

Conditional Use Permit

PZ-CUP

ONLINE SUBMITTAL REQUIREMENTS (please scan or provide an electronic copy of the following):

- Be prepared with a Parcel Number or Site Address (if multiple, select one initially and the others can be added later in the application form)
- Be prepared with the acreage of the proposed use (If less than 1, type "1.")
- 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.*
- You must be the property owner or a representative of the property owner and certify as such in the online application form
- Citizen Participation Plan and Report (see [Citizen Participation Plan Brochure](#) for details)
- Narrative – typewritten, describing the request and all aspects of the use in detail, as well as demonstrating conformance to the Findings for a Conditional Use Permit (see [Conditional Use Permit Brochure](#)) and compliance with the Coconino County Comprehensive Plan. If waivers from the Zoning Ordinance are requested, include them in detail within this Narrative.
- Site Plan - drawn to scale using accurate dimensions and showing property boundaries; existing and proposed improvements and uses; locations of driveways, pedestrian walks, landscaped areas, fences, walls, off-street parking areas including ingress and egress, traffic flow, and Easements (*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.
- Non-Refundable Filing Fee

OTHER SUBMITTAL ITEMS (THAT MAY BE REQUESTED BY A PLANNER) INCLUDE:

- Pre-application meeting
- Pre-application meeting waiver if applicable
- 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

In addition to the Administrative Permit, applicable Building, Environmental Quality, and Engineering Permits may be required. Planning and Zoning review shall be conducted through the issuance of such permits. ***Other Zoning permits may be required such as a Lighting Permit or Sign Permit.***