Print Form

City of Peoria

Planning & Community Development Department

CONDITIONAL USE PERMIT

PROCESS GUIDE

This document can be found online at 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 CHECKLIST

STANDARD APPLICATION

_____ PRE APPLICATION MEETING COMMENTS

_____ APPLICATION

_____ OWNERSHIP VERIFICATION FORM

_____ REVIEW FEES _____ *Conditional Use Fee* _____ *Noticing Fee (Call 623-773-7601)*

_____ PROPOSITION 207 WAIVER (Must Be Notarized)

_____ AFFIDAVIT OF NOTIFICATION (Must Be Notarized)

Submitted after Planning & Zoning Commission hearing is scheduled

_____ NARRATIVE (Explanation of the relationship to adjacent developments and scope/description of project) **(4 copies)**

_____ PLOT PLAN / SITE PLAN (To scale) **(4 Full-size, 1 11x17", and 1 8 ½ x11 reduction)**

_____ SITE PHOTOGRAPHS (Showing site and adjacent properties illustrating the relationship between proposed development and adjacent development/properties) **(1 copy on 8 ½ x 11" paper)**

_____ Conditional Use Permits for proposed buildings must obtain separate site plan approval through Site Plan review process.

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

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

CONDITIONAL USE PERMIT CHECKLIST

MEDICAL MARIJUANA DISPENSARIES AND CULTIVATION FACILITIES

_____ PRE APPLICATION MEETING COMMENTS

_____ APPLICATION

_____ OWNERSHIP VERIFICATION FORM

_____ REVIEW FEES _____ *Conditional Use Fee* _____ *Noticing Fee (Call 623-773-7601)*

_____ PROPOSITION 207 WAIVER (Must Be Notarized)

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_____ NARRATIVE (Explanation of the relationship to adjacent developments and scope/description of project) **(4 copies)**

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.

_____ Security Management Plan (Explanation of security measures to be used) **(3 copies)**

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

_____ PLOT PLAN / SITE PLAN (To scale) **(4 Full-size, 1 11x17", and 1 8 ½ x11 reduction)**

_____ FLOOR PLAN / UNIT PLAN (To scale) **(4 Full-size, 1 11x17", and 1 8 ½ x11 reduction)**

_____ SITE PHOTOGRAPHS (Showing site and adjacent properties illustrating the relationship between proposed development and adjacent development/properties) **(1 copy on 8 ½ x 11" paper)**

_____ 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**

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

We value your comments! 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).

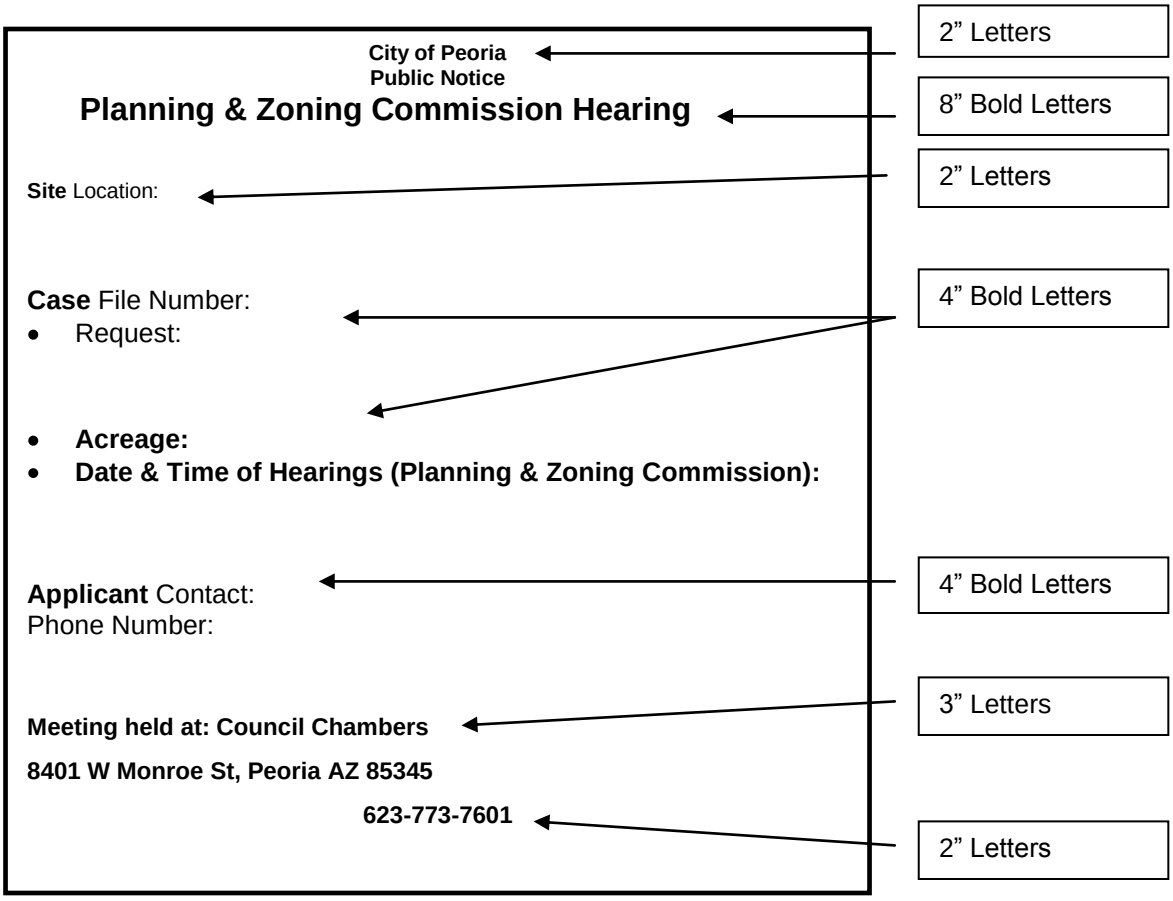
SITE POSTING REQUIREMENTS

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.

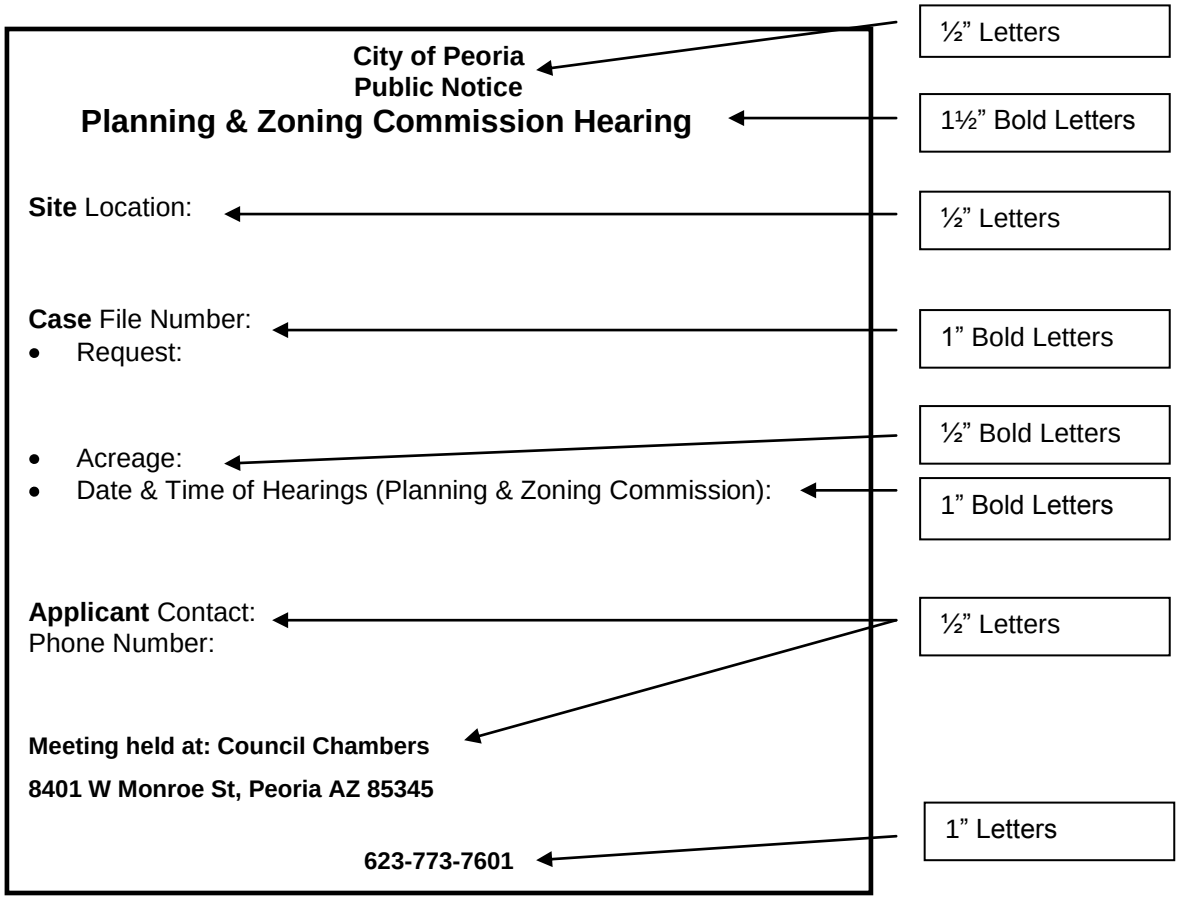
Sign Specifications for Conditional Use Permits REQUIRING site plan submittal.

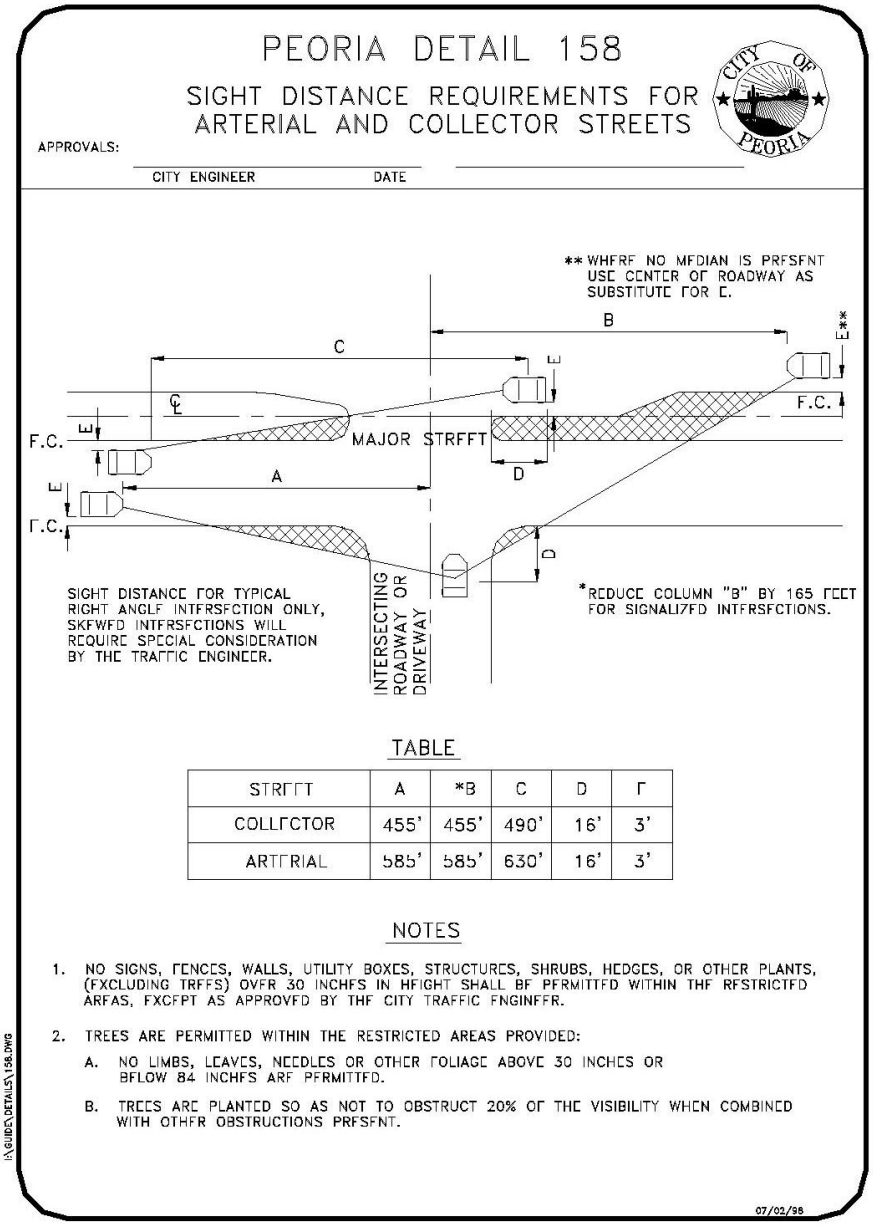
1. 4' X 4' in size
2. Laminated plywood or MDO board
3. Front, back, and all edges painted with two coats of white acrylic exterior enamel.
4. Black lettering sized per above details (decals)
5. Sign attached w/6 screws to 2 – 4" x 4" X 8' wood poles
6. Words indicated in bold are to be located on the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





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

Sign Visibility Diagram

Signs shall not interfere with visibility at street intersections or driveways

A. 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.

B. Location of all freestanding signs shall be shown on an attached scaled site plan demonstrating compliance with visibility diagram.

C. All off-site and political signs must comply with visibility requirements of section code 14-34-8 of the City of Peoria Zoning Ordinance.

PLANNING AND ZONING

AFFIDAVIT OF NOTIFICATION

Date_____ Case Number_____

Location of Property_____

_____

Sign Company Name_____

I, _____ certify that the site has been posted on the _____day of _____, 20____as indicated by the project manager for the case listed above.

Applicant/Representative Signature_____

STATE OF ARIZONA)
) ss
County of Maricopa)

The foregoing instrument was acknowledged before me this _____day of _____ 20____.

_____ _____

Notary Public My Commission Expires

Return completed notarized affidavit AND photographic evidence of site posting to the Community Development **at least 15 days prior** to the hearing body date.

9875 N. 85th Ave., Development and Community Services Building
Peoria, AZ 85345
623-773-7601