CONDITIONAL USE PERMIT CHECKLIST

DEPARTMENT OF COMMUNITY DEVELOPMENT

COMMUNITY PLANNING

MANDATORY Pre-Development meetings are required prior to the submittal of a conditional use permit. Please bring the completed application and all other required documents to this meeting.

THE FOLLOWING INFORMATION IS REQUIRED FOR A COMPLETE APPLICATION SUBMITTAL

- ❑ Completed Application Form and Staff Notes From any Pre-Development Meeting
- ❑ Filing Fee
- ❑ Narrative Statement Describing the Project (address and support the 6 criteria below)
- ❑ Floor Plans and Building Elevations (2 blue line copies).
- ❑ Site Plan to scale showing lot lines, names of adjoining streets, locations and dimensions of all existing or proposed buildings, setback lines, parking and circulation areas, required landscaping areas, etc. (2 blue line copies).
- ❑ Electronic copy - CD or E-mail attachment of floor plans, site plans and elevations are required. (Do not include construction drawings) E-mail to: planning@YumaAz.gov

ONE OR MORE OF THE FOLLOWING MAY BE REQUIRED:

- ❑ Traffic Study or Analysis prepared by an Arizona Registered Engineer per ADOT or IST standards, for projects involving drive-through facilities, motor vehicle fuel sales or other similar uses whose traffic generation would require analysis of traffic patterns and circulation (2 copies, if requested).
- ❑ Hazardous Materials Impact Review (HMIR) - This study is required for industrial projects.

The Planning and Zoning Commission may only grant conditional uses that meet the following criteria:

1. That the establishment, maintenance and/or operation of the requested Conditional Use is not detrimental to the health, safety, peace, morals, comfort or general welfare of the City.
2. That the provisions for ingress, egress, traffic circulation and adjacent public streets are adequate to meet the needs of the requested Conditional Use.
3. That the building(s) and parking facility setbacks adequately provide a transition from, and protection to, existing and contemplated residential development.
4. That the height and bulk of the proposed buildings and structures are compatible with the general character of development in the vicinity of the requested Conditional Use.
5. That provisions have been made to attenuate noise levels and provide for adequate site and security lighting.
6. That the site plan incorporates appropriate landscaping, fencing, screen walls and/or planting, Crime Prevention Through Environmental Design (CPTED) techniques and anti-graffiti strategies to achieve compatibility with adjoining areas.

❑ The application **is complete** and tentatively scheduled for review by the Planning and Zoning Commission on: _____ at _____ a.m./p.m.

❑ The application **is not complete**. The following information is missing and needs to be provided:

_____

_____

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DATE RECEIVED:_____ REVIEWED BY: _____