



DETERMINATION OF COMPLIANCE SUPPLEMENTAL APPLICATION

The information on the following Determination of Compliance Checklist contains specific items which need to be included in your narrative statement along with an application signed by the property owner. If you have additional information that you feel is pertinent to the review of your project, please include it.

With the information you provide in your narrative, the Zoning Administrator will research your request, State Laws and Zoning laws. The Zoning Administrator will then contact the Planning Liaison Office at the Marine Corps Air Station (MCAS) in writing to ask for their opinion and concurrence with the City's findings. MCAS will return a response to the City and with that, the Zoning Administrator will make the final determination.

If a favorable determination is made there will be conditions required on your project. A Waiver of Claims Under the Private Property Rights Protection Act and an Avigation Easement will be required. City Staff will generate a customized version of these documents as they relate to your project and will forward them to you for a notarized signature. Please return the original documents with notarized signature to the City along with a check made payable to the County of Yuma Recorder's Office for the appropriate amount of recording fees. The City will record those documents on your behalf. Once the documents have been received and recorded, the Determination of Compliance will be mailed to you at the address listed on your application.

Certain projects may require a Pre-Development Meeting with City staff. If you haven't already had one, the facilitator will work with you to schedule an appointment, if needed.

If you have any questions regarding the Determination of Compliance procedure, please contact Shelly Hook, Development Project Coordinator, at 373-5000 x 3004.

DETERMINATION OF COMPLIANCE CHECKLIST

- Owner** Information
- Legal description** of property
- Physical address** or general location if actual address has not yet been assigned to the parcel
- Assessors Parcel Number(s)
- Business **operation description** which should include the service or product, if any, and the materials used in making that product. Specifically indicate if chemicals are used. Also, please indicate if retail activity is a part of your business operations.
- Future **expansion** or additional uses
- Hours** of operation
- Number of **employees** onsite and if they are there full time or occasionally throughout the day.
- Anticipated number of **customers** daily. Are these customer counts seasonal?
- A detailed **site plan** to include but not limited to the following:
 - All buildings, indicating size and planned use by square foot
 - Parking
 - Lighting (note: all lighting must be downcast)
 - Landscaping
 - Other items detailing the site, such as fencing, loading docks, etc.
- The number of **vehicles** that might be stored onsite, for both personal and business use, AND the anticipated number of delivery trucks to the site daily.
- Signage for the business, attached and detached