



**City of Peoria**  
**Planning & Community Development Department**

# **CONDITIONAL USE PERMIT PROCESS GUIDE**

This document can be found online at [www.peoriaaz.gov/planning](http://www.peoriaaz.gov/planning)  
Click on the ***Process Guides, Applications, and Fees*** link

## STEP 1: Pre-Application Meeting & Application Submittal

### PRE-APPLICATION CONFERENCE

### SUBMIT APPLICATION MATERIALS

### STAFF REVIEW FOR ADMINISTRATIVE COMPLETENESS

- Accept or Reject application
- 15 days to complete this review

**15 DAYS**

## STEP 2: Staff Review & Application Revision

### APPLICATION ROUTED FOR REVIEW

- Public notification given
- Applicant to hold neighborhood meeting (if required)
- Review comments sent to applicant

### APPLICANT REVISES APPLICATION

- Revised materials resubmitted to City
- Application routed for second review
- Staff may take the following actions:
  - Sign off for hearing
  - Deny
  - Contact applicant to negotiate another review

### STAFF 'SIGNS OFF' / SUBSTANTIVE COMPLETENESS

- Published process timeframe 120 days of staff time
- Policy to maintain timeframe of 3-4 weeks per review

**120 DAYS**

## STEP 3: Public Hearing & Appeal

### STAFF PREPARES APPLICATION FOR HEARING

- Place ad in local newspaper and prepare staff report
- Direct applicant to post subject property

### PLANNING AND ZONING COMMISSION MEETING

- Approve or Approve with modifications
- Deny

### CITY COUNCIL IF APPEALED WITHIN 10 DAYS OF PLANNING & ZONING COMMISSION

# CONDITIONAL USE PERMIT

## Additional Information Required

### **Conditional Use Permits for Body Piercing Studios, Massage Establishments, Tattoo Studios, Retail Liquor Stores, Plasma Centers, Non-Chartered Financial Institutions, and Pawnshops:**

- I. List of all businesses (names and addresses) located within a 1000 feet radius measured from the lot line of the proposed use.

### **Conditional Use Permits for Medical Marijuana Dispensary and Cultivation Facilities:**

- I. NARRATIVE (Explanation of the relationship to adjacent developments and scope/description of project)

The narrative should address:

- General discussion/background of project including:
- Hours of operation
- Number of patients at any one time; expected number of daily patients
- Capacity of waiting area
- Air/odor filtration methods
- Refuse disposal methods
- Describe business operation policy with regard to where product is stored, sold, and how on-premise use of the product will be prevented.

2. Security Management Plan (Explanation of security measures to be used)

Discussion of anticipated security plan/measures including

- The use of on-premise security personnel;
- Transportation security measures;
- Secured entrances;
- Cameras and video retention plans;
- Illumination strategy for the entrance and storefront areas
- Other proposed security techniques

3. Distance Separation Exhibit and Statement demonstrating that the proposed use is at least:

- 2,640 feet from the nearest dispensary or cultivation facility
- 500 feet from the nearest residential zoned property
- 1,000 feet of public, private and charter schools, preschools, & daycares\*
- 1,000 feet of retail liquor stores, bars, taverns, substance abuse treatment centers, State Local Alcohol Reception Centers\*

\*Cultivation Facilities are not subject to these requirements.



**PLANNING DIVISION**  
 Planning & Community Development Department  
**CONDITIONAL USE**

APPLICATION # \_\_\_\_\_ SUBMITTAL DATE \_\_\_\_\_ FEES \_\_\_\_\_ ACCEPTED BY \_\_\_\_\_

TYPE:        \_\_\_ W/SITE PLAN                    \_\_\_ W/O SITE PLAN

<b>PARCEL NUMBER(S)</b>		<b>EXISTING ZONING</b>	
<b>GROSS AREA (ACRE/SQ. FT.)</b>		<b>NET AREA (ACRE/SQ. FT.)</b>	
<b>DEVELOPMENT/PROJECT NAME</b>			
<b>ADDRESS/LOCATION</b>			
<b>REFERENCE CASES (LIST ALL PREVIOUS PLANNING CASES)</b>			
<b>PROPERTY OWNER</b>			
<b>ADDRESS</b>			
<b>CITY</b>		<b>STATE</b>	<b>ZIP CODE</b>
<b>PHONE NUMBER</b>		<b>FAX NUMBER</b>	
<b>CONTACT PERSON</b>		<b>EMAIL</b>	
<b>APPLICANT/CONTACT</b>			
<b>ADDRESS</b>			
<b>CITY</b>		<b>STATE</b>	<b>ZIP CODE</b>
<b>PHONE NUMBER</b>		<b>FAX NUMBER</b>	
<b>CONTACT PERSON</b>		<b>EMAIL</b>	
<b>ARCHITECT/ENGINEER</b>			
<b>ADDRESS</b>			
<b>CITY</b>		<b>STATE</b>	<b>ZIP CODE</b>
<b>REGISTRATION NUMBER</b>			
<b>PHONE NUMBER</b>		<b>FAX NUMBER</b>	
<b>CONTACT PERSON</b>		<b>EMAIL</b>	
<b>OWNER'S SIGNATURE</b>			<b>DATE</b>

We value your comments! [www.peoriaaz.gov/devcomments](http://www.peoriaaz.gov/devcomments)

# OWNERSHIP VERIFICATION

It is requested that a **Conditional Use** application be accepted by the Planning Division of the City of Peoria for property generally located at \_\_\_\_\_.

Said property is owned by:

And

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone number \_\_\_\_\_

Telephone number \_\_\_\_\_

The subject property is legally described as

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_(or see attached)

The subject property contains \_\_\_\_\_ gross acres (includes right of way to the centerline of adjacent street or alley) and \_\_\_\_\_ net acres (excludes adjacent perimeter right of way).

Tax Parcel Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Attached is a map/survey, which accurately portrays the parcel configuration and property dimensions, as reflected in the legal description.

I hereby certify that the above information and information submitted as part of the requested application is correct, and that I am authorized to file an application on said property, being either the owner of record or authorized to file on behalf of the owner. (If not owner of record, attach written authorization from owner.)

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

# **CITY OF PEORIA**

## **SITE POSTING REQUIREMENTS FOR CONDITIONAL USE PERMIT APPLICATIONS**

1. The site shall be posted no less than 15 days prior to the scheduled hearing date and shall be maintained 30 days subsequent to a City Council decision.
2. The site posting shall be clear and legible, placed in a conspicuous location on the subject site and shall comply with the sight visibility triangle (refer to Peoria Detail 158 on the following page).
3. The attached affidavit and photographic evidence of site posting shall be filed with the City of Peoria Planning Division at least 15 days prior to the hearing date.
4. It is the applicant's responsibility to contract any necessary work through a sign vendor of their choice.
5. When deemed appropriate, the Planning Manager may require additional signage to be placed upon the property or reduce/adjust these requirements based on the specific request.
6. Non-conformance to the site posting requirements will result in a delay to your scheduled hearing date(s).

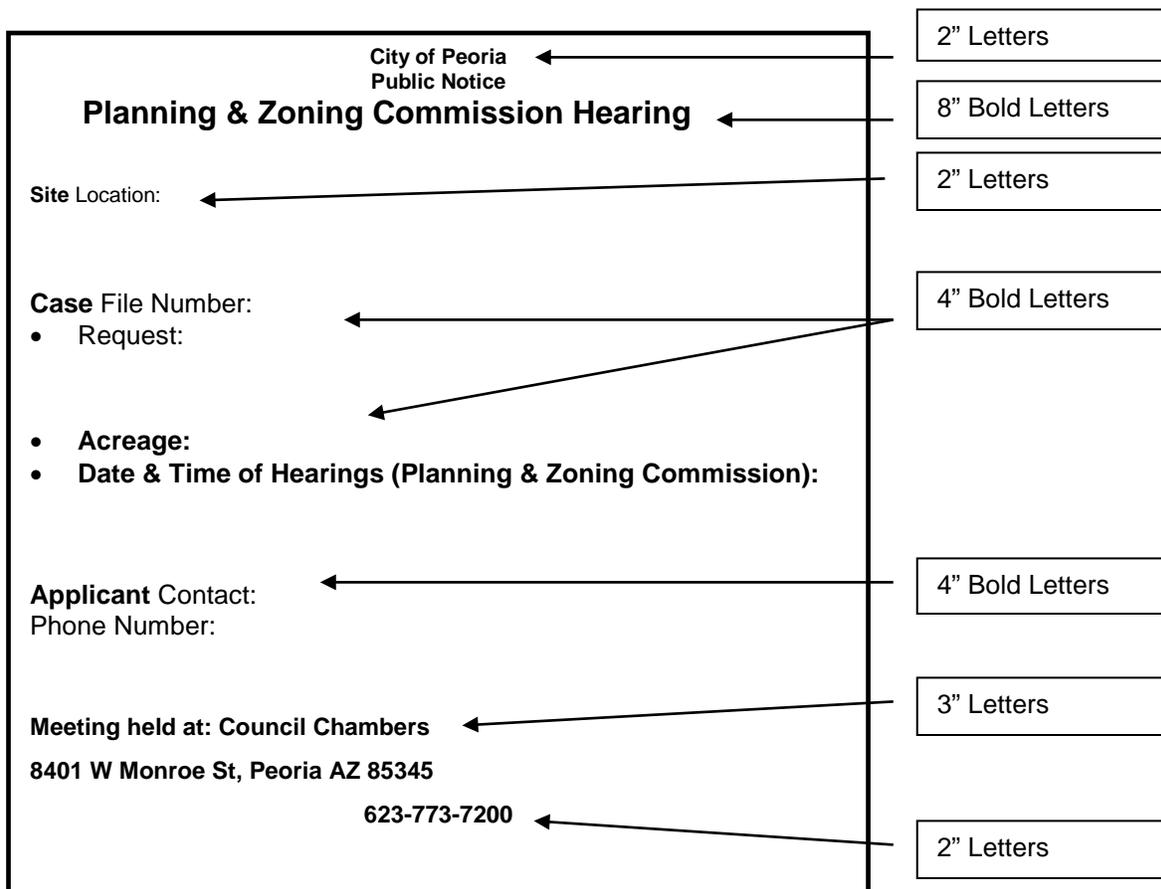
## SITE POSTING REQUIREMENTS

### Introduction

The Community Development Department, Planning Division would like to provide the following information to aid applicants in posting project information regarding *Conditional Use Permit* applications.

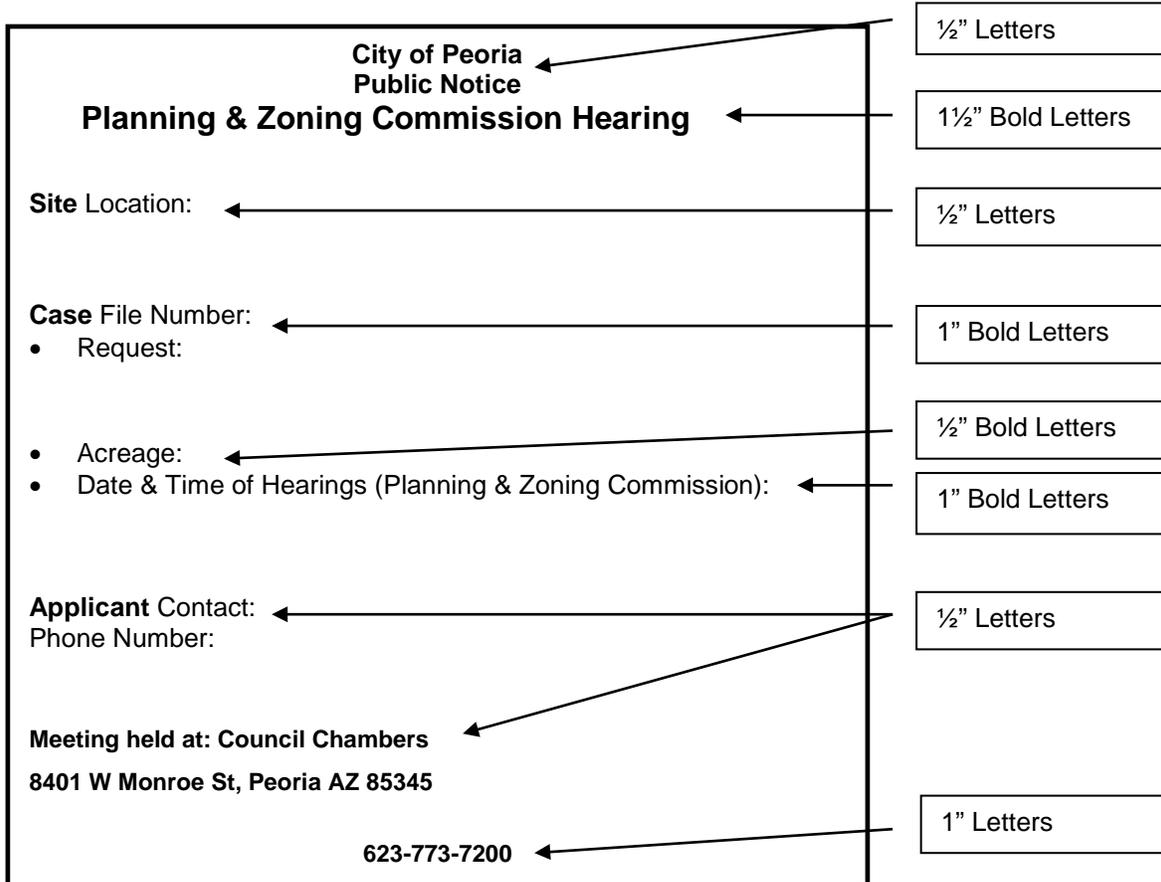
### Sign Specifications for Conditional Use Permits **REQUIRING** site plan submittal.

1. 4' X 4' in size
2. Laminated plywood or MDO board
3. Front, back, and all edges painted with two coats of white acrylic exterior enamel.
4. Black lettering sized per above details (decals)
5. Sign attached w/6 screws to 2 – 4" x 4" X 8' wood poles
6. Words indicated in bold are to be located on the sign along with the material information indicated.



**Sign Specifications for Conditional Use Permits NOT REQUIRING site plan submittal.**

1. 18" X 24" in size
2. Double Sided Yellow Coroplast Board with Black Vinyl Lettering
4. Black lettering sized per below details (decals)
5. Sign placed in ground with metal H-stakes.
6. Words indicated in bold are to be located on the sign along with the material information indicated.



# PEORIA DETAIL 158

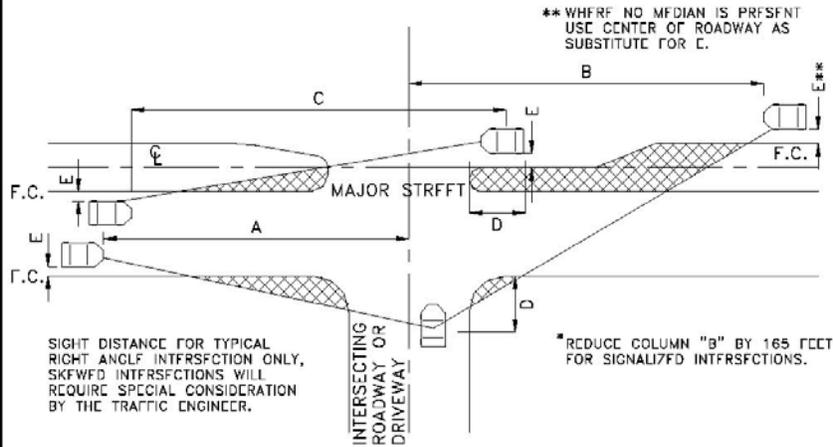
## SIGHT DISTANCE REQUIREMENTS FOR ARTERIAL AND COLLECTOR STREETS



APPROVALS:

CITY ENGINEER \_\_\_\_\_

DATE \_\_\_\_\_



TABLE

STREET	A	*B	C	D	Γ
COLLECTOR	455'	455'	490'	16'	3'
ARTERIAL	585'	585'	630'	16'	3'

### NOTES

- NO SIGNS, FENCES, WALLS, UTILITY BOXES, STRUCTURES, SHRUBS, HEDGES, OR OTHER PLANTS, (EXCLUDING TREES) OVER 30 INCHES IN HEIGHT SHALL BE PERMITTED WITHIN THE RESTRICTED AREAS, EXCEPT AS APPROVED BY THE CITY TRAFFIC ENGINEER.
- TREES ARE PERMITTED WITHIN THE RESTRICTED AREAS PROVIDED:
  - NO LIMBS, LEAVES, NEEDLES OR OTHER FOLIAGE ABOVE 30 INCHES OR BELOW 84 INCHES ARE PERMITTED.
  - TREES ARE PLANTED SO AS NOT TO OBSTRUCT 20% OF THE VISIBILITY WHEN COMBINED WITH OTHER OBSTRUCTIONS PRESENT.

PEORIA DETAIL 158.DWG

07/22/99

## Sign Visibility Diagram

Signs shall not interfere with visibility at street intersections or driveways

- There shall be no sign erected between the heights of three (3) feet and ten (10) feet and no obstruction to vision between those heights other than a single post or column which does not exceed twelve (12) inches in its greatest cross sectional dimension within the visibility triangle as shown in the diagram above.
- Location of all freestanding signs shall be shown on an attached scaled site plan demonstrating compliance with visibility diagram.
- All off-site and political signs must comply with visibility requirements of section code 14-34-8 of the City of Peoria Zoning Ordinance.

