

ZONING EXEMPTIONS

PZ-EX

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 “Zoning Exemption (Agricultural, Metallurgical, etc),” 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.

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)
- **Authorization** - you must be the property owner or a representative of the property owner and certify as such in the online application
- Identify the type of **Zoning Exemption** you are requesting:
 - *Agricultural – Farm Property, Grazing, or Livestock Ranch Property*
 - *Agricultural Composting*
 - *Metallurgical*
 - *Mining*
 - *Railroad*
 - *Sale of Food by Producers*

ONLINE SUBMITTAL REQUIREMENTS

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

- **Narrative** – typewritten, describing in detail ALL structures on and uses of the property (including non-exempt). The Narrative shall include a Statement of Agricultural Use if applicable (details below).
- **Site Plan** that shows all areas that fall under the Zoning Exemption, including the following:
 - Structures (exempt and non-exempt)
 - Land and grazing leases and allotments
 - Major roads and all easements
 - Land ownership
 - Section/Township/Range
 - Assessor Parcel Numbers
 - *Note: The narrative statement shall reference locations and structures identified on site map.*
- **Exempt Status Documentation** from the [Coconino County Assessor's Office](#) and/or Arizona Department of Revenue verifying the exemption request/land use

ADDITIONAL REQUIREMENTS

For Agricultural Exemptions only: Applications shall include a Narrative with a Statement of Agricultural Use which includes the following information:

- Components of the agricultural use including ownership, membership, organization
- Describe if leased land will be used in conjunction with the operation
- List the type and quantity of livestock maintained
- Identify the number of acres maintained as undeveloped land, irrigated land, fallow land, waste land or as home site and/or headquarters
- A description of all existing and/or proposed farm/ranch buildings, non-farm/ranch buildings and farm/ranch improvements.
- Length of time the use has been in operation.

OTHER PERMITS MAY BE REQUIRED

In addition to the Zoning Exemption, applicable Building, Environmental Quality, and Engineering Permits may be required. Planning and Zoning review shall be conducted through the issuance of such permits.

ZONING ORDINANCE SECTION 1.8 - REGARDING EXEMPTIONS

Pursuant to A.R.S. § 11-812(A)(2) and (3), nothing contained in this Ordinance shall prevent, restrict, or otherwise regulate the Use or occupation of land or improvements for railroad, Mining, metallurgical, Grazing, general Agriculture purposes, Agricultural Composting, or sale of food by producers, if the Parcel concerned is five or more contiguous Commercial Acres in size. Property is not considered exempt from this Ordinance unless and until the Coconino County Community Development Department issues a Certificate of Exemption for that property. In order to secure a certificate of exemption, an applicant shall submit a zoning exemption application, including a Site Plan and other reasonable supporting documentation, as prescribed by the application form.

1.8.A. Exemption Eligibility. Only property classified by the Coconino County Assessor's Office or the Arizona

Department of Revenue as property used for one of the purposes enumerated in the paragraph above is eligible for exemption under this section. If property has been so classified, the property is exempt from the Coconino County Zoning Ordinance and/or building code, unless the Community Development Director determines that all or part of the property is not used primarily for one or more of the purposes enumerated above.

1.8.B. Agricultural Composting. Concurrent with a zoning exemption application, an Agricultural Composting operation exempt under this section shall notify in writing the Board of Supervisors, and the fire district in which the composting operation is located, of its operations. If the nearest fire department is located in a city, town, or fire district where the Agricultural Composting is not located, the Agricultural Composting operation shall also notify in writing the nearest fire department or district.

1.8.C. Review. Exempt status is open to review by the Coconino County Community Development Department and may be canceled at any time upon a determination by the Director that the property is no longer being used for an exempt purpose. Any Structure built under an exemption that does not meet the underlying Zoning district and/or Coconino County building code may be required to comply with said standards if, at a future date, the exemption is no longer applicable. The denial of a Certificate of Exemption may be appealed to the Board of Supervisors in accordance with Section 5.5 of this Ordinance.

1.8.D. Sale of Food by Producers. Pursuant to A.R.S. § 3-561 to 3-563, nothing contained in this Ordinance shall prevent or restrict a producer of food from selling products raised or grown on the same property.