

**Town of Sahuarita**  
**Planning & Building Department**  
 375 W. Sahuarita Center Way  
 Sahuarita, Arizona 85629  
 Phone: 520-822-8855 Fax: 520-822-8876  
<http://www.sahuaritaaz.gov>



## CONDITIONAL USE PERMIT APPLICATION

<b>Property Address:</b>		<b>Check Attached Documents:</b>  <input type="checkbox"/> Legal description of the property  <input type="checkbox"/> Letter of Authorization from owner  <input type="checkbox"/> A list by name and title of all ownership in the property  <input type="checkbox"/> Applicable Fees  <input type="checkbox"/> Preliminary Development Plan  <input type="checkbox"/> Floor Plan Detail  <input type="checkbox"/> Neighborhood Meeting information, for Type 2 and 3 procedures  <input type="checkbox"/> Written response to the findings
Assessor's Parcel No.:	Zoning:	
<b>Applicant:</b>		
Address:		
City/Zip Code:		
Phone #:		
Email address:		
<b>Owner:</b>		
Owner's Mailing Address:		
City/Zip Code:		
Phone #:		
Email address:		
Type of use proposed for property:		
<b>Signature of Applicant/Authorized Representative</b>		

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## **CONDITIONAL USE PERMIT REVIEW PROCEDURE**

This guide will provide you with general procedures and standards for review of conditional uses, as designated in the Town Zoning Code. Conditional Uses provide zoning flexibility, but due to their potentially adverse impacts, require a special review process.

### **Applying for a Conditional Use Permit**

A Development Review Committee meeting is recommended prior to all submittals. Please call the Planning and Zoning Division at (520) 822-8855 to schedule a meeting.

### **Conditional Use Permit Review Process**

**Type 1 Conditional Use process:** The Planning and Zoning Director will make a decision on the merits of the application.

**Type 2 Conditional Use process:** A public hearing shall be held by the Planning and Zoning Commission.

**Type 3 Conditional Use process:** A public hearing shall be held by the Town Council following a public hearing and recommendation from the Planning and Zoning Commission.

**Application and Fees:** The applicant must complete the attached form and return it to the Town of Sahuarita Planning and Building Department, along with the application fee and other required materials described below. Staff may request additional detail, clarification, or revisions as necessary.

Please note that prior to application, a neighborhood meeting is required for Type 2 or 3 procedures. This meeting must be held at least 14 days and no longer than six months prior to application submittal. See STC 18.97.030.C.1, or contact staff for additional details.

A complete application includes the following:

1. A completed Conditional Use Permit application form
2. A legal description of the property
3. A list, by name and title, of all ownership interest in the property
4. Letter of authorization from property owner (if different from applicant)
5. Applicable Fees – non-refundable
  - Type 1 - \$100.00
  - Type 2 - \$225.00 plus \$75.00 public notice fees

Type 3 - \$350.00 plus \$150.00 public notice fees

6. A preliminary development plan in accordance with Sahuarita Town Code 18.91.030, including, at a minimum:
  - A. Map Elements
    - 1) Parcel boundary and dimensions;
    - 2) Approximate location and size of all structures;
    - 3) Existing and proposed adjacent public rights-of-way;
    - 4) Points of ingress and egress, and internal streets and circulation features including bicycle and pedestrian paths;
    - 5) Parking areas;
    - 6) Existing and proposed utility and sewer easements;
    - 7) Buffers, screening and walls;
    - 8) Landscaped areas;
    - 9) Recreation areas, common areas, open spaces, and natural areas;
    - 10) Natural drainage features and proposed drainage improvements;
    - 11) Significant physical features such as restricted peaks or ridges;
    - 12) Areas where the natural grade of the site will be changed by more than 5 feet;
    - 13) Wells or well sites within 100 feet of the site;
    - 14) Land uses and height of buildings within 300 feet of the site; and
    - 15) Proposed trail right-of-way determined in consultation with the Town of Sahuarita Parks and Recreation Department.
  - B. Written support data
    - 1) Existing and proposed gross floor area of commercial and industrial structures;
    - 2) Existing and proposed building heights;
    - 3) Existing and proposed total number of dwelling units;
    - 4) Maximum residential density of each planning unit;
    - 5) Total number of parking spaces;
    - 6) Type of landscaping and screening;
    - 7) Pertinent preliminary hydrologic data; and
    - 8) Statement of water service provision and availability.
7. A floor plan detail, when the request pertains to interior access or use
8. The neighborhood meeting invitation and mailing list, attendee list, and any public comments offered at the meeting
9. Written response to the following findings:
  - A. The conditional use complies with the objectives of the General Plan or the area plan in which the property is situated;
  - B. The conditional use conforms to the zoning regulations applicable for that use and the zone in which it is located;
  - C. The conditional use does not adversely impact adjacent property or the surrounding neighborhood or area, or that such impacts can be substantially mitigated through the use of additional conditions;
  - D. The conditional use provides for adequate and efficient vehicular and pedestrian access, circulation and parking;

- E. The conditional use can be adequately and efficiently served by public and utility facilities and services;
- F. The conditional use will meet standards in terms of control of noise, smoke, glare or heat, odors, vibrations, fly ash, dust, fumes, vapors, gases and other forms of air pollution, liquids, and solid wastes; and
- G. Hours of operation will not be detrimental to adjoining residents.

Applicable timeframes are:

<b>Conditional Use Permit Type</b>	<b>Overall Timeframe</b>
Type 1	1.25 months
Type 2	3.25 months
Type 3	4.25 months

These timeframes assume a complete application at the time of submittal with no corrections necessary.

If you have any questions or require assistance throughout the application process, you may contact Dylan Parry at (520) 822-8855 or [dparry@sahuaritaaz.gov](mailto:dparry@sahuaritaaz.gov).

The Town of Sahuarita will provide you with clarification of its interpretation or application of statutes, ordinances, codes, or authorized substantive policy statements as requested.