



# CITY OF PRESCOTT

## SPECIAL USE PERMIT SUBMITTAL CHECKLIST

**IN ORDER TO SUBMIT THIS APPLICATION YOU MUST SCHEDULE A MEETING WITH A CITY PLANNER. TO SCHEDULE A MEETING PLEASE CALL 928-777-1207.**

SUP#: \_\_\_\_\_

**No application will be accepted unless it is complete including, but not limited to, the following:**

- A copy of the Pre-Application Conference Letter. PAC# \_\_\_\_\_
- Application stating the request, the Assessor's Parcel number, and application signed and dated, indicating whether the applicant is the owner or the agent. If agent, include the name and address of the property owner, phone number, and a letter of authorization. (Refer to Page 2)
- One (1) copy of the legal description or warranty deed of the property with surveyor's seal is required.
- Nine (9) **FOLDED** copies of the Site Plan. (Minimum size 24" X 36") including all information specified in the *Land Development Code*, Article 9.8.4B. (Refer to "**Submittal Requirements**" page 3). Building Elevations are encouraged to be submitted with the site plan, if applicable.
  - One (1) 8 ½" X 11" xerographic reductions or photo reduction of the Site Plan.
  - An electronic file of the Site Plan in a .pdf format.**
- Written narrative describing the proposed use, compatibility with the surrounding area, impacts on emergency services, access to the property, parking, hours of operation, and any health and safety issues (such as noise or hazardous materials).
- A filing fee in the amount of:           **\$863.00**

Postage Mailing Fee. The Community Development Department will notify adjacent property owners of this application within 300 feet of the subject property (or a greater distance if deemed necessary by the Community Development Director). The applicant will be billed and required to pay the postage-mailing fee prior to the scheduled Public Hearing.

**NOTE: A DETERMINATION OF "APPLICATION COMPLETENESS" BY THE STAFF PLANNER AND A RECEIPT FOR THE FILING FEE WILL BE SENT TO THE APPLICANT WITHIN FIFTEEN (15) DAYS OF SUBMITTAL OF THE APPLICATION.**

(Office Use Only)

PLANNER TAKING IN APPLICATION \_\_\_\_\_

DATE TAKEN IN \_\_\_\_\_



**CITY OF PRESCOTT  
COMMUNITY DEVELOPMENT DEPARTMENT  
PLANNING DIVISION  
201 S. Cortez, Prescott, AZ 86301 (928) 777-1356**

**SPECIAL USE PERMIT APPLICATION**

SUP# \_\_\_\_\_

Property Address: \_\_\_\_\_

Assessor's Parcel Number (s) (APN): \_\_\_\_\_

Township \_\_\_\_\_ Section \_\_\_\_\_ Range \_\_\_\_\_ Zoning: \_\_\_\_\_

Subdivision Name: \_\_\_\_\_

		<i>For Staff Use Only</i>
<b>Owner Name &amp; Address:</b> _____ _____ _____  <b>Phone:</b> _____ <b>Fax:</b> _____ <b>Email:</b> _____		Date Received: _____  Taken In By: _____  Assigned To: _____  Date Application Complete: _____
<b>Applicant/Agent Name &amp; Address</b> (If different than property owner, <b>Agent letter must accompany submittal</b> ): _____ _____ _____  <b>Phone:</b> _____ <b>Fax:</b> _____ <b>Email:</b> _____		Fees & Charges: _____  Receipt #/Date: _____  PAC Date: _____  P&Z Study: _____  P&Z Vote: _____  Council Study: _____  Council Vote: _____  Historic Preservation: _____

Description of Request: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Total Lots: \_\_\_\_\_ Existing Zoning: \_\_\_\_\_

_____	_____	_____
<b>Name</b>	<b>Signature</b>	<b>Date</b>



## CONDITIONAL USE PERMIT SUBMITTAL REQUIREMENTS

### *Land Development Code, Article 9.3.*

**Purpose.** Special uses are uses that may be permitted subject to the granting of a Special Use Permit. Because of area impacts or special characteristics of the use, special uses require additional consideration so that they may be located with respect to the objectives of this Code and their effect on surrounding properties, and/or meet citywide goals relating to the General Plan.

**Applicability.** Special uses may be complementary to those uses permitted by right in a zoning district, but require individual review of their location, design, configuration, density and intensity, and may require the imposition of additional conditions in order to ensure the appropriateness and compatibility of the use at a particular location.

**Pre-Application Process.** Prior to the submission of an application for a Special Use Permit, all potential applicants shall meet with the Community Development Department Staff in a pre-application conference unless waived by the Community Development Director. The purpose of the conference is to respond to any questions that the applicant or the City may have regarding the application.

**Application Submittal.** A complete application for a Special Use Permit shall be submitted to the Community Development Director as set forth in Sec. 9.1.3 through 9.1.5. A complete site plan must accompany all applications for a Conditional Use Permit as set forth in Section 9.8.4B.

**Public Notification.** Upon receipt of a complete application, public notices shall be issued in accordance with Sec. 9.1.7, Public Notices. Additional notice may also be provided to parties having specific interest or in instances of an appeal, in accordance with the provisions of Sec. 9.1.10, Additional Notice.

**Review by the Technical Review Committee.** Following submittal of a complete application, the TRC shall review the application and provide written comments to the applicant within 15 working days.

**Review by Prescott Preservation Commission.** For development proposals located in the Downtown Business District only, the proposal shall be scheduled for a "courtesy review".

**Review by Community Development Director.** The Community Development Director shall review Special Use Permit application, the comments of the Technical Review Committee (TRC) and prepare a staff report.

**Planning and Zoning Commission Recommendation.** The Planning and Zoning Commission shall review Special Use Permit applications in a public hearing and recommend approval, approval with conditions, or denial of the special use application.

**City Council Action.** City Council shall review Special Use Permit applications in a public hearing and vote to approve, approve with conditions, or deny the special use application.

**Notice of Decision.** A copy of an approved or denied Special use Permit shall be given to the owner of the property, and a copy shall be filed in the office of the Community Development Director.

**Special Use Review Criteria.** The City Council may approve an application for a special use where it reasonably determines that there will be no significant negative impact upon residents of surrounding property or upon the public. The City Council shall consider the following criteria in its review:

**Effect on Environment.** The location, size, design, and operation characteristics of the proposed use shall not be detrimental to the health, welfare, and safety of the surrounding neighborhood or its occupants, nor be substantially or permanently injurious to neighboring property.

**Compatible with Surrounding Area.** The proposed site plan, circulation plan, and schematic architectural designs shall be harmonious with the character of the surrounding area with respect to scale, height, landscaping and screening, lot coverage and density.

**External Impacts Minimized.** The proposed use shall not have negative impacts on existing uses in the area and in the City through the creation of noise, glare, fumes, dust, smoke, vibration, fire hazard, or other injurious or noxious impact. The applicant shall provide adequate mitigation responses to these impacts.

**Infrastructure Impacts Minimized.** The proposed use shall not have negative impacts on existing uses in the area and in the City through impacts on public infrastructure such as roads, parking facilities and water and sewer systems, and on public services such as police and fire protection and solid waste collection, and the ability of existing infrastructure and services to provide services adequately.

**Consistent with General Plan and Code.** The proposed use will be consistent with the purposes of this LDC, the General Plan, Area Plans, and any other statutes, ordinances or policies that may be applicable, and will support rather than interfere with the uses permitted outright in the zone in which it is located.

**Parcel Size.** The proposed use may be required to have additional land area, in excess of the minimum lot area otherwise required by the underlying zoning district, as necessary to ensure adequate mitigation of impacts on surrounding land uses and the affected zoning district.

**Site Plan.** The proposed use shall comply with the procedures and requirements of Sec. 9.8, Site Plan Review.

**Additional Conditions.** The City Council may impose additional reasonable conditions to carry out the spirit and intent of this Code and to mitigate adverse effects of the proposed use. These requirements may include, but are not limited to, increased open space, loading and parking requirements, additional landscaping or buffering, and additional improvements such as pavement, curbing, sidewalks and screening.

**Expiration/Revocation of Approval.** Special Uses Permits are approved from the date of Council action or as may be otherwise specified. If construction of the project has not been completed within the first 12 months thereafter, the City Council may grant an extension for its next review for completeness of the Special Use. Notice that the Special Use Permit may expire within 12 months shall be conveyed to the applicant in writing as part of notification of approval of the Permit

The City Council May extend the Special Use Permit for an additional period upon written request from the applicant; such request must be received before the date of expiration.

The City Council may revoke a Special use Permit in the event of a subsequent failure by the property owner or person in possession to comply with an on-going condition of approval. Such revocation shall not occur without written notice to the property owner, at least 20 calendar days prior, advising of the revocation consideration and an opportunity to appear before the City Council. Revocation procedures shall be subject to the Public Notice requirements set forth in Sec 9.1.8A.

**Appeal.** An appeal from any final decision regarding a Special Use Permit shall be in accordance with Sec. 9.18, Appeal of Council or Board of Adjustment Decisions.