



**Planning & Development  
Department  
STATUS REPORT**  
REQUIRED AS A CONDITION OF APPROVAL  
FOR A SPECIAL USE PERMIT



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## Planning & Development Department

### STATUS REPORT PROCESS



Status Reports may be required at set dates as a condition of approval of certain development applications (typically Special Use Permits) by the Board of Supervisors.

#### FILING AN APPLICATION

To submit a Status Report, the following items are required:

1. A completed and signed application form.
2. Verification of current ownership of the site, such as a recorded deed or a title report.
3. Status Report narrative (see example and guidelines provided in packet).
4. Current photographs of the site and adjacent properties.
5. As- built site plan.

Status Reports should be submitted to the Planning & Development Department at least one (1) month before the review deadline. Failure to submit a Status Report may be cause for revocation.

#### REVIEW PROCESS

After a complete application is submitted, staff will forward copies of the Status Report to reviewing agencies. Reviewing agencies include the County's Planning, Transportation, Drainage Review, Environmental Services, and Flood Control District Departments. In addition, the application may be sent to representatives of the appropriate fire, school district(s), nearby cities or towns, homeowners' association, and any other appropriate department, agency or group with an interest in the application. Upon receipt of responses from the reviewing agencies, staff will evaluate the Status Report.

If the Status Report indicates substantial compliance with the intent of the original approval, and there are no objections from the reviewing agencies, the Status Report will be accepted.

If there are still pending issues, another Status Report may be required before a specific date. Upon acceptance, staff will provide a written approval letter to the applicant.

#### PLANNING AND ZONING COMMISSION

If objections are received from the reviewing agencies and the applicant cannot meet their requirements, or if non-compliance of other unresolved issues become evident, the Status Report will be scheduled for consideration by the Planning and Zoning Commission at a public hearing.

The Planning and Zoning Commission will hold a public hearing for all interested persons wishing to comment on the Status Report. The applicant should attend this meeting, and will be asked to comment on the Status Report, the staff recommendation and/or any comments that are made during the public hearing. The Planning and Zoning Commission may accept the Status Report, request additional information, or initiate another action, including possible reversion of the original development application approval. Their action may or may not concur with staff's recommendation.



Planning & Development Department



STATUS REPORT APPLICATION APPLICATION MUST BE COMPLETED IN FULL

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

REQUEST

Title of Project:
Description of Request:
Use of Property:
Zoning District:
Status report deadline:
Original Special Use Permit#:
Related Case Number/s:
Date Special Use Permit Approved:
Date Special Use Permit Expires:

PROPERTY INFORMATION

Address (if known):
General Location (include nearest city/town):
Size in Acres:
Legal Description: Section: Township: Range:
Assessor's Parcel Number:
Subdivision Name (if applicable):

APPLICANT INFORMATION

Name: Contact:
Address:
City: State: ZIP:
Phone #: FAX #: Email

PROPERTY OWNER INFORMATION

Name: Contact:
Address:
City: State: ZIP:
Phone #: FAX #: Email

PROPERTY OWNER AND APPLICANT AUTHORIZATION AND PROPOSITION 207 WAIVER

I (property owner) authorize (applicant's name) to file this application on all matters relating to this request with Maricopa County.

PROPOSITION 207 WAIVER

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 stipulations, development agreements, and/or any other requirement that may encumber or otherwise affect the use of my property. Also by signing I waive claim for diminution in value due to enforcement of any stipulations of the approval.

Property Owner Signature: Date:



## Planning & Development Department

### STATUS REPORT CHECKLIST



The following shall be submitted to the Maricopa County Planning & Development Department at least one (1) month prior to the Status Report deadline.

A Status Report constitutes a condition of approval. Noncompliance with the conditions of approval will be treated as a violation in accordance with the Maricopa County Zoning Ordinance. Further, noncompliance of the conditions of approval may be grounds for the Planning and Zoning Commission to take action in accordance with the Maricopa County Zoning Ordinance.

#### **INFORMATION REQUIRED FOR SUBMITTAL**

1. **APPLICATION - TEN (10) copies:** The application is to be completed in full. Staff will only accept a completed application form. The application must be signed by the owner of subject property, or the applicant shall provide a letter of authorization at the time the application is made.
2. **TEN (10) As-Built Site Plans:** 24" x 36"(maximum size) **FOLDED**
3. **TEN (10) Narratives (see example)**
4. **RECORDED OFFICIAL DEEDS** (proof of ownership) – **2 copies**
5. **PHOTOGRAPHS OF THE SITE:** At least one each looking in and out from each side of the property.
6. **FILING FEE:** None
7. **SUPPORTING MATERIALS:** Any information deemed necessary by staff.



## Planning & Development Department



### STATUS REPORT NARRATIVE (EXAMPLE)

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The status report narrative should address each stipulation from the Board of Supervisors' approval, telling what has been done to meet each requirement, and what will be done in the future to meet each requirement if it hasn't already been met.

To assist in your preparation of the Status Report, following are representative stipulations, with example answers. These examples are intended to give you an idea of the level of detail required. However, your answers should be individually tailored to the specific stipulations in your case. Where possible provide evidence to verify your statements (for instance, written copies of approvals, reference to site photos, etc.). In addition to addressing each stipulation, you should provide any additional information, which will help staff understand the current status of the development. If development is not complete, explain why and discuss time frame for completion.

#### Examples

Stipulation A - *Development in accordance with the plan of development entitled "Plan of Development for Maricopa" consisting of two sheets dated March 28, 1997.*

Development of the site has not been completed; however, it will be developed in the future and in accordance with the plan of development. [Provide a time frame in which you are proposing to complete development of this site.]

Stipulation B - *The applicant shall submit four revised copies of the plan of development and narrative report within 30 days of approval by the Board of Supervisors reflecting any minor changes required by MCDOT.*

We have submitted the revised copies of the plan of development and narrative report within the 30 days allowed and they have been stamped approved dated April 20, 1997.

Stipulation C - *Prior to the issuance of any occupancy permit, the Department of Planning and Development will inspect the site to verify compliance with 1) all approved plans, 2) acceptance by all appropriate County Departments and 3) all stipulations and/or conditions attached to this Development. No occupancy permit shall be issued until the Department of Planning and Development has verified this compliance.*

This will be done when construction has commenced.

Stipulation D - *Provide 24 foot half-width improvements for X Road in compliance with the Department of Transportation standards, or post a bond to assure such improvements, within six (6) months of the approval of this application by the Board of Supervisors and prior to the issuance of Zoning Clearance.*

24-foot half-width improvements have been completed and were approved by the Department of Transportation on May 30, 1997. A copy of their approval letter is attached.

Stipulation E - *Approval by the Drainage Review of paving, grading and drainage plans prior to issuance of a zoning clearance.*

On April 25, 1997, Drainage Review staff approved the paving, grading and drainage plans dated April 20, 1997. A copy of their approval is attached.



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STATUS REPORT NARRATIVE EXAMPLE



Stipulation F - *Prior to the issuance of any occupancy permit, the Drainage Review must be satisfied that all drainage features have been constructed in accordance with the approval plans.*

Drainage Review will be contacted prior to occupancy permit to review all drainage features.

Stipulation G - *The applicant shall submit a written report outlining the status of this development at the end of two (2) years following approval of this request by the Board of Supervisors. If this status report reveals a lack of progress or other unresolved issues, then the report will be scheduled for consideration by the Commission. The Commission may accept this report, request additional reports, or take other action as deemed appropriate at that time.*

Submittal of this status report fulfills this requirement. We are making progress on this project as discussed under stipulations A, B, D, E, and J.

Stipulation H - *The Special Use Permit shall expire 10 years from the date of approval by the Board of Supervisors.*

The Special Use Permit is scheduled to expire March 28, 2004. We are aware that in order to continue the use after the expiration date, we must submit an application for time extension prior to March 28, 2004.

Stipulation I - *Major changes to this Special Use Permit with regard to use and intensity must be processed as a revised application with approval by the Board of Supervisors upon recommendation of the Commission. Minor changes to the Special Use Permit may be administratively approved by the Planning Division of the Department of Planning and Development.*

No amendments have been requested to date. [If amendments have been requested, please explain what the amendment was, and provide the date of approval or denial of the amendment.]

Stipulation J - *Construction of a six (6) foot high decorative masonry wall along the entire property line prior to the issuance of any occupancy permit.*

A 6' decorative masonry wall has been built along all the property lines, as evidenced by building permit number 97XXXX, dated April 20, 1997 and finalized May 5, 1997.

Stipulation K - *Hours of operations shall be confined to 8:00 am to 5:00 pm.*

The hours of operation will be (are) 8:00 am to 5:00 pm once the business opens.

Stipulation L - *Submittal to and approval by the Planning Division of the Department of Planning and Development of a landscape plan prior to the issuance of Zoning Clearance. This plan shall indicate the proposed plant materials, hardscape, walls, berms and method of maintenance according to "Guidelines for Information Required in the Submittal of Landscape Plans".*

The Landscape Plan, dated April 15, 1997, was submitted on April 16, 1997 and stamped approved April 30, 1997. Landscaping in accordance with this plan is currently being completed.

Stipulation M - *Noncompliance with the conditions of approval will be treated as a violation in accordance with Article XXIX (Violation and Penalty). Further, noncompliance of the conditions of approval may be ground for the Commission to take action in accordance with Article XXVIII, Section 2806 (Conditional Zoning).*

All conditions of approval either have been or will be complied with prior to any occupancy permit, and in the future.