

Administrative Zoning Permit

PZ-AZ

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

- Be prepared with a Parcel Number or Site Address
- You must be the property owner or a representative of the property owner and certify as such in the online application form
- 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. ***A site plan is not required for Home Occupation, Metal Storage Container, or RV as Permanent Residence administrative requests provided the request meets the requirements of the applicable Section of the Zoning Ordinance as listed below.***
- Identify the **Use** 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)
- 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.*
- 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
- Traffic Study with Traffic Impact Statement/Analysis if applicable
- Landscape Plan if applicable

In addition to this 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, Sign Permit, or waivers through an Administrative Adjustment Permit.***

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