



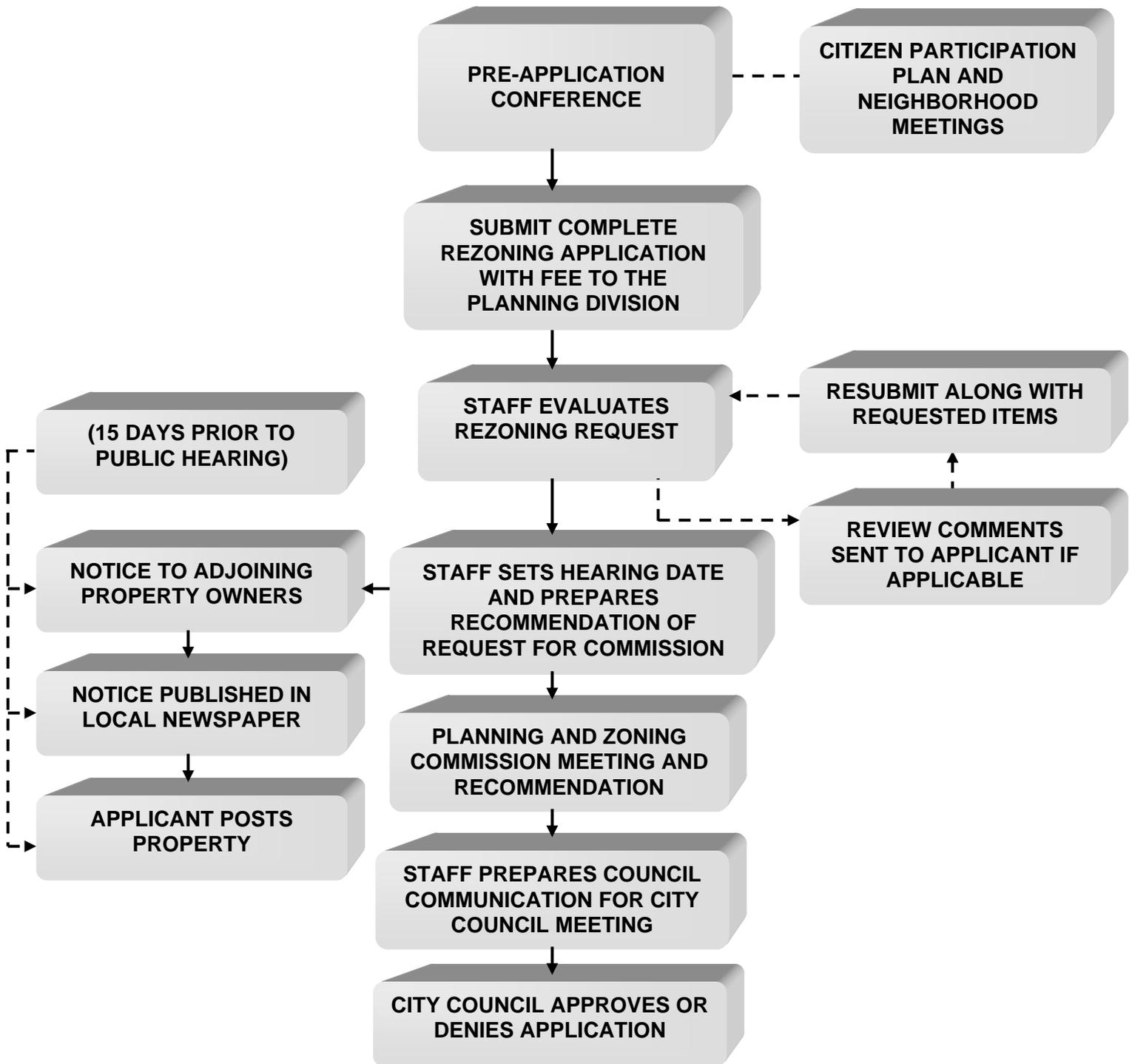
PLANNING DIVISION

Community Development Department

SPECIAL USE PERMIT PROCESS GUIDE

OVERLAY ZONING

SPECIAL USE PERMIT PROCESS



SPECIAL USE PERMIT SUBMITTAL REQUIREMENTS

Introduction

The Special Use Permit allows for uses which would otherwise be prohibited in the conventional zoning districts. These special uses usually do not conform to traditional use groupings, and because of their unique characteristics, and nature of operation, require specific safeguards or design constraint to be in place prior to their development. In addition, a special use shall be permitted only when adequate mitigation measures have been provided to eliminate or reduce any potential negative impacts the use may have on surrounding properties. The Special Use Permit is intended to provide a zoning overlay on conventional zoning districts for specific uses.

Since the Special Use Permit serves as an overlay zoning district, the public notices and hearing process shall be conducted in accordance with the procedures set forth in the Rezoning section of the Peoria Zoning Ordinance Article 14-39 Section 14-39-6.E to Section 14-39-6.H. The Planning and Zoning Commission may recommend and the City Council may impose additional or more stringent standards on the proposed uses. In considering an application for a Special Use Permit, the Planning and Zoning Commission and the City Council will base the decision on specific findings listed in Section 14-41-3.E.

It is highly recommended that the applicant make reasonable efforts to address any potential issues with and concerns with nearby residents. If there is significant public opposition to a proposed special use, this may indicate that the technical evaluation regarding compatibility of the use does not concur with the view of local residents and a recommendation of denial may be appropriate. If there is a significant public support of a proposed use, this may be a factor in favor of the request.

The Community Development Department, Planning Division is providing the following information to assist applicants in the preparation and submittal of an application to establish a special use on a property within the City of Peoria.

After review of this information, a pre-application conference with the Planning Division is **required** to further discuss your development proposal and answer any questions you may have regarding these submittal requirements and the rezoning process. The Pre-Application Process Guide can be found online at <http://www.peoriaaz.gov/planning>

Citizen Participation Plan and Neighborhood Meetings

State law requires that the City have a "citizen review process" to provide for identification of property owners and other citizens that may be affected by a special use or change in regulations. Having been identified, these persons will be contacted early in the process and furnished information about the proposed action for their comment prior to the public hearing. Typically, citizen participation involves neighborhood meetings structured to provide project information and feedback or comments from interested persons. For information on the Citizen Participation Plan see Article 14-39 "Administrative Procedures" Section 14-39-6 (E). A Citizen Participation Plan is required to determine how the following items will be addressed:

- The identification of those property owners and other citizens that would be affected or have an interest in the project;
- Identify the process for meeting with these persons;
- Identify how comments will be collected and evaluated; and
- The contents of a report to the City detailing the efforts to meet with and notify interested persons, the comments received, changes, mitigation or other actions taken in proposed in response to the comments and subsequent recommendations regarding the project, if any.

Special Use Permit Process

After receiving a complete special use permit application, the application will be routed for review and comment by City staff. After the review is completed, the comments are consolidated and returned to the applicant. Based on the nature of the comments, a meeting may be scheduled to discuss the comments. If a re-submittal of information is necessary, the re-submitted information will be reviewed again.

Once the staff comments have been addressed, the application will be forwarded to the Planning and Zoning Commission for a recommendation to the City Council. The applicant shall be required to post the property in accordance with the provisions of the Peoria Zoning Ordinance. The Site Posting Process Guide may be obtained from the website at http://www.peoriaaz.gov/planning/planning_guides.asp. Upon recommendation from the Commission, the application will be forwarded to the City Council for consideration and action. The Planning and Zoning Commission and City Council meetings are held in the Peoria Council Chambers, 8401 W. Monroe Street, Peoria, Arizona.

Special Use Permit Application Requirements

Requests submitted to the Planning Division shall include all the information listed on the attached submittal checklist. All narrative information shall be provided on 8 1/2" X 11" paper. Full size plans must be folded to approximately 9" x 12" and twelve copies of each element provided. Include all items as required in Article 14-41 of the Peoria Zoning Ordinance. Any special use shall require submission of a Site Plan application as part of the request. Contact the Planning Division at (623) 773-7200 for Site Plan submittal requirements.

General Engineering Requirements

The following information shall be included with requests for rezoning:

1. Current aerial with an overlay of the site plan or plat
2. Preliminary Drainage Report addressing:
 - off-site flows
 - floodplain information
 - acknowledgement of existing studies or planned drainage projects in the vicinity
3. Preliminary Traffic Impact/Roadway Analysis addressing:
 - Required roadway infrastructure for this project.
 - Existing legal access to and through this project site.
 - Acknowledgement of existing studies or planned capital improvement projects in the vicinity
 - Existing adjacent ROW
 - Planned ROW dedications and improvements
4. Preliminary Water and Sewer Analysis
 - Existing water and sewer infrastructure to service this project.
 - Addendum to the City Water and Sewer Master Plan
 - Acknowledgement of planned capital improvement projects in the vicinity
 - Assurance of 100 year water supply from Utility Company
 - Planned offsite infrastructure improvements needed for this site.
5. Preliminary Site Plan or Preliminary Plat with the following basic information:
 - a. Name and address of development, APN #
 - b. Vicinity map showing area within 1/2 mile of project.
 - c. Name and address of developer/owner and engineer/architect or firm
 - d. All plans and reports shall be labeled Preliminary or Conceptual
 - e. North arrow and scale of not less than 1" = 100'.
 - f. Adjacent zoning districts.
 - g. Prior zoning case numbers and associated stipulations
 - h. Property boundary with dimensions.
 - i. Adjacent streets and street right-of-way, including proposed improvements.
 - Existing and proposed ROW
 - Include cross-section of all proposed roadway improvements or new roadways
 - Ingress and egress points, including all driveways/intersections within 200' of the property.
 - j. Utilities and utility easements for water and sewer
 - Size of existing and proposed infrastructure
 - k. Delineate any areas in the floodplain show existing washes or drainage structures

Fees

Refer to the Planning Fee Schedule

(Available online at: <http://www.peoriaaz.com/planning/Docs/Miscellaneous/FEELIST.pdf>).

Refer to the Engineering Fee Schedule for TIA's and Master Drainage Reports

(Available online at: <http://www.peoriaaz.com/engineering/Docs/EngFeeSchedule.pdf>).

SPECIAL USE PERMIT APPLICATION CHECKLIST

*** ALL 24" x 36" PLANS SHALL BE FOLDED TO 8.5" x 11" ***

- ___ Application (included)
- ___ Ownership Verification Form (included)
- ___ Application Contact Form (included)
- ___ REVIEW FEE
 - ___ Special Use Permit Fee (same as rezoning fee)
 - ___ Noticing Fee (623-773-7601 for details) (\$_____)
 - ___ Traffic Impact Analysis/Statement Fee (623-773-7600 for details/fees) (\$_____)
 - ___ Master Drainage Report (623-773-7600 for details) (\$_____)
- ___ Pre-Application Meeting Comments
- ___ Original Proposition 207 Waiver (Must be notarized)
- ___ Narrative Statement/Project Justification including operational standards, mitigation techniques, and –if applicable-- end-of-use closure plans **(15 Copies)**
- ___ Legal Description **(1 copies including 1 electronic Copy in MS Word Format)**
- ___ Existing Conditions Map (If applicable/Current buildings on site) **(12 Copies – 24"x36" minimum)**
- ___ A.L.T.A. Survey – Include Streets & Driveways on Adjacent Streets. **(3 Copies)**
- ___ Conceptual Drainage Report **(2 Copies)**
- ___ Color Aerials of Subject Property with an overlay of the site plan/plat **(15 Copies)**
- ___ Conceptual Traffic Impact Statement / Analysis **(2 copies)**
- ___ Conceptual Water and Sewer Analysis / Master Plan **(2 Copies)**
- ___ Site Plan Submittal

The following materials are required if the subject property/site is North of Pinnacle Peak Road:

- ___ Master Conservation Plan (for sites less than 10 gross acres) **(2 copies)**
- ___ Desert Conservation Report (for sites more than 10 gross acres) **(2 copies)**
- ___ Hillside Analysis (If slope conditions are present) **(2 copies)**

PROJECT NARRATIVE

The Application shall be accompanied by a Project Narrative that accurately describes the project. Please clearly identify at the beginning of the Project Narrative the following elements of development(s) proposed on the property.

- the location of the proposed development
- the size of the proposed development
- the existing zoning of the property
- the existing and proposed use on the property

The Project Narrative shall include, at a minimum, the following components of the proposed development and uses in order for staff, the Commission and City Council to evaluate the Special Use Permit request (additional limitations on certain uses are listed in the Peoria Zoning Ordinance, Article 14-41 "Special Use Permits"). The applicant is encouraged to submit additional information that might be critical for the evaluation of the proposal.

1. The type and the characteristics of the proposed development and uses.
2. The compatibility with the surrounding land uses.
3. Proposed hours of operations.
4. Any unique design considerations, beyond Zoning Ordinance requirements, which create compatibility between the proposed use and adjoining developments.
5. Any unusual physical features or characteristics of the site which present opportunities or constraints for development.
6. Identification of off-site impacts and adequate measures proposed to mitigate those impacts; impacts include but are not limited to dust, smoke, noise, odors, lights, or storm water run-off.
7. Time limit where upon the Special Use Permit shall cease to exist.
8. Provisions for storm run-offs and water conservation measures.
9. Hazardous materials handling.
10. Other than the requested Special Use Permit approval, please list all other approval processes that are required to accomplish the development proposal, i.e. variances, site plans, State or County licensing or permits, Federal permitting, etc.



PLANNING DIVISION
 Community Development Department
SPECIAL USE

APPLICATION # _____ SUBMITTAL DATE _____ FEES _____ ACCEPTED BY _____

EXISTING ZONING		
ADDRESS OF PROPERTY/GENERAL LOCATION		
DEVELOPMENT/PROJECT NAME		
REFERENCE CASES (LIST ALL PREVIOUS PLANNING CASES)		
GROSS ACREAGE/SQ.FT.		
EXISTING LAND USE	PROPOSED LAND USE	
TAX PARCEL NUMBER		
OWNER OF RECORD		
ADDRESS		
CITY	STATE	ZIP CODE
PHONE NUMBER	FAX NUMBER	
OWNER SIGNATURE		
APPLICANT		
ADDRESS		
CITY	STATE	ZIP CODE
PHONE NUMBER	FAX NUMBER	
CONTACT PERSON	EMAIL	
OTHER PARTIES OF INTEREST		
ADDRESS		
CITY	STATE	ZIP CODE
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 **SPECIAL USE PERMIT** 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

APPLICATION CONTACT

I hereby request that all verbal and written communication regarding the attached application be provided to:

TELEPHONE: _____

FAX NUMBER: _____

E-MAIL: _____

Additionally, I understand that it is the above listed person's responsibility to communicate any verbal or written communications on said application to other members of the development team, including, but not limited to application comments, staff reports, action letters, meeting times, etc.

Applicant's Signature

Date

PRINCIPALS AND DEVELOPMENT TEAM

Provide a list of principals involved in the development proposal. This includes owner and potential buyers of record and members of the development team. If a partnership or limited partnership is involved, list the general partners and the limited partners with more than ten percent interest.

Principal Owner:

Principal Buyers:

Development Team: