



**PLANNING AND ZONING DIVISION
YUMA COUNTY DEPARTMENT
OF DEVELOPMENT SERVICES
2351 WEST 26TH STREET
YUMA, ARIZONA 85364
(928) 817-5161—OFFICE
(928) 817-5050—FAX**

Information Required for Special Use Permits

This brochure presents informational guidelines, rules and procedures for Special Use Permits.

These options are only granted in special situations and usually come with a list of conditions that must be maintained. Failure to adhere to the set conditions may result in the loss of the approved permit.

Note: This brochure was prepared to assist property owners in understanding the procedures for requesting Special Use Permits. The language used in this pamphlet is not the official terminology of Yuma County Ordinances. For more specific information on the subjects covered in this publication, please call the number listed above and ask to speak with the Planner on Duty.

SPECIAL USE PERMITS SECTION: 402.00

Definition:

A Special Use Permit, when granted to a property, establishes a use in a zoning district where such a use is not permitted by right. Special Use Permits may have time limitations and/or operational conditions attached to the approval. The site plan and all conditions and schedule of development are specific to the use being applied for.

Purpose:

Regulations for the various zoning districts recognize and permit certain uses and development that, because of their inherent nature, extent and external affects require special care in the control of their location, design and methods of operation to ensure their location in the particular district is appropriate and the public health, safety and general welfare is protected.

How to Apply:

The property owner or his designated agent must come to the Department of Development Services building at 2351 West 26th Street. Planning staff will provide the appropriate forms and identify the information required. (IF A DESIGNATED AGENT IS INVOLVED, THE PROPERTY OWNER MUST GIVE POWER OF ATTORNEY FOR THE AGENT TO ACT ON HIS/HER BEHALF.) Once a complete application is accepted, the Planner assigned to the case will set a meeting time with the applicant.

INFORMATION REQUIRED TO BEGIN THE APPLICATION PROCESS

Required Information:

- Name, address and phone number of the owner and agent.
- Signature of the person making the application, including the selection of the appropriate box showing representation.
- Assessor's Parcel Number (APN) and legal description (obtained from deed or tax records).
- Section of the Zoning Ordinance from which the Special Use Permit is being requested.
- Reason for requesting the Special Use permit stating specifically what is requested and why it is needed.
- Scaled site plan (see column to the right) and description of proposed use with floor plans and elevations of the proposed structure(s) in detail.
- Applicable **Schedule for Development** of the specific use or uses for which the Special Use Permit is requested.

Additional Operational Information for Application:

- Any development plans, drawings or evidence to support or explain your case.
- Letters of support from neighboring property owners.

Fees: A **non-refundable** fee is required at the time the application and support information is submitted. Fees are based on the type of use being requested. The Fees are:

- Residential Use: **\$750.00**

SCALED SITE PLAN (IN ENGLISH WITH BLACK PEN ONLY)

The site plan must be submitted with the application. The application will not be accepted without the site plan. The site plan must be drawn to scale. Scales of 1 inch = 10 feet or 1 inch = 20 feet are preferred on paper 8 1/2" x 11" or 11" x 17". The following items must be on the site plan.

- Applicant's name
- Physical location: address or Assessor's Parcel Number
- Lot dimensions
- North arrow
- Scale
- Existing and proposed improvements, buildings, structures, pools, utilities, (water, septic/sewer with leach fields, power, CATV) fences, walls and drainage/retention basin
- Physical limitations: drainage basin, canals, irrigation laterals, steep slopes (___%) and washes
- Access: current and proposed
- Parking
- Proposed development: structures and improvements (including utilities)
- Distances from existing and proposed structures to property lines and adjoining structures

Note: Any questions concerning the required items in the site plan can be brought to the attention of a Customer Service Representative or the Planner on Duty by calling 928-817-5161.

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SCHEDULING YOUR HEARING

Once the application and support information are complete and the fee submitted, the Special User Permit request is placed into a pending case file in the order it is received. Each case is scheduled for the next available Planning and Zoning Commission public hearing. These meetings are generally held on the fourth Monday of each month. The applicant will be notified to meet with staff and review the staff report prior to the Planning commission's meeting. The applicant will be notified in writing of the meeting time and date. There is no guarantee of placement on a particular date or agenda. The staff report and recommendation are made available to the owner/agent prior to the hearing.

Planning Commission Hearing

The Planning Commission consists of ten members, two appointed from each of the five districts of the Board of Supervisors. In order to have a public hearing there are several time-sensitive notice requirements that are set by mandated State law. These notices include a newspaper publication, letters to property owners a minimum of 300 feet around the subject property and posting the subject property. All of these notices are performed by staff. At the hearing the Commission reviews the report and recommendation of the staff and listens to public input from all concerned parties. The owner or his/her agent must be present at the meeting to hear the proceedings and to answer any questions the Commission may have on the case. The Commission then makes a recommendation, which is forwarded to the Board of Supervisors. These recommendations are not binding on the Board of Supervisors.

BOARD OF SUPERVISORS HEARING

The Board of Supervisors consists of five elected members who meet on the first and third Monday of each month. At these hearings the Board will consider reports and recommendations from the Planning Commission and listen to public input from all concerned parties. The owner or his or her agent must be present at the meeting to hear the proceedings and to answer any questions the Board members may have on the case. The Board can approve, conditionally approve or deny the request. The request for a Special Use Permit can also be continued to a future date or referred back to the Planning Commission if necessary. Once approved or denied the action of the Board is final. The Special Use Permit becomes effective after conditions placed on the approval are satisfied or a minimum of 30 days following the hearing.

Final Hearing and Closure

Once the Board of Supervisors meets and makes a decision a follow-up letter will be mailed to the applicant which will include the list of any conditions, and schedule for development (if applicable, Notice of Official Board Action (NOBA) and a customer service survey (your response is appreciated).

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