600

Other Contact Information:	
Blue Stake (locates underground utilities)	(602) 263-1100
Building Code Information	(602) 506-7147
Building and Drainage Inspections	(602) 506-3692
Registrar of Contractors	(602) 542-1502
Maricopa County Assessor's Office	(602) 506-3406
Maricopa County Zoning Information	(602) 506-3201

Notes:

Arizona Revised Statutes, 11-830.A2

"Nothing contained in any ordinance by this Chapter shall: prevent, restrict or otherwise regulate the use or occupation of land or improvements for railroad, mining, metallurgical, grazing or general agricultural purposes, if the tract concerned is five or more contiguous commercial acres."

Maricopa County Zoning Ordinance, Chapter 13, Section 1304, Exempted Uses

"This Ordinance shall not prevent, restrict or otherwise regulate the use or occupation of land or improvements for railroad, mining, metallurgical, grazing or general agricultural purposes, if the tract concerned is five or more contiguous commercial acres.

Property is not exempt from the Maricopa County Zoning Ordinance and/or Building Safety Ordinance unless and until the Maricopa Planning & Development Department has issued a Certificate of Exemption for that property. In order to secure a certificate of exemption, an applicant shall submit a zoning clearance application, including site plans and other reasonable supporting documentation.

Only property classified by the Maricopa County Assessor's office or the Arizona Department of Revenue, as property used for one of the purposes enumerated in the first paragraph of this section is eligible for exemption under this section. If property has been so classified, the property is exempt from the Maricopa County Zoning Ordinance and/or Building Safety Ordinance, unless the Planning & Development Director independently determines that all or part of the property is not used primarily for one or more of the purposes enumerated in the first paragraph of this section.

Any structures built under an exemption that do not meet the underlying zoning district and/or building safety ordinance standards may be required to comply with said standards if, at a future date, the exemption is no longer applicable."

This document is for information purposes only; refer to the current Arizona Revised Statutes for any updates or amendments not shown here.

Planning & Development Department

LAND USE APPLICATION

Application must be completed in full

TRACKING NUMBER:	ASSESSOR'S PARCEL NUMBER:

LOCATION INFORMATION

Street Address:
City/State/Zip:
Major Cross Streets:

PROPERTY OWNER INFORMATION	GENERAL INFORMATION
Owner:	Subdivision:
Address:	Mobile Home Park Name:
City/State/Zip:	Lot#: Block#: Space#: Track #:
Phone:	Lot Square Feet:#:
Alternate Phone:	

AGENT/CONTACT INFORMATION		UTILITY INFORMATION	
Contact Name:		Electric Co.:	Water Co.:
Phone:	( )	Gas Co.:	Sewer Co.
Alternate Phone:	( )	Fire District:	
Fax Number:	( )		

TYPE OF USE Select One

Agricultural ☐	Group Home ☐	Home Occupation ☐	Legal Non-Conforming ☐	Mining ☐

USE DESCRIPTION

I certify I am the owner (or authorized agent for the owner) of the subject lot or parcel. I guarantee that the information provided on this application and related documents, including the site plan, are correct to the best of my knowledge.

I hereby acknowledge that I am aware of, and understand State and County laws regarding the use of acreage for the purpose identified in this land use application.

I understand that I am required to obtain a Record Permit, for any development or improvements placed onto the subject lot or parcel, if this application is approved for a land use, and may be exempt from portions of the Maricopa County Zoning Ordinance and the County Building Code.

If at any time the parcel of land, structure or use no longer meets the requirements of the original approval, all requirements or regulations imposed by Maricopa County will apply and the parcel of land, structure, or use will be required to be brought into compliance.

Owner's/Agent's Signature:_____ Date:_____
(Circle one)

Planning & Development Department

CONTACT SUPPLEMENTAL

Complete applicable sections below.

TRACKING NUMBER:	

LICENSED CONTRACTOR VERIFICATION				
Verify that you are a licensed contractor under ARS Title 32, Chapter 10, Article 2 by providing information below.				
LICENSE NUMBER AND CLASS:	NUMBER CLASS	TRUST ACCOUNT NUMBER:		
TYPE OF LICENSE: Check one:	Architect ☐	Contractor ☐	Developer ☐	Engineer ☐
COMPANY NAME:				
STREET ADDRESS:				
CITY/STATE/ZIP:				
MAILING ADDRESS: (If different from above)				
CITY/STATE/ZIP:				
CONTACT PERSON 1:		TITLE:		
PHONE NUMBER: ( )		ALTERNATE PHONE: ( )		
CONTACT PERSON 2:		TITLE:		
PHONE NUMBER: ( )		ALTERNATE PHONE: ( )		
FAX NUMBER: ( )		E-MAIL:		

AGENT/CONTACT INFORMATION			
BUSINESS NAME:			
ADDRESS:			
CONTACT PERSON 1:		TITLE:	
PHONE NUMBER: ( )		ALTERNATE PHONE: ( )	
CONTACT PERSON 2:			
PHONE NUMBER: ( )		ALTERNATE PHONE: ( )	
FAX NUMBER: ( )		E-MAIL:	

Request for Real Property Classification Verification

Notice to Requestor: Adequate background research, (including proper applications being on file) as well as possible on site inspection of the parcel(s) will be required which can take up to several weeks to complete, prior to the Assessors Office being able to complete this request.

Send Request To: Maricopa County Assessor's Office
Attn: Mr. Michael Berryhill
Agricultural Division
301 W. Jefferson, Suite 330
Phoenix, Arizona 85003-2196
Telephone: (602) 506-2972

Requested By: Property Owner[ ] Representative[ ] Request Date_____
Name_____
Address_____
City_____St_____Zip_____
Telephone:_____

I/We are requesting a classification verification on the following parcel(s).

Parcel No.	Prop Use Code	Ag Dist	Farm No.	Remarks
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Info in this box is completed by Assessor

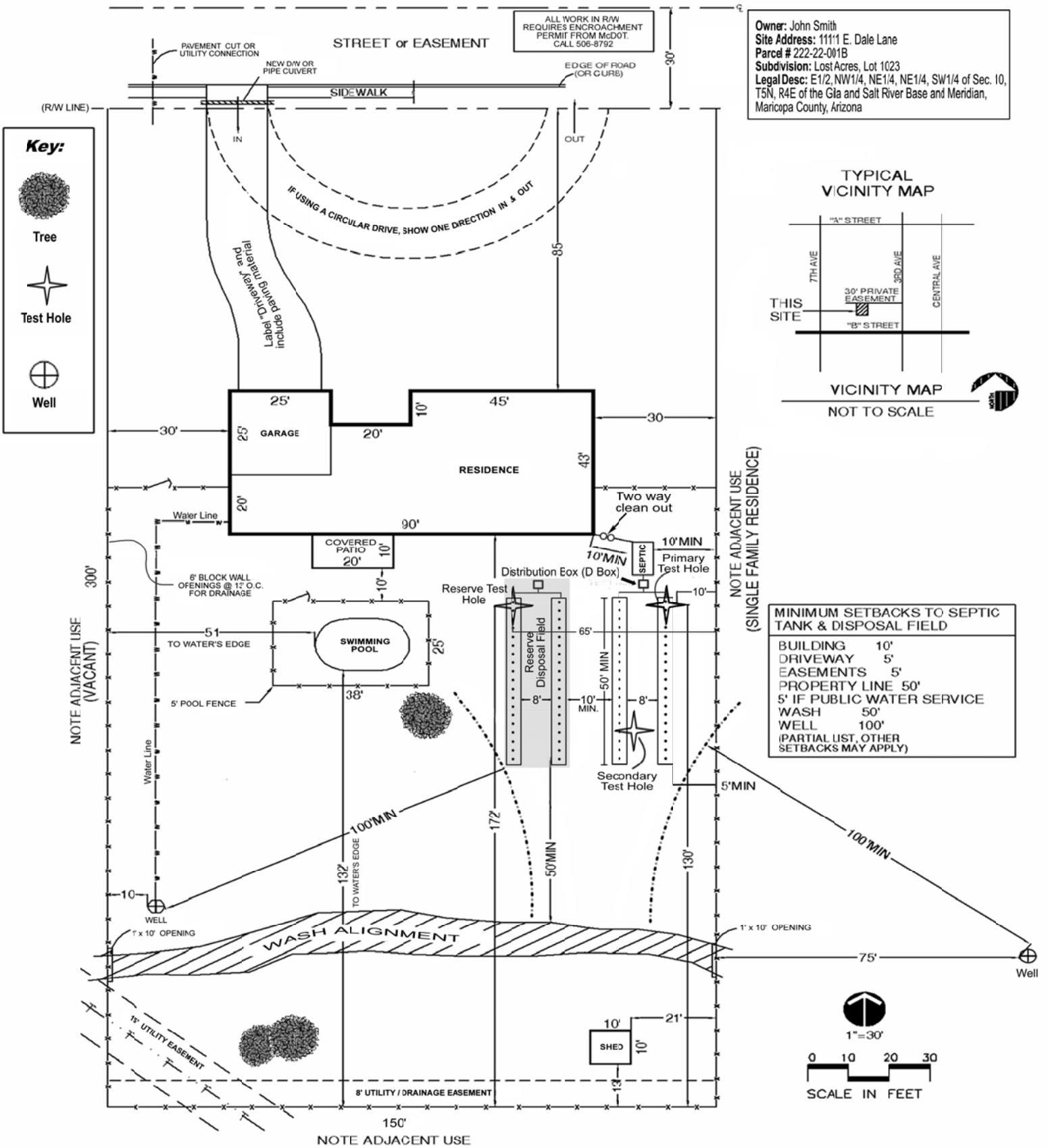
Below for Assessor Use Only

I _____, hereby certify that the above information to be a true and correct classification status as of _____.

_____	_____	_____
Signature	Title	Employee No.

Planning & Development Department

TYPICAL RESIDENTIAL SITE PLAN



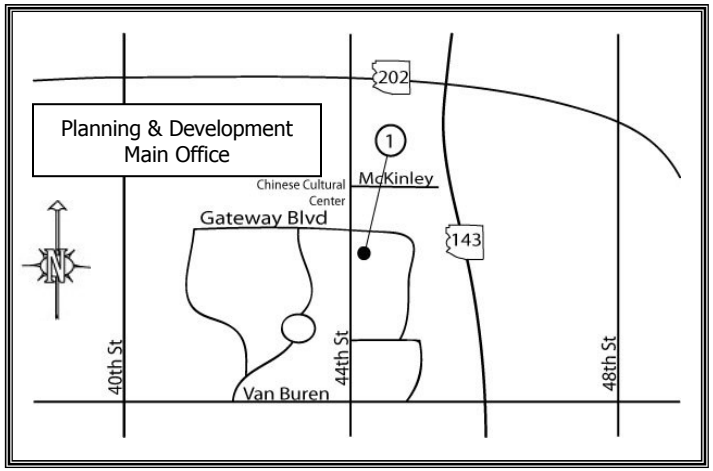
THIS SITE PLAN IS FOR ILLUSTRATION PURPOSES & IS NOT DRAWN TO SCALE. ACTUAL SITE PLANS MUST BE DRAWN TO SCALE. ADDITIONAL DETAILED PLANS MAY BE REQUIRED

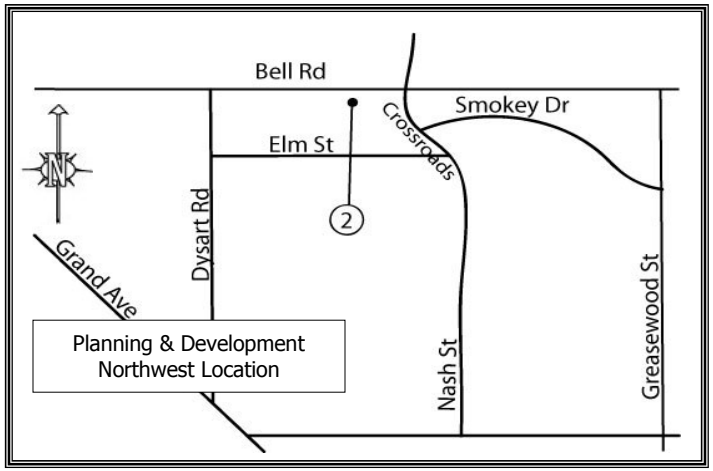
501 North 44th St., Suite 200 ▪ Phoenix AZ 85008 ▪ (602) 506-3301 ▪ (602) 506-3601 fax

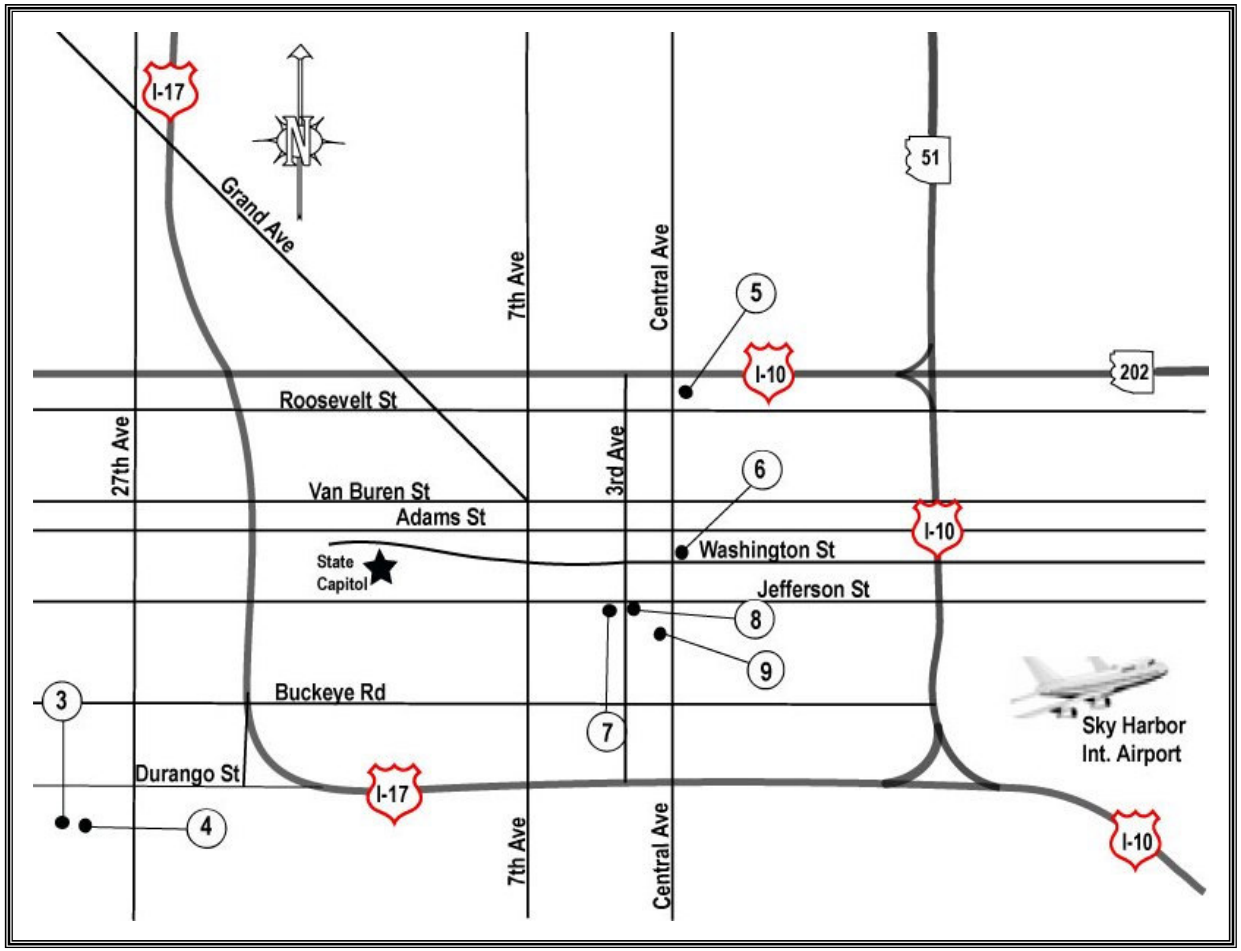
➢Internet: www.maricopa.gov/planning⋖

Planning & Development Department

PERMITS FACILITIES DIRECTORY







1.) Planning & Development (602) 506-3301
501 N. 44th St, Suite 200 Fax: (602) 506-3601

2.) Planning & Dev N.W. Office (623) 875-1361
12975 W. Bell Rd. Fax: (623) 583-7143

3.) Department of Transportation (602) 506-8600
2901 W. Durango St.

4.) Flood Control District (602) 506-1501
2801 W. Durango St.

5.) Environmental Services (602) 506-6666
1001 N. Central Ave

6.) B.L.M. (602) 417-9200
1 N. Central Ave

7.) Assessor's Office (602) 506-3406
301 W. Jefferson St.

8.) Recorder's Office (602) 506-3535
111 S. 3rd Ave

9.) Sheriff's Office (602) 876-1070
201 W. Jefferson St.
(Records & ID)