



Planning & Development  
Department

SPECIAL USE PERMIT MINOR AMENDMENT



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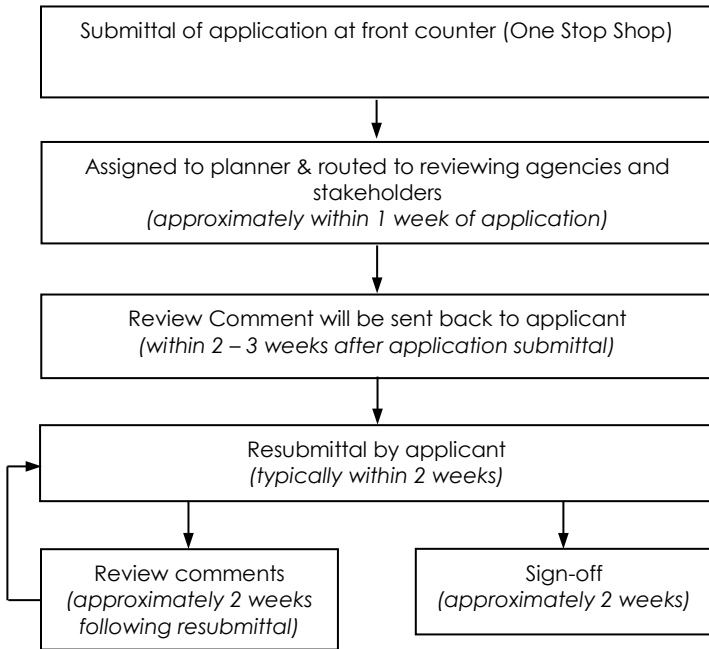
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SPECIAL USE PERMIT MINOR AMENDMENT PROCESS

PROCESS FLOW CHART – PROJECTED TIMEFRAME



\* Approximate timeframe for Special Use Permit Minor Amendment is approximately 2 months.

FILING AN APPLICATION

To submit an application, the following information is required:

- Verification of ownership of the site, such as a recorded or unofficial deed.
- Application fees for Planning, Drainage Review, MCESD, Transportation and Addressing.
- Photographs of the site and adjacent properties.
- Precise Plan of Development (also known as a Site Plan). A Preliminary Plat may substitute, if applicable.
- Narrative Report, describing the request, justification for the request, property and area conditions, potential impacts, proposed improvements, services, utilities, etc.
- Other information such as building elevations and details, floor plans, sign details, landscape plans, architectural renderings, a drainage report and/or a traffic impact study.

RESUBMITTAL REVIEW

Depending on the comments received, the application materials (such as the Site Plan or Narrative) may need revisions. The owner or authorized agent must submit revised materials, reflecting review comments, to the Planning and Development Department, which will forward the revised materials to the appropriate agencies. Once they are satisfied that the technical requirements have been met (more than one re-submittal may be necessary).

AMENDMENTS

A Minor Amendment is an administrative process. The conditions of approval of this Special Use Permit Minor Amendment may be appealed to the Hearing Officer pursuant to ARS § 11-832. Provide request for appeal to the Hearing Officer Liaison at this address within 30 calendar days of the administrative/ministerial approval date to schedule an administrative hearing.



# Planning & Development Department

ALL FEES ARE DUE AT TIME OF APPLICATION AND ARE NON-REFUNDABLE.



## SPECIAL USE PERMIT MINOR AMENDMENT APPLICATION

<b>REQUEST</b>
Project Name _____
Description of Request: _____
Existing Use of Property: _____
Existing Zoning District: _____
Requested Special Use Permit Minor Amendment: _____
Related Case Numbers: (List V# if site is subject to code violation) _____
<b>PROPERTY INFORMATION</b>
Address (if known): _____
General Location (include nearest city/town): _____
Size in Acres: _____ Square Feet: _____
Legal Description Section: _____ Township: _____ Range: _____
Assessor's Parcel Number: _____
Subdivision Name (if applicable): _____
<b>OWNER'S AUTHORIZED AGENT INFORMATION</b>
Name: _____ Contact: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone #: _____ Fax #: _____ Email: _____
<b>PROPERTY OWNER INFORMATION</b>
Name: _____ Contact: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone #: _____ Fax #: _____ Email: _____
<b>PROPERTY OWNER AND OWNER'S AGENT AUTHORIZATION</b>
I (property owner) _____ authorize (owner's agent) _____ to file this application on all matters relating to this request with Maricopa County. By signing this form as the property owner I hereby agree to abide by any and all conditions that may be assigned by the Maricopa County Board of Supervisors, Maricopa County Planning and Zoning Commission, or Maricopa County Planning and Development Department staff as applicable, as part of any approval of this request, including conditions, development agreements, and/or any other requirement that may encumber or otherwise affect the use of my property.
<b>PROPOSITION 207 WAIVER</b>
The property owner acknowledges that the approval being sought by this application may cause a reduction in the existing rights to use, divide, sell or possess the private property that is the subject of this application. The property owner further acknowledges that it is the property owner who has requested the action sought by the filing of this application. Therefore, with full knowledge of all rights granted to the property owner pursuant to A.R.S.§12-1132 through 1138, the property owner does hereby waive any and all claims for diminution in value of the property with regard to any action taken by Maricopa County as result of the filing of this application.
Property Owner Signature: _____ Date: _____
<b>VERIFICATION OF APPLICATION INFORMATION</b>
I certify that the statements in this application and support material are true. Any approvals or permits granted by Maricopa County in reliance upon the truthfulness of these statements may be revoked or rescinded.
Owner or Authorized Agent Signature: _____ Date: _____
<b>CASE INACTIVITY</b>
Cases which are not active within six (6) months will be considered inactive and closed by staff. A letter addressing the inactivity will be sent to the owner's authorized agent or property owner with notification of the case to be closed within thirty (30) days. To pursue entitlement after the closing of the case, a new application and associated fees will need to be filed.



# Planning & Development Department

## SPECIAL USE PERMIT MINOR AMENDMENT APPLICATION



Applications submitted to the Maricopa County Department of Planning and Development shall include all of the exhibits, items and information listed in this checklist. This information is required by County Ordinance or Planning and Development staff in order to adequately review the proposal. An application will only be accepted by the Planning and Development Department when all of the items listed below are submitted, unless otherwise deemed unnecessary by staff. Application(s) determined to be incomplete shall not be processed by staff. Additional information, detail and/or copies may be required after review by County agencies. **PLEASE BE ADVISED THAT COMPLIANCE WITH STAFF REQUIREMENTS DOES NOT GUARANTEE STAFF SUPPORT OF THE REQUEST OR FINAL APPROVAL OF THE REQUEST.**

### 1. APPLICATION:

- A. Completed and signed application – **2 copies**
- B. Proof of ownership- official or unofficial recorded deeds - **1 copy**
- C. Electronic copies of application materials saved as Adobe PDF files – **1 CD or jump drive.** Example Narrative Report should be saved as NARR-RPTS-1.pdf

Application Materials	Required Naming Convention for the Adobe PDF application materials
Completed Application	APPL-FORM-1
Official recorded or unofficial deed	DEED-DETL-1
Site Plan	SITE-PLAN-1
Narrative Report	NARR-RPTS-1
Drainage Report/Plan (if applicable)	DRAI-RPTS-1
Traffic Impact Study (if applicable)	TRAF-RPTS-1

### 2. SITE PLAN:

- A. 8-1/2" x 11" paper copy of site plan – **1 copy**
- B. 24" x 36" **collated, folded, and stapled copies– 2 copies**

Site Plan to include the following information:

- 1. Project name and case/tracking #
- 2. Date of plan and dates of any subsequent revisions
- 3. Vicinity map with location of site
- 4. Title block identifying Owner, Developer, Engineer and owner or authorized agent
- 5. Site dimensions/boundaries
- 6. North arrow and scale (written and graphic)
- 7. Site summary table:
  - Gross acreage
  - Net acreage
  - Existing zoning and land use
  - Proposed zoning and land use
- 8. Request (i.e. Special Use Permit Minor Amendment for \_\_\_\_\_ project name)
- 9. Legal Description of parent parcel
- 10. Street names, existing and proposed, along with right-of-way dimensions, for all existing and proposed streets, show proposed cross-sections
- 11. Access points with centerline dimensioned from property corner
- 12. Dimensions of all driveway widths and distances between driveways
- 13. Each use identified:

- Dimensions of each structure
  - Dimensions between structures
  - Distances from property lines
  - Lot coverage
  - Building height and square footage
- \_\_\_\_\_ 14. Parking areas:
- Dimensions and angles
  - Surfacing and /or paving material
  - Vehicle storage areas
  - Loading spaces or zones identified
  - Required & Proposed parking spaces (including handicapped-accessible)
- \_\_\_\_\_ 15. Adjacent property owners, uses, zoning and parcel numbers
- \_\_\_\_\_ 16. Name of school district where project is located
- \_\_\_\_\_ 17. Utility commitment table (a table illustrating water, wastewater disposal, Fire protection, police protection, electric, natural gas, telephone, and refuse providers)
- \_\_\_\_\_ 18. Location of all utilities (existing and proposed)
- \_\_\_\_\_ 19. Signs:
- Location, size, height and type
  - Elevations of each sign
  - Source of illumination
  - Area and number allowed/area and number requested
- \_\_\_\_\_ 20. Location of all recorded/proposed easements
- \_\_\_\_\_ 21. Type of screening (i.e. walls and plantings)
- \_\_\_\_\_ 22. Existing and proposed contours
- \_\_\_\_\_ 23. Location of landscaping and retention areas
- \_\_\_\_\_ 24. Typical landscaping section
- \_\_\_\_\_ 25. Location, height and type of outdoor lighting. Note compliance with Section 1112 of the Zoning Ordinance in regard to outdoor lighting
- \_\_\_\_\_ 26. Show the location of all proposed and existing fire hydrants, water supply/storage, and wells, and septic systems

**3. NARRATIVE REPORT:** Explanation of the project, **2 copies** – 8 1/2" x 11" paper. Underlined wording indicates a section heading.

- \_\_\_\_\_ A. Title page – include project name, general location, case/tracking #, and vicinity map
- \_\_\_\_\_ B. Purpose of Request
- \_\_\_\_\_ C. Description of Proposal, including proposed uses(s), business operations, hours/days of operation, # of employees, description/location of buildings, color palette, type of construction material, sign detail/descriptions, screening wall/fence details and location, etc.
- \_\_\_\_\_ D. Relationship to Surrounding Properties (their use, zoning, etc.)
  - Explanation of how the proposed development will benefit the community or area.
  - Discussion of recent changes in the area of your request that support the application request (i.e. adoption of city or town plans, subdivision approvals, surrounding development, etc.)
- \_\_\_\_\_ E. Location and Accessibility
- \_\_\_\_\_ F. Circulation System (on & off-site) – include proposed improvements or dedications
- \_\_\_\_\_ G. Development Schedule (phasing)
- \_\_\_\_\_ H. Community Facilities and Services (school district, parks, amenities within area, etc)

- I. Public Utilities and Services (refuse, sewer, water, police, fire, etc.)
- J. For RUPD's – comparison chart, if applicable
- K. Other information that will be helpful in evaluating the request
  - Architectural renderings and themes (descriptions)
  - Landscaping renderings and themes (descriptions)
  - Floor plans, elevations

**4. DRAINAGE REPORT/PLAN** (Check with Drainage Review to determine if applicable) **-2 copies**

**5. TRAFFIC IMPACT STUDY** (Check with Maricopa County Department of Transportation to determine if applicable) **- 2 copies**

**6. FEES:**

- A. Planning Review Fee: Special Use Permit Minor Amendment **\$750 + \$100/acre or portion thereof** (\$5,000 max.)  
  
 See Maricopa County Zoning Ordinance, Chapter 16 – [www.maricopa.gov/planning](http://www.maricopa.gov/planning) – **(Please be aware that an investigation fee equal to the Planning fee will be charged when a request is related to an active Code violation case.)**
- B. Drainage Review Fee: Minor Amendment **\$650**
- C. Maricopa County Department of Transportation (MCDOT) Review Fee **\$250.**
- D. Maricopa County Environmental Services Department (MCESD) Review Fee **\$225.**
- E. Addressing Review Fee of **\$10 to verify an existing address or \$50 to assign an address.**

***No application shall be Administratively Approved unless and until all fees and fines owed to the Department as a result of any activity or inactivity attributable to the property that is the subject of the application are brought current and paid in full or any amounts owed pursuant to an agreement of compliance are current, as the case may be. This requirement shall not be waived by the Board of Supervisors or Planning and Zoning Commission.***

**7. OTHER INFORMATION:** (as applicable if required by staff and/or other department or agency)

- A. Title report – 2 copies
- B. Deed restrictions (C.C. & R.'s) – 2 copies
- C. Parcel map(s) of site and area – 2 copies
- D. Letters of support or commitment – 2 copies
- E. Market study – 2 copies
- F. Landscape Plans (including plant types, quantities, sizes, % coverage, group-cover etc.) – 2 copies
- G. Building Elevations (including material, color and treatment descriptions, etc.) – 2 copies



**Planning & Development  
Department**  
**SPECIAL USE PERMIT AND CONDITIONAL USE PERMIT  
SUPPLEMENTAL QUESTIONNAIRE FOR  
WIRELESS COMMUNICATION FACILITIES**



The following is supplemental information required to be submitted and addressed in the narrative report for the Special Use Permit or the Conditional Use Permit.

1. What is the height of the proposed WCF? \_\_\_\_\_
2. Provide a map showing all the existing WCFs within a 1,000 feet radius for sites within Rural, Single-Family Residential or Multiple-Family zoning districts (Regardless of provider).
3. Provide a list with locations and approximate height of all existing vertical structures (of a height approximately equal or greater than the requested tower) within the WCF's search area. This includes church spires and steeples, light standards, water towers, transmission lines, buildings, or other similar structures.
4. Provide a map showing the service areas which the proposed facility will serve.
5. Explain any attempts or possibilities that have been investigated relating to co-location with another provider or existing facility.
6. Explain how this request can facilitate co-location with other users.
7. Will the request involve removal of mature trees or cacti? If so, discuss plans for relocation of such vegetation.
8. Discuss the following compatibility issues:
  - a. Setbacks from residential uses.
  - b. Setbacks from all property lines.
  - c. Setbacks from uses/structures on adjacent property.
  - d. Setbacks from public and private streets or access easements.
  - e. Future additional appurtenances or expansion plans.
  - f. Color and type of tower, landscaping, and fence screening.
  - g. Surrounding non-residential uses (if applicable).
9. If a stealth design is not being proposed, please explain why.



# Planning & Development Department



## DRAINAGE REVIEW REQUIREMENTS FOR PRECISE PLANS INCLUDING SPECIAL USE PERMITS

A detailed drainage report with respect to hydrology and hydraulics in conjunction with grading, drainage and paving plans may need to be submitted. The final drainage plan needs to be signed and sealed by an Arizona Registered Professional Civil Engineer and should address the following:

1. **Offsite Hydrology** – Need to determine the quantity, the entrance and exit points, and how the flow is to be routed through the site.
2. **Onsite Hydrology** – Need to show how the flows are to be routed to retention basins.
3. **Onsite Retention** – Need to retain water for the 100-year, 2-hour storm for the site, including adjacent right of way. Determine volume needed and the size and location of basins.
4. **Retention Disposal** – Provide testing results in conformance with Standard 6.10 for disposal of total ponding volume within 36 hours.
5. **Onsite Hydraulic Calculations** – Need to show hydraulic analysis for any channels, culverts, storm drains, or street drainage.
6. **Cross Sections** – Need to show perpendicular cross-sections through the site indicating property lines, swales, retention areas, finished floors, and street details.
7. **Finished Floor Elevations** – Need to show finished floor elevation and certification note.
8. **Topography** – Need to show natural and proposed contour elevations or spot elevations.
9. **Dry Wells** – If applicable, need to submit a copy of the dry well registration before final drainage clearance of a permit.
10. **Floodplains** – Need to show the delineated floodplain boundaries if the site is within a Federal Emergency Management Agency's (FEMA) special flood hazard area. Will also need to apply for Floodplain Use Permit.
11. **Erosion Setbacks** – For washes and other watercourse channels an erosion setback will need to be determined, which meets Arizona State Standard 5-96.

Since complex drainage systems may require more detailed information, a meeting should be arranged with personnel from Drainage Review.

### FEE INFORMATION\*:

#### Planning Cases:

Plan of Development including SUP (except SFR-SUP)	\$ 1,000 + \$ 500/Acre	\$11,000 Maximum
SUP or Plan of Development with disturbance of less than 1,500 sq. ft.	\$ 650	
Minor Amendment to a Plan of Development	\$ 650	
Zone Change (no site plan, without precise plan entitlements)	\$ 60	
Special Use plan for SFR uses	\$ 210	
Modification of Stipulation/s	\$ 60	

#### Construction Permits

\$ 2,000 + \$ 250/Acre      \$ 42,000 Maximum

Minor Accessory structure on previously developed site (see Regulation for restrictions) - \$ 650

Major Accessory structure on previously developed site (see Regulation for restrictions) - \$ 5,000

(Or as noted above if lower).

\* See the Drainage Regulation for current fee schedule





# One Stop Shop - Planning Application Submittal – What to Expect at the One Stop Shop



**Purpose:** Provide customers with information about what to expect when submitting a **Special Use Permit Minor Amendment** application. This information sheet includes the application material checklist, fee schedule, and a three step process for application submittal.

**Location:** Maricopa County Planning & Development Department  
501 N. 44<sup>th</sup> Street, Suite 200 Phoenix, AZ 85008

**Business Hours:** 8:00 a.m. – 5:00 p.m. Monday through Friday, except holidays (to ensure adequate time for application submittal, projects should be submitted no later than 4:30 p.m.)

**STEP 1 - Reception:** Proceed to the One Stop Shop Reception desk to obtain a call ticket for the application submittal. Provide the receptionist your name and specify the type of planning application.

**STEP 2 - Intake Counter:** One Stop Shop customer service will call your ticket number and evaluate the application materials for completeness. Once the application materials are accepted a tracking number will be provided and staff will advise you to proceed to the cashier to process application payment. The following is a list of required application materials: **(Please note, if any documentation is missing your application may not be accepted during the intake process, please be sure to follow this checklist).**

Special Use Permit Minor Amendment Submittal Documents	
	<b>2 copies</b> – Application
	<b>1 copy</b> – Official Recorded deed or unofficial deed
	<b>1 CD or jump drive</b> – Electronic version of application materials
	<b>1 copy</b> – Site Plan on 8 1/2" x 11"
	<b>2 copies</b> – Site Plan 24" x 36" collated, folded, and stapled
	<b>2 copies</b> – Narrative Report
	<b>2 copies</b> – Drainage Report/Plan <i>(if applicable)</i>
	<b>2 copies</b> – Traffic Impact Study <i>(if applicable)</i>

**STEP 3 - Cashier - Processing Payment:** The cashier will call your ticket number, request your application tracking number, advise you of the total application fees and request your method of payment. Maricopa County accepts cash, check, or credit card. Please make checks payable to: **MARICOPA COUNTY**. We currently accept Visa, MasterCard, Discover and American Express for credit card payment. **Please note that proper payment in full, based upon the following fee schedule, is required at the time of application:**

Special Use Permit Minor Amendment Application Fee Schedule	
<b>Reviewing Agency</b>	
✓ <b>Planning</b>	<b>\$750 + \$100/acre or portion thereof (\$5,000 max.)</b>
<b>Drainage</b>	<b>\$650</b>
<b>MCDOT</b>	<b>\$250</b>
<b>MCESD</b>	<b>\$225</b>
<b>Addressing</b>	<b>\$10 to verify address or \$50 to assign address</b>

✓ Planning application fees will be **DOUBLED** if request is the result of a Code Violation case.