



CONDITIONAL USE PERMIT CHECKLIST

DEPARTMENT OF COMMUNITY DEVELOPMENT

COMMUNITY PLANNING

MANDATORY: Pre-Development meetings are required prior to the submittal of an application for a conditional use permit. PDM held on _____. If your PDM was held more than a year from the application date, some requirements may have changed.

An application submittal meeting may be required.

THE FOLLOWING INFORMATION IS REQUIRED FOR A COMPLETE APPLICATION SUBMITTAL

- PDM notes attached
- Completed application with property owner(s) and agent signatures
- Narrative Statement describing the project
- Applicant response to the six criteria below
- Description of exceptions requested in addition to the CUP (If applicable)
- Response to the four questions in variance criteria – page two
- 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).
- Floor Plans and Building Elevations (2 blue line copies).
- Electronic copy - CD of floor plans, site plans and elevations are required. (Do not include construction drawings)
- Filing Fee – Conditional Use Permit: _____
- Exemption Fee (s): _____
- Total Filing Fee: _____

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.

For each exception, please provide a narrative statement addressing the following four criteria:

1. ***“There is a special circumstance(s), or condition(s) that applies to the property, building, or use referred to in the application that does not apply to most other properties in the district.”***

Is this statement correct for this application? Explain/Discuss/Describe.

2. ***“The special circumstance(s) was not created or caused by the property owner or applicant.”***

Is this statement correct for this application? Explain/Discuss/Describe.

3. ***“The granting of the variance(s) is necessary for the preservation of substantial property rights enjoyed by other property owners in the vicinity, under identical zoning designations.”***

Is this statement correct for this application? Explain/Discuss/Describe.

4. ***“The granting of this variance will not be materially detrimental to any person residing or working in the vicinity, to adjacent property, to the neighborhood, or to the public health, safety, and general welfare.”***

Is this statement correct for this application? Explain/Discuss/Describe.

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:

DATE RECEIVED: _____ REVIEWED BY: _____