

CONDITIONAL USE PERMIT

PZ-CUP

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 Conditional Use 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 when ready.

ONLINE APPLICATION INFORMATION

- **Pre-Application Meeting** - must have been held with staff prior to submitting an online application (or be prepared to provide electronic documentation of an approved Pre-Application Meeting waiver)
- **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)
- **Acreage** - be prepared with the acreage of the proposed use (If less than 1, type “1.”)
- **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:

- **Citizen Participation Plan and Report** (see [Citizen Participation Plan Brochure](#) for details; please note that this is **not** required for administrative renewals of conditional use permits)
- **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 the [Conditional Use Permit Brochure](#)) and compliance with the Coconino County Comprehensive Plan (see *goals and policies here*). 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, exterior light fixture locations, 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.

ADDITIONAL REQUIREMENTS

Please submit the following items **only** if requested by staff and/or **noted** within the pre-application meeting notes. **Otherwise, you do not need to upload anything for these requested items.**

- 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

OTHER PERMITS MAY BE REQUIRED

In addition to the Conditional Use 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 Conditional Use Permit is approved.**