

ADMINISTRATIVE ZONING PERMIT

PZ-AZ

WHAT TO EXPECT

- **Read this document in its entirety before using the online portal to apply for a permit.**
- **Be Prepared** - Information to have ready and submittal requirements are noted below. All submittal items must be in electronic format PRIOR to initiating an online application. **Only PDF format will be accepted.**
- **Online Portal Tutorial** – please watch a very brief video [here](#) prior to applying online so you understand how to use the online portal permitting system.
- **Register** – You will need to register in the online portal [here](#) if you have not already done so. Please remember your e-mail address and password because you will need them for future log-ins.
- **Start Your Online Application** - When you have followed the steps above, initiate an application using the online portal [here](#). You will need to log in, select My Portal, then Apply Online, then Planning and Zoning, then Administrative Zoning Permit, and follow the prompts from there.
- **Submit** - Clicking “Save and Continue” at the end will submit your application and create a permit. You will have an opportunity to edit your information one last time prior to submitting, and if you need to make changes later you may contact staff for assistance.
- **Upload** – Once you have created your permit, you may scroll down to “Submittals” and upload your PDF documents. Please note that you may see many requested items that were not discussed at your pre-application meeting. If staff did not request these items specifically and/or if they are not mentioned in your pre-application meeting notes, you may leave these items blank. *Please see the Online Submittal Requirements and Additional Requirements below.*
- **Pay** – A planner will review your application and submitted documents and let you know if any submittal items are missing. After staff has processed your documents, you will receive a message from the online system telling you your permit is “**technically complete.**” This means it is time to log into the online portal to pay for your permit. If someone else will be paying for your permit, please contact staff for assistance.
- **Communication** – Your case will be assigned to a planner who will let you know if anything else is needed to proceed with your permit. Your case will be placed on a hearing agenda if applicable (for certain types of Temporary Use Permits only).

ONLINE APPLICATION INFORMATION

- **Parcel/Site** - be prepared with a Parcel Number or Site Address (if multiple, select one initially and the others can be added later in the online application)
- **CC&Rs** - be prepared to acknowledge awareness of any applicable CC&Rs that may apply to the property. *The County does not enforce CC&Rs which are private agreements between the OA/HOA/POA and the property owner. Some Owner Associations prohibit the Uses permitted by Coconino County.*
- **Authorization** - you must be the property owner or a representative of the property owner and certify as such in the online application

ONLINE SUBMITTAL REQUIREMENTS

Please provide a **CLEAR, READABLE** electronic or scanned copy of the following in PDF format:

- **Narrative** – typewritten, describing all pertinent details of the request and how performance standards of the requested administrative zoning type will be addressed, as well as describing structures and uses as applicable, proposed dates and times of operation, number of employees and/or patrons, traffic flow and parking, how utilities (water, power, wastewater) are provided as applicable, lighting and noise considerations, etc.
- **Site Plan** - drawn **to scale** using accurate dimensions and showing property boundaries; existing and proposed structures and uses; locations of driveways, pedestrian walks, easements (vehicular, utility), landscaped areas (per Section 4.4 of the Zoning Ordinance), fences, walls, exterior lighting (per Section 4.3 of the Zoning Ordinance), signage (per Section 4.2 of the Zoning Ordinance), off-street parking areas including ingress and egress, traffic flow, property setbacks, and natural features of note that may affect the request. (See the [Site Plan Requirements](#) document for a complete list). If applicable, the Site Plan may include the Landscape Plan, Signage Plan, and Lighting Plan.
 - ***A site plan is not required for Home Occupations, Metal Storage Container Administrative Permits, or RV as Temporary Residence – Temporary Use Permit subtypes, provided the request meets the requirements of the applicable Section of the Zoning Ordinance as listed below. Staff may request a site plan if needed to determine setbacks or other site layout considerations.***
- Identify the **Use** (subtype) that requires an Administrative Zoning Permit. Consult the applicable Zoning Ordinance Section for Performance Standards and other requirements or contact a planner for assistance. **Select one of the following options while applying for your permit:**
 - Campgrounds in commercial zoning districts (Section 3.18)
 - Community Coops (Section 3.3.D.2.E)
 - Community Gardens (Section 3.3.C.3)
 - Group Homes for the Disabled (Section 3.8)
 - Home Occupations (Section 3.5)
 - Metal Storage Containers (Section 3.10)
 - Recreational Vehicle Parks in commercial zoning districts (Section 3.18)
 - Recreational Vehicles and Travel Trailers as a Permanent Residence (Section 3.17)
 - Temporary Use Permits (Section 3.2)

ADDITIONAL REQUIREMENTS

Please submit the following items only if requested by staff and/or associated with your permit subtype. Otherwise, you do not need to upload anything for these requested items.

- **Pre-Application Meeting** – only applicable for certain subtypes of Temporary Use Permits (multiple uses or exceeding time frames/frequency) that must go before the Planning and Zoning Commission
- **Citizen Participation Plan and Report** (see [Citizen Participation Plan Brochure](#) for details; please note that this is only required if the case will be heard by the Planning and Zoning Commission)
- Copies of recorded easements if applicable
- Legal descriptions of proposed and existing parcel and easements by an Engineer or Surveyor if needed to determine the relative location of proposed structure

- Landscape Plan detailing the locations of existing vegetation (to be retained and to be removed), the location and design of landscaped areas including irrigation systems, the number, varieties, and sizes of proposed plant materials and other features as required per Section 4.4 of the Zoning Ordinance (ZO).
- Architectural Drawings including floor plans and elevations of all proposed structures. All exterior surfacing materials and colors shall be specified, with samples and renderings provided.
- Color samples as applicable
- Signage Plan detailing all existing and proposed signs, including their location, size, materials, color, and method of illumination as required per Section 4.2 of the ZO.
- Lighting Plan including location of all outdoor lighting fixtures and description of each (i.e. Lamp Type, Lumen output, Shielding) as required per Section 4.3 of the ZO.
- Wildlife Study
- Traffic Study and Traffic Impact Statement/Analysis if applicable
- Property Management Plan if requested
- Fire Protection Plan if requested
- Emergency Services Agreements
- Preliminary drainage report

ADDITIONAL REQUIREMENTS for TEMPORARY USE PERMITS

- Only one Temporary Use Permit (TUP) may be issued for a parcel at any one time; multiple temporary uses may be considered only through Planning and Zoning Commission approval.
- Prior to the issuance of a TUP, a bond may be required. This deposit shall be used by the County to defray the costs of cleanup of the lot if the permittee fails to do so.
- All other required permits and licensing as necessary (such as approvals from the Sheriff's Office, Public Works, Fire Marshal, or the Public Health District).
- Other permits may be required for buildings, lighting, or signage as applicable.

ADDITIONAL REQUIREMENTS for GROUP HOMES FOR THE DISABLED

- Architectural drawings including floor plans and elevations of all existing and proposed structures as they will appear upon completion.
- A notarized statement that describes the maximum number of residents, the number of live-in staff and the number of employees on site at a time; the full range of disabilities the home serves; an outline of the Code of Conduct; and certification that residents fit the definition of Handicapped under the Fair Housing Act. This can be included as part of the Narrative.
- Affidavit of Compliance (signed and dated) using the following language in a separate document: *"I understand the definition of a Group Home for the Disabled as defined by the Fair Housing Act and hereby certify occupants of proposed home meet the standards of said definition. Should the property being used no longer meet the standards as outlined in Section 3.8 of the Coconino County Zoning Ordinance or if all occupants of the home no longer meet the intent of the Fair Housing Act this permit shall be considered void. In such cases, regulations for Other Group Homes or Residential Collective Homes shall apply. Further it is stated that the Assessor's Parcel Number(s) [insert] is/are presently or will be used as a Group Home for the Disabled."*

ADDITIONAL REQUIREMENTS for METAL STORAGE CONTAINER PERMIT

- Color samples if requested
- Affidavit stating or acknowledging the following information:

- *The Metal Storage Container proposed is no larger than 8'x20' in size or 160 square feet total. I understand that metal storage containers larger than 160 square feet and/or multiple containers require a Conditional Use Permit and cannot be approved using this Metal Storage Container Permit.*
- *If electricity or plumbing is desired within the unit, I understand that additional permits are required.*
- *There shall be no signage on the Metal Storage Container.*
- *The proposed paint color name, and that they are either the same color as the primary structure or are an earth tone color.*
- *The Metal Storage Container is for storage only, and nothing may be stored on top of it. It is not for rental, residency, or animal-keeping.*
- *I understand that the Metal Storage Container must meet property line setbacks in terms of placement.*

ADDITIONAL REQUIREMENTS for CAMPGROUND or RV PARK IN COMMERCIAL ZONES

- Documentation of emergency services agreements.
- Documentation of a Wildfire Mitigation Plan or Fire Protection Plan if applicable
- Property Management Plan
- All standards and requirements of the County Health Services District shall be met, and all permits or licenses shall be obtained prior to operation.
- All standards and requirements of the County Building Division, Engineering Division, and Environmental Quality Division shall be met prior to establishing any campsites/RV spaces.
- Landscape Plan

OTHER PERMITS MAY BE REQUIRED

In addition to the Administrative Zoning Permit, applicable Building, Environmental Quality, and Engineering Permits may be required. Planning and Zoning review shall be conducted through the issuance of such permits. ***Please note that other Zoning applications may be required such as a Lighting Permit, Sign Permit, Design Review Overlay, etc. in order to proceed with development if the Administrative Zoning Permit is approved.***