



Residential Project Information Guide & Application Instructions

November 2016

Introduction and Commitment to Service

Yuma County Department of Development Services is pleased to provide the Residential Project Guide to assist applicants through the application, review and permitting process.

Yuma County is committed to fair, consistent and equitable service to every applicant. Yuma County will:

1. Promote the health, safety, and welfare of Yuma County;
2. Provide limited review and comments to applicable codes, ordinances, regulations and standards;
3. Communicate unified review comments effectively;
4. Review plans in a specified timely manner.

Point of Contact

Point of Contact will be designated to you for all Yuma County permitting. All applications and questions are to be directed to your point of contact to ensure submittals are distributed properly.

Project Assessment Meetings

A project assessment meeting can be scheduled at your request to help answer questions and clarify our regulations as it applies to a proposed project. The meetings are voluntary and are not review meetings. Staff will not approve or waive requirements, in part or whole at that time.

Applicants Responsibility

Applicants are responsible for submitting complete, accurate applications. The purpose of an application is to fully communicate the planned project and to demonstrate compliance with all applicable standards. Incomplete applications will be returned in their entirety to the applicant without any further action.

Applicants are responsible for their timely responses to all review comments. Faster responses to review comments allow the review process to continue sooner. Time spent by the applicant responding to review comments is not included in Yuma County's permit review time. If there is no response addressing all comments within 180 days, the submittal will expire. Once expired, the applicant must resubmit and begin the process again if they wish to continue with the project.

Applicants are responsible to comply with all applicable regulations and obtain all permits for construction. Commercial/Industrial/ MH & RV Park Projects may require approvals from federal, state, county and city agencies. Approval of one permit does not grant approval for any other permit. Verification of permit requirements is the responsibility of the applicant.

Required Permits/Approvals

Commercial/Industrial/Projects need to have all federal, state, county, and city reviews, permits and approvals. Permits/approvals may include:

- Residential Building Safety Permits
- Engineering Permits
- Environmental Health Permits
- Flood Control Permits
- MH & RV Park Plan Review

Applicable Ordinances and Regulations

- 2003 International Fire Code
- Arizona Administrative Code Title 18, Chapter 9
- Floodplain Regulations for Yuma County
- Public Works Standards for Yuma County Volumes I-III
- Yuma County Zoning Ordinance
- Yuma County Comprehensive Plan
- Yuma County Comprehensive Building Code

A. Project Name, Location & Description

1. Provide the Assessors Tax Parcel Identification Number
2. Project Address/Location
3. Subdivision
4. Describe the proposed project
5. Provide the estimated value of the proposed project

B. Owners Information

Provide the name and contact information of the owner or owners of record for the parcel being developed. Review comments and other correspondence will be sent to both the applicant and owner.

C. Architects Information

Provide the licensed architects name and current information as applicable.

D. Engineers Information

Provide the licensed engineers name and current information as applicable.

E. Contractor Information

Provide the name and contact information of the contractor for the project.

F. Subcontractor Information

Provide the name and contact information of the contractor for the project.

G. Site Information

Building, Zoning, Floodplain, Environmental, & Encroachment Compliance

1. Current Zoning
2. Provide the distance to the nearest municipality to the closest mile.
3. Provide the effective flood hazard zone(s) for the parcel. Flood Hazard Zone is available from www.msc.fema.gov.
4. Identify structures/improvements that are planned to be constructed or existing.
5. Identify if there is an existing concrete or asphalt driveway.
6. Identify if the existing driveway is going to be used.
7. Identify if you will be creating a driveway, expanding the existing driveway or relocating the existing driveway.
8. Identify if the driveway will front a paved street.
9. Identify if any curb exists.
10. Indicate the type of curb.
11. Identify septic and well location if applicable.
12. Provide the total area for development.
13. Provide the total area disturbed by the project in acres. Projects larger than one (1) acre (43,560 square feet) require a Storm Water Pollution Prevention Plan, Notice of Intent submitted to Arizona Department of Environmental Quality (ADEQ), and an ADEQ Authorization letter or waiver prior to issuing permits.
14. Identify the proposed water supply. Water supplies include public and private water utilities and wells. Well permit application and Notice of Intent Submitted to Arizona Department of Water Resources (ADWR) is required for new well.
15. Indicate how water for manual fire support will be provided.
16. Indicate how sewage will be disposed. Sewage disposal includes public and private sewage utilities and on-site disposal. Environmental Health Permit application will be required for septic systems and other on-site sewage disposal systems.
17. Indicate how far the nearest public sewer system connection is.
18. If connecting with city utilities or within the service a pre-annexation agreement with the city may be required.
19. If a pre-annexation agreement is needed, indicate whether it is approved and provide the date.
20. Indicate if the pre-annexation has been approved.

Submittal Review Timelines

Option One (1) – Single Review Thirty-Five (35) Business Days

Administrative Review – Ten (10) Business Days

First Review - Five (5) Business Days

Second Review - Five (5) Business Days

Substantive Review – Twenty-Five (25) Business Days

First Review - Fifteen (15) Business Days

Second Review - Ten (10) Business Days

Review Action

Accepted or Letter of Deficiencies

Accepted or Denial

Approved or Correction Letter

Approved or Denial

Submittal Review Timelines - continued

Option Two (2) –Multiple Reviews Forty (40) Business Days

Administrative Review - Ten (10) Business Days

First Review - Five (5) Business Days

Second Review - Five (5) Business Days

Substantive Review – Thirty (30) Business Days

First Review - Fifteen (15) Business Days

Second Review - Five (5) Business Days

Third Review - Five (5) Business Days

Fourth Review - Five (5) Business Days

Accepted or Letter of Deficiencies

Accepted or Denial

Approved or Correction Letter

Approved or Correction Letter

Approved or Correction Letter

Approved or Denial

All Small Project Reviews: Maximum Twenty-two (22) Business Days

Administrative Review - Seven (7) Business Days

First Review - Five (5) Business Days

Second Review - Two (2) Business Days

Substantive Review - Fifteen (15) Business Days

First Review - Ten (10) Business Days

Second Review - Five (5) Business Days

Approved or Correction Letter

Approved (Substantive) or Denial

Approved or Correction Letter

Approved or Denial

Checklist for Documents at Submittal

Building Safety

Two (2) Site plans scaled on 8 ½ x 11

Two (2) Sets of Constructions Documents (any legible format)

Engineering

Four (4) Drainage Reports for Grading Permits (24 x 36)

Four (4) Civil Plans (24 x 36)

Four (4) Traffic Control Plans (8 ½ x 11)

Environmental Programs

Septic Tanks

One (1) Notice of Intent and Request to Discharge for Environmental Programs permits

Materials list

Well

Arizona Department of Water Resources form DWR 55-40

Flood Control

Four (4) Civil Plans (24 x 36)

Four (4) Drainage Plans (24 x 36)

One (1) Grading Plan

Four (4) Grading Plans for Grading Permits (24 x 36)

Two (2) Elevations Plans for Grading Permits

Fees Due at Submittal

Plan review fees

Planning and Zoning Fees as indicated on the application and according to the current fee schedule

\$310.00 Grading Fee

\$135.00 Floodplain Use Permit Fee

\$180.00 Conventional Plan Review Fee

\$450.00 Alternate System Plan Review Fee

\$250.00 Septic Owner Builder Plan Review Fee

\$150.00 Well Permit Fees (\$100.00 paid to ADWR)



Residential Project Application

STAFF USE ONLY	
POC:	_____
PRM:	_____

A. Project Information

- Assessor Parcel Number: _____ - _____ - _____ Estimated Valuation: \$ _____
- Address /Location: _____
- Subdivision: _____ Lot #: _____
- Description: _____

B. Owner Information

Owner/Builder Applicant

- Name: _____ Contact (if business): _____
- Address: _____ City, State, Zip: _____
- Phone: _____ Fax _____
- E-Mail: _____

C. Architect

Applicant N/A

- Name: _____ Contact (if business): _____
- Address: _____ City, State, Zip: _____
- Phone: _____ Fax _____
- E-Mail: _____

D. Engineer

Applicant N/A

- Name: _____ Contact (if business): _____
- Address: _____ City, State, Zip: _____
- Phone: _____ Fax _____
- E-Mail: _____

FOR STAFF USE			
NA <input type="checkbox"/>	Building Permit: _____	____ / ____ / ____	Project Assessment _____
NA <input type="checkbox"/>	EH Programs: _____	____ / ____ / ____	NOV: _____
NA <input type="checkbox"/>	Engineering _____	____ / ____ / ____	
NA <input type="checkbox"/>	Flood Use: _____	____ / ____ / ____	Paid: _____
NA <input type="checkbox"/>	Grading: _____	____ / ____ / ____	Due: _____
NA <input type="checkbox"/>	PZ Permit: _____	____ / ____ / ____	Complete: _____

E. Contractor Information

Applicant N/A

- 1. Name: _____ Contact: _____
- 2. Address: _____ City, State, Zip: _____
- 3. Phone: _____ Fax _____
- 4. E-Mail: _____
- 5. AZ License # and Class Code: _____

F. Sub-Contractor Information

- 1. **Plumbing Contractor:** _____ Contact: _____
- 2. Address: _____ City, State, Zip: _____
- 3. Phone: _____ Fax _____
- 4. E-Mail: _____
- 5. AZ License # and Class Code: _____
- 6. Signature: _____ Authorization Letter On File: _____

- 1. **Electric Contractor:** _____ Contact: _____
- 2. Address: _____ City, State, Zip: _____
- 3. Phone: _____ Fax _____
- 4. E-Mail: _____
- 5. AZ License # and Class Code: _____
- 6. Signature: _____ Authorization Letter On File: _____

- 1. **Mechanical Contractor:** _____ Contact: _____
- 2. Address: _____ City, State, Zip: _____
- 3. Phone: _____ Fax _____
- 4. E-Mail: _____
- 5. AZ License # and Class Code: _____
- Signature: _____ Authorization Letter On File: _____



G. Site Information

1. Current Zoning: _____
2. Distance to Nearest Municipality: _____
3. Flood Hazard Zone (A, X, D): _____
4. Existing structures: Yes No Proposed structures? Yes No
5. Existing paved driveway: Yes No To be used? Yes No
6. New, modified or relocate driveway: Yes No
7. Property front a paved street: Yes No
8. Type of curb: Vertical Rolled Flush w/street None
9. Septic and well location shown on plans: Yes No N/A
10. Area disturbed by project: _____ acres _____ sq. ft.
11. Project is: _____ acres _____ sq. ft.
12. Water supply: City Private Company name _____ Well
13. How is sewage disposed: City Septic Distance to Sewer System _____
14. How is manual fire support water supplied: _____
15. Pre-annexation agreement approved: Yes No

H. Installation Information

1. Contracted Accessories: _____
2. Size: _____
3. Serial Number: _____
4. Year of Home: _____
5. Manufacturer/Model: _____
6. Ad Valorem Tax # (504): _____

I. Pool Information

1. Depth _____ Length _____ Width _____ Sq. Ft. Area _____
2. Gas: Yes No

J. Requested Review Option:

- Option One (1) – One (1) reviews – Thirty-five (35) business days
- Option Two (2) – Multiple reviews – Forty (40) business days
- Option Three (3) – Small Project reviews – Twenty-two (22) business days

APPLICANT'S CERTIFICATION & ACKNOWLEDGEMENT

By signing below, I certify that:

1. I am the owner or authorized agent of the owner of the property being developed.
2. I am applying for the meeting/review indicated on the application.
3. I have read and understand the information provided in this Application Guide.
4. This application is complete and accurate to the best of my knowledge. Submission of false information may constitute fraud, and may be punishable by fine, imprisonment, or both pursuant to A.R.S § 13-2310.
5. I hereby request all inspections necessary to process this application, and if the permit is issued I request all inspections necessary to monitor progress, and document completion, at all stages of the work related to this permit.

By signing below, I acknowledge that:

6. Incomplete or inaccurate submittals by the owner, applicant or any other representative may result in delays, return of submittals, or denial of this application.
7. The submittal is subject to an administrative review of ten (10) business days, at which time I will receive a written or electronic notice of acceptance or incompleteness. If incomplete a list of the deficiencies will be provided. An application will not pass the administrative review until the deficiencies have been addressed.
8. If the County does not issue notice written or electronic of acceptance or incompleteness within ten (10) days, an application will be deemed administratively complete and the substantive review will begin.
9. Overall timeframes are Option One – thirty-five (35) business days, and Option Two – forty (40) business days.
10. A complete response to any correspondence will be submitted to Yuma County for any subsequent reviews.
11. An applicant or agent will be sent written or electronic notice of a license approval or denial within the substantive review period.
12. Inactivity for a period of 180 days will result in a denial.
13. All required permit must be obtained prior to any construction and that failure to obtain permits may result in fines or other penalties.
14. The applicant or agent is responsible for all changes and additional time required to correct plans and/or development as a result of differences between the proposed use and what is permitted in the zoning district in which the property lies.
15. The project review process and timeframe is suspended when a project that triggers the requirement for an application for a Planning and Zoning approval will be required. If the Board of Supervisors approves the request contained in the application, then Development Services will resume the project review process. If the Board of Supervisors denies the request, then Development Services will consider the project to be denied.
16. An appeal protesting any denial of an application can be made to the Director of Development Services 2351 West 26th Street, Yuma AZ 85364. The appeal shall set forth all relevant facts pertaining to the denial and must be in writing ten (10) days from the date of the denial letter.
17. If the county does not issue to the applicant the written or electronic notice granting or denying a license within the overall time frame or within the mutually agreed upon time frame extension, the county shall refund the applicant all fees charged for reviewing the application and SHALL excuse any fees not yet paid. The refund shall be made within 30 working days after the expiration of the agreed upon time frame pursuant to A.R.S. § 11-1605(J).

Applicant Signature _____ Date: _____

Print Name/Firm: _____

Owner _____ Agent _____