

The timeframes shown below are maximum timeframes, required by Arizona's Regulatory Bill of Rights. Most applications are approved or denied within a much shorter timeframe than shown below. These timeframes account for the more complex and time-consuming applications. Note that time used by the applicant to make corrections after comments are sent out is not counted in these timeframes. For applications that require a public hearing, the timeframe ends on the date of the first public hearing. The Town of Sahuarita is committed to expeditious reviews of all applications and agrees to achieve the overall review timeframe targets (in contrast to the maximums shown below) shown in the [Performance Timeframes exhibit](#).

License/Permit	Administrative Completeness Review Timeframe ¹ (working days)	Substantive Review Timeframe ² (working days or complete months)	Overall Timeframe ³ (working days or complete months)	Process	Related Application Forms	Notes
Planning and Zoning	Contact Us					
Zoning clearances	1 day	4 days	5 days	Staff approval	Zoning Clearance	Not subject to Regulatory Bill of Rights
· Wall clearance	1 day	4 days	5 days	Staff approval	Zoning Clearance	Not subject to Regulatory Bill of Rights
· Building additions	1 day	4 days	5 days	Staff approval	Zoning Clearance	Not subject to Regulatory Bill of Rights
· Accessory structures	1 day	4 days	5 days	Staff approval	Zoning Clearance	Not subject to Regulatory Bill of Rights
· Others	1 day	4 days	5 days	Staff approval	Zoning Clearance	Not subject to Regulatory Bill of Rights
Home occupation permit	1 day	4 days	5 days	Staff approval	Home Occupation	Not subject to Regulatory Bill of Rights
Temporary sign clearance	1 day	4 days	5 days	Staff approval	Temporary Sign	Not subject to Regulatory Bill of Rights
Permanent sign clearance (no building permit required)	2 days	5 days	7 days	Staff approval	Zoning Clearance	Not subject to Regulatory Bill of Rights
Lot Line Adjustment	3 days	10 days	13 days	Administrative	Lot Line Adjustment/Split	
Parcel Split (Minor Land Division)	3 days	10 days	13 days	Administrative	Lot Line Adjustment/Split	
Lot Split requiring TC approval	5 days	2 months	2.25 months	Town Council	Lot Line Adjustment/Split	
Development Plan	5 days	4 months	4.25 months	Administrative	Development Review	
Development Plan Amendment	5 days	4 months	4.25 months	Administrative	Development Review	
Landscape Plan	5 days	4 months	4.25 months	Administrative	Development Review	
Tentative Plat (Subdivision)	10 days	6 months	6.5 months	Administrative	Development Review	STC requires comments and recommended conditions to be sent to applicant within 20 working days of acceptance of the submittal
Final Plat (Subdivision)	10 days	6 months	6.5 months	Town Council	Development Review	STC requires comments and recommended conditions to be sent to applicant within 20 working days of acceptance of the submittal
Plat Revisions	10 days	6 months	6.5 months		Development Review	
Riparian Habitat Mitigation Plan	5 days	2 months	2.25 months	Administrative	Development Review	
Conditional Use Permit Type 1	5 days	1 month	1.25 months	Administrative	Conditional Use Permit	STC requires decision within 30 days of an accepted application
Conditional Use Permit Type 2	5 days	3 months	3.25 months	Planning and Zoning Commission	Conditional Use Permit	
Conditional Use Permit Type 3	5 days	4 months	3.25 months	Planning and Zoning Commission recommendation, Town Council decision	Conditional Use Permit	
Temporary Use Permit	5 days	3 months	3.25 months	Board of Adjustment	Temporary Use	

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Variance	5 days	3 months	3.25 months	Board of Adjustment	Variance	STC requires hearing to be scheduled within 45 days of an accepted application
Rezoning (25 acres or less)	5 days	6 months	6.25 months	Planning and Zoning Commission recommendation, Town Council decision		
Rezoning (greater than 25 acres)	5 days	9 months	9.25 months	Planning and Zoning Commission recommendation, Town Council decision		
Specific Plan (New, 50 acres or less)	10 days	6 months	6.5 months	Planning and Zoning Commission recommendation, Town Council decision	Development Review	Study sessions may be scheduled
Specific Plan (New, greater than 50 acres)	10 days	12 months	12.5 months	Planning and Zoning Commission recommendation, Town Council decision	Development Review	
Specific Plan -Insubstantial Change	5 days	3 months	3.25 months	Town Council	Development Review	
Specific Plan - Substantial Change	5 days	6 months	6.25 months	Planning and Zoning Commission recommendation, Town Council decision	Development Review	
Modification of Setback	5 days	3 months	3.25 months	Administrative or Board of Adjustment	Modification of Setback	Most do not take this long; however, some are required to have a BOA hearing
Zoning Code Amendment (text)	5 days	6 months	6.25 months	Planning and Zoning Commission recommendation, Town Council decision		

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Major General Plan Amendment	5 days	10 months	12.25 months	Planning and Zoning Commission recommendation, Town Council decision	Development Review	STC requires: 1) at least 60 days before notice, the amendment is distributed for review; 2) two PZC public hearings; and 3) applications be submitted b/n 1/1 and 4/30
Minor General Plan Amendment	5 days	5 months	6.25 months	Planning and Zoning Commission recommendation, Town Council decision	Development Review	STC requires neighborhood meeting
Cluster Development	5 days	2 months	2.25 months	Administrative		STC requires comments and recommended conditions to be sent to applicant within 20 working days of acceptance of the submittal
Modification of Development Standards	5 days	2 months	2.25 months	Administrative		Includes Parking Reduction/Increase, Bufferyard Reduction & Lot size reduction
Building Safety Permits						
Contact Us						
Permits for all commercial new construction, additions, remodels, foundation only, factory built buildings, commercial pools	5 days	40 days	45 days	Staff approval	Building Permit	
Permits for all commercial solar, walls, signs, utilities, demolition, fire, burn, certificate of occupancy	5 days	20 days	25 days	Staff approval	Building Permit	
Public Works Permits						
Private Improvement Agreement						
Contact Us						
Type II Grading	5 Days	25 Days	30 days	Town Engineer or authorized representative	Grading Permit and PIA checklist	
Type I Grading	5 Days	5 Days	10 days	Town Engineer or authorized representative	Grading Permit and PIA checklist	
Form B - (Paving, Drainage, Concrete - To be dedicated to Town)	5 Days	10 Days	15 days	Town Engineer or authorized representative	Form B, PIA checklist	
Form A - Sewer (TOS)	10 Days	15 Days	25 days	Town Engineer or authorized representative	Form A Utility Permit and PIA checklist	

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Form A - SCA (TOS)	10 Days	15 Days	25 days	Town Engineer or authorized representative	Form A Utility Permit and PIA checklist	
Form A - Sewer (PC)	5 Days	10 Days	15 days	Town Engineer or authorized representative	Form A Utility Permit and PIA checklist	
Form A - Water	5 Days	10 Days	15 days	Town Engineer or authorized representative	Form A Utility Permit and PIA checklist	
Form A - Joint Utility	5 Days	10 Days	15 days	Town Engineer or authorized representative	Form A Utility Permit and PIA checklist	
Right-of-Way	Contact Us					
Right-of-Way	5 Days	10 Days	15 days	Town Engineer or authorized representative	Right-of-Way Permit and checklist	
Floodplain Development	Contact Us					
Flood Plain Use Permit	5 Days	7 days	12 Days	Town Engineer or authorized representative	Floodplain permit	
Improvement Plans (Grading, Paving, Sewer, Drainage, Water, etc.)	5 Days	20 days	25 days	Town Engineer or authorized representative	N/A	
Wastewater	Contact Us					
Industrial Wastewater Discharge Permit	25 Days	20 Days	45 Days	Town Engineer or authorized representative	Permit Application	
Capacity Request	7 Days	10 Days	17 Days	Town Engineer or authorized representative		
Flow Management Plan	7 Days	15 Days	22 Days	Town Engineer or authorized representative		
Notes:						
1 Incomplete submittals, as determined during the Administrative Review Period, will be rejected and returned to the applicant.						
2 Substantive review begins after submittal is deemed administratively complete and includes multiple reviews. It does not include applicant review/recision time(s).						
3 Overall review time includes the initial administrative review and substantitive review of complete submittals. It does not include applicant review/revision time(s).						