


How to Apply for Zoning Permits Using the Online Portal

All items must be submitted in electronic/scanned format via the [online portal](#).

- 1) Open your web browser and go to <https://co-coconino-az.smartgovcommunity.com/ApplicationPublic/ApplicationHome>. If you are a returning user, log in. If you are a new user, register a new account and check your e-mail for verification, then log in. **You must have an e-mail address to use the online system.**
- 2) Select the Division (Planning and Zoning), then select the zoning permit type* desired.
- 3) Follow the prompts to complete the application.
- 4) Once your application has been submitted, it will be immediately assigned a permit number by the system. You may then upload the required and optional submittal items

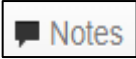
(electronic/scanned documents or graphics). Click on the  Submittals tab (below the map), then look at each submittal item requested. If it applies to your project, please click the "0 Files" link to the right of that item to upload the requested document. **If the item does not apply to your project, you do not need to upload anything for that item.**

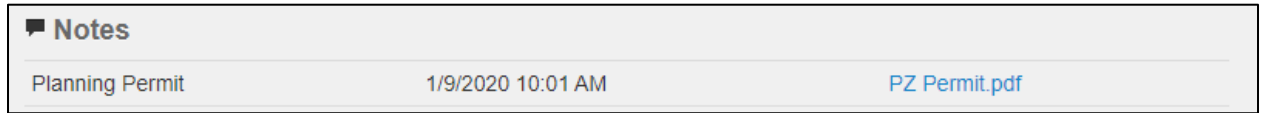
Submittals				
Submittal	Required	Received	Version	Status
Property owners contact and signature (affidavit and certification)	Yes		1	Pending 0 Files
Site plan (as applicable/requested)	Yes		1	Pending 0 Files

- 5) A staff planner will be in contact with you to let you know if your application is complete or if additional information or documents are needed. **You will be directed to upload any additional documents through the portal by a planner if needed.**
- 6) A staff planner will calculate your fee and you will receive a prompt from the system that your permit is "technically complete" which means payment is due (unless it is a

free permit). Click on the  button to visit the online payments page.

- 7) Once the fee is paid in full and a complete submittal is established, the permit is considered "administratively complete." A planner will then begin processing** the permit and will be in touch with you. If the permit requires a public hearing, it will be placed on the next applicable hearing agenda and staff will be in contact with you to confirm the details.

8) If the permit is approved, the planner will issue it and you may view and download the approval documentation (“PZ Permit.pdf”) through the portal under the  tab.



9) Once the permit is issued, you may proceed with your project. Please note that building (BD), engineering (ENG), environmental quality (EQ), or other permits may be required to proceed with the project. Call the Community Development Department at 928-679-8850 with questions.

** A pre-application meeting or pre-application waiver is required **prior to applying online** for any permits requiring a public hearing. Pre-application reviews must occur no more than 6 months before the submittal of an application, otherwise a new pre-application review must be scheduled. The Director may waive the requirement for pre-application review upon formal request by the applicant; documentation of this must be provided by the Director. The following permits are required to have a pre-application review:*

- *Conditional Use Permits*
- *Zone Changes*
- *Subdivisions*
- *Design Review Overlay*
- *Amendments to the Zoning/Subdivision Ordinance or Comprehensive/Area Plan*
- *Medical Marijuana Facilities*
- *Variances*
- *Abandonments*

*** Prior to the issuance of a Permit, a Bond or other accepted assurance may be required. This deposit shall be used to defray the costs of compliance or cleanup of the property by the County in the event the permittee fails to do so.*