SPECIAL USE PERMIT MINOR AMENDMENT

Minor Amendments are small adjustments to the details of a site plan that allow continued compliance with an approved site plan and that do not substantively or materially alter the original character and/or intent of the approved site plan.

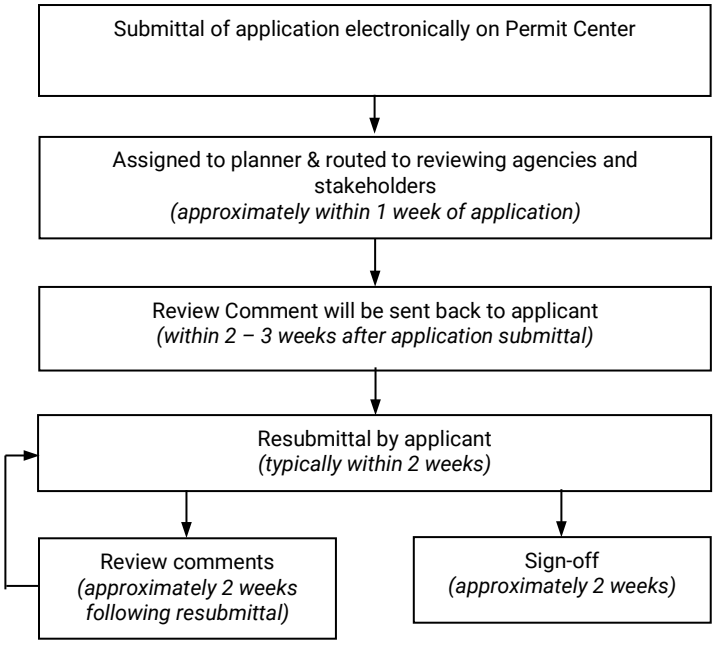
Submittal Forms Index

1. Special use permit minor amendment process
2. Special use permit minor amendment application
3. Special use permit minor amendment checklist
4. SUP supplemental questionnaire for wireless communication facilities
5. Drainage requirements for precise plan
6. Permit Center - Citizen User Guide – How to Register – Create an Account
7. Permit Center - Citizen User Guide – How to Apply for Plan

Permit Center – on-line permitting system
Maricopa County Permit Center
https://maricopacountyaz-energovweb.tylerhost.net/apps/selfservice#/home

SPECIAL USE PERMIT MINOR AMENDMENT PROCESS

PROCESS FLOW CHART – PROJECTED TIMEFRAME



* Approximate timeframe for Special Use Permit Minor Amendment is approximately 2 months.

FILING AN APPLICATION

To submit an application, the following information is required:

1. Verification of ownership of the site, such as a recorded or unofficial deed.
2. Application fees for Planning, Drainage Review, MCESD, Transportation and Addressing.
3. Photographs of the site and adjacent properties.
4. Precise Plan of Development (also known as a Site Plan). A Preliminary Plat may substitute, if applicable.
5. Narrative Report, describing the request, justification for the request, property and area conditions, potential impacts, proposed improvements, services, utilities, etc.
6. Other information such as building elevations and details, floor plans, sign details, landscape plans, architectural renderings, a drainage report and/or a traffic impact study.

RESUBMITTAL REVIEW

Depending on the comments received, the application materials (such as the Site Plan or Narrative) may need revisions. The owner or authorized agent must submit revised materials, reflecting review comments, to the Planning and Development Department, which will forward the revised materials to the appropriate agencies. Once they are satisfied that the technical requirements have been met (more than one re-submittal may be necessary).

AMENDMENTS

A Minor Amendment is an administrative process. The conditions of approval of this Special Use Permit Minor Amendment may be appealed to the Hearing Officer pursuant to ARS § 11-832. Provide request for appeal to the Hearing Officer Liaison at this address within 30 calendar days of the administrative/ministerial approval date to schedule an administrative hearing.

SPECIAL USE PERMIT MINOR AMENDMENT PROPERTY OWNER AUTHORIZATION APPLICATION

ALL FEES ARE DUE AT TIME OF APPLICATION AND ARE NON-REFUNDABLE.

REQUEST

Project Name _____

Description of Request: _____

Existing Use of Property: _____

Existing Zoning District: _____

Requested Special Use Permit Minor Amendment: _____

Related Case Numbers: (List V# if site is subject to code violation) _____

PROPERTY INFORMATION

Address (if known): _____

General Location (include nearest city/town): _____

_____

Size in Acres: _____ Square Feet: _____

Legal Description Section: _____ Township: _____ Range: _____

Assessor's Parcel Number(s): _____

Subdivision Name (if applicable): _____

OWNER'S AUTHORIZED AGENT INFORMATION

Name: _____ Contact: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Fax #: _____ Email: _____

PROPERTY OWNER INFORMATION

Name: _____ Contact: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Fax #: _____ Email: _____

PROPERTY OWNER AND OWNER'S AGENT AUTHORIZATION

I **(property owner)** _____ authorize **(owner's agent)** _____ to file this application on all matters relating to this request with Maricopa County. By signing this form as the property owner I hereby agree to abide by any and all conditions that may be assigned by the Maricopa County Board of Supervisors, Maricopa County Planning and Zoning Commission, or Maricopa County Planning and Development Department staff as applicable, as part of any approval of this request, including conditions, development agreements, and/or any other requirement that may encumber or otherwise affect the use of my property.

PROPOSITION 207 WAIVER – *SIGNATURE REQUIRED*

The property owner acknowledges that the approval being sought by this application may cause a reduction in the existing rights to use, divide, sell or possess the private property that is the subject of this application. The property owner further acknowledges that it is the property owner who has requested the action sought by the filing of this application. Therefore, with full knowledge of all rights granted to the property owner pursuant to A.R.S.§12-1132 through 1138, the property owner does hereby waive any and all claims for diminution in value of the property with regard to any action taken by Maricopa County as result of the filing of this application.

Property Owner Signature: _____ Date: _____

VERIFICATION OF APPLICATION INFORMATION - *SIGNATURE REQUIRED*

I certify that the statements in this application and support material are true. Any approvals or permits granted by Maricopa County in reliance upon the truthfulness of these statements may be revoked or rescinded.

Owner or Authorized Agent Signature: _____ Date: _____

CASE INACTIVITY

Cases which are not active within six (6) months will be considered inactive and closed by staff. A letter addressing the inactivity will be sent to the owner's authorized agent or property owner with notification of the case to be closed within thirty (30) days. To pursue entitlement after the closing of the case, a new application and associated fees will need to be filed.

SPECIAL USE PERMIT MINOR AMENDMENT
APPLICATION SUBMITTAL CHECKLIST

Applications submitted to the Maricopa County Department of Planning and Development shall include all of the exhibits, items and information listed in this checklist. This information is required by County Ordinance or Planning and Development staff in order to adequately review the proposal. An application will only be accepted by the Planning and Development Department when all of the items listed below are submitted, unless otherwise deemed unnecessary by staff. Application(s) determined to be incomplete shall not be processed by staff. Additional information, detail and/or copies may be required after review by County agencies. **PLEASE BE ADVISED THAT COMPLIANCE WITH STAFF REQUIREMENTS DOES NOT GUARANTEE STAFF SUPPORT OF THE REQUEST OR FINAL APPROVAL OF THE REQUEST.**

1. SPECIAL USE PERMIT MINOR AMENDMENT PROPERTY OWNER AUTHORIZATION APPLICATION

2. PROOF OF OWNERSHIP - OFFICIAL OR UNOFFICIAL RECORDED DEEDS

3. SITE PLAN: 24" x 36" Site Plan to include the following information:

A. Project name and case/tracking #
B. Date of plan and dates of any subsequent revisions
C. Vicinity map with location of site
D. Title block identifying Owner, Developer, Engineer and owner or authorized agent
E. Site dimensions/boundaries
F. North arrow and scale (written and graphic)
G. Site summary table:
    1. Gross acreage
    2. Net acreage
    3. Existing zoning and land use
    4. Proposed zoning and land use
H. Request (i.e. Special Use Permit Minor Amendment for _____ project name)
I. Legal Description of parent parcel
J. Street names, existing and proposed, along with right-of-way dimensions, for all existing and proposed streets, show proposed cross-sections
K. Access points with centerline dimensioned from property corner
L. Dimensions of all driveway widths and distances between driveways
M. Each use identified:
    1. Dimensions of each structure
    2. Dimensions between structures
    3. Distances from property lines
    4. Lot coverage
    5. Building height and square footage
N. Parking areas:
    1. Dimensions and angles
    2. Surfacing and /or paving material
    3. Vehicle storage areas
    4. Loading spaces or zones identified
    5. Required & Proposed parking spaces (including handicapped-accessible)
O. Adjacent property owners, uses, zoning and parcel numbers
P. Name of school district where project is located
Q. Utility commitment table (a table illustrating water, wastewater disposal, Fire protection, police protection, electric, natural gas, telephone, and refuse providers)

R. Location of all utilities (existing and proposed)
S. Signs:
    1. Location, size, height and type
    2. Elevations of each sign
    3. Source of illumination
    4. Area and number allowed/area and number requested
T. Location of all recorded/proposed easements
U. Type of screening (i.e. walls and plantings)
V. Existing and proposed contours
W. Location of landscaping and retention areas
X. Typical landscaping section
Y. Location, height and type of outdoor lighting. Note compliance with Section 812 of the Zoning Ordinance in regard to outdoor lighting
Z. Show the location of all proposed and existing fire hydrants, water supply/storage, and wells, and septic systems

4. NARRATIVE REPORT: Explanation of the project. Underlined wording indicates a section heading.

A. Title page – include project name, general location, case/tracking #, and vicinity map
B. Purpose of Request
C. Description of Proposal, including proposed uses(s), business operations, hours/days of operation, # of employees, description/location of buildings, color palette, type of construction material, sign detail/descriptions, screening wall/fence details and location, etc.
D. Relationship to Surrounding Properties (their use, zoning, etc.)
    1. Explanation of how the proposed development will benefit the community or area.
    2. Discussion of recent changes in the area of your request that support the application request (i.e. adoption of city or town plans, subdivision approvals, surrounding development, etc.)
E. Location and Accessibility
F. Circulation System (on & off-site) – include proposed improvements or dedications
G. Development Schedule (phasing)
H. Community Facilities and Services (school district, parks, amenities within area, etc)
I. Public Utilities and Services (refuse, sewer, water, police, fire, etc.)
J. For RUPD's – comparison chart, if applicable
K. Other information that will be helpful in evaluating the request
    1. Architectural renderings and themes (descriptions)
    2. Landscaping renderings and themes (descriptions)
    3. Floor plans, elevations

5. DRAINAGE REPORT/PLAN (Check with Drainage Review to determine if applicable)

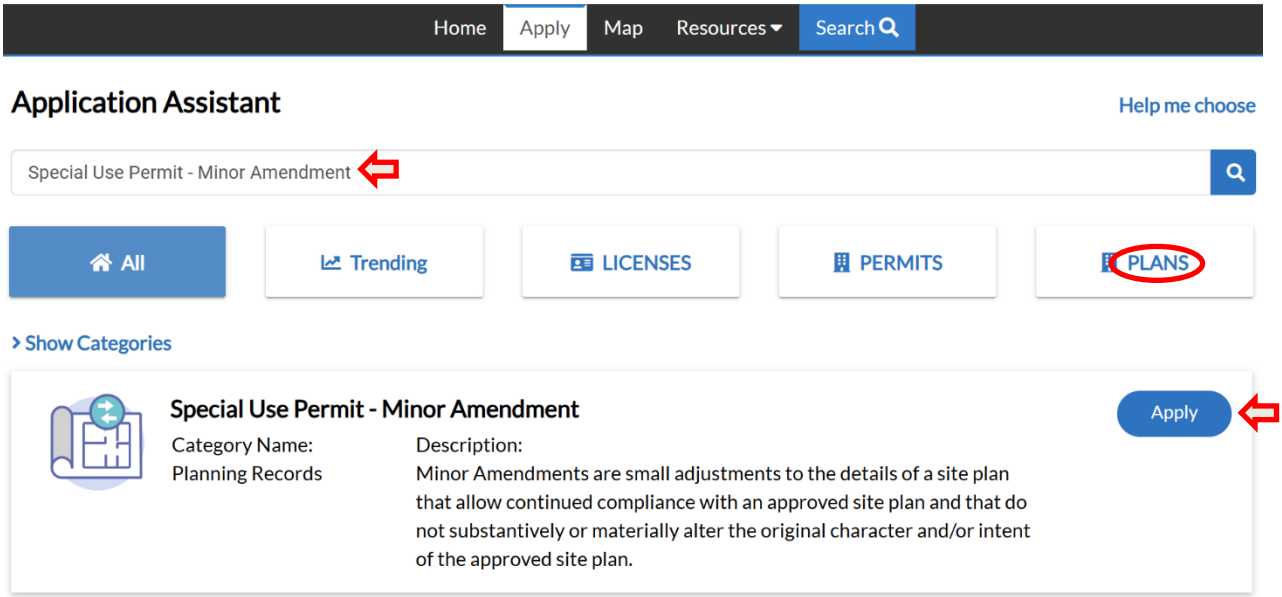
6. TRAFFIC IMPACT STUDY (Check with Maricopa County Department of Transportation to determine if applicable).

7. Electronic copies of application materials saved as Adobe PDF files. Example Narrative Report should be saved as **NARR-RPTS-1.pdf**

SPECIAL USE PERMIT MINOR AMENDMENT
APPLICATION SUBMITTAL CHECKLIST

Electronic Copies of Application Materials for upload to Permit Center	**Required Naming Convention for the Adobe PDF application materials**
1. Completed Special Use Permit Minor Amendment Property Owner Authorization Application ***– required***	APPL-FORM-1
2. Official recorded or unofficial deed ***– required***	DEED-DETL-1
3. Site Plan ***– required***	SITE-PLAN-1
4. Narrative Report ***– required***	NARR-RPTS-1
5. Drainage Report/Plan (if applicable)	DRAI-RPTS-1
6. Traffic Impact Study (if applicable)	TRAF-RPTS-1

Permit Center – on-line permitting system
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https://maricopacountyaz-energovweb.tylerhost.net/apps/selfservice#/home



8. FEES:

A. Planning Review Fee: Special Use Permit Minor Amendment **$750 + $100/acre or portion thereof** ($5,000 max.)
B. Drainage Review Fee: Minor Amendment **$650**
C. Maricopa County Department of Transportation (MCDOT) Review Fee **$250**.
D. Maricopa County Environmental Services Department (MCESD) Review Fee **$225**.
E. Addressing Review Fee of **$10 to verify an existing address** or **$50 to assign an address.**

SPECIAL USE PERMIT MINOR AMENDMENT
APPLICATION SUBMITTAL CHECKLIST

No application shall be Administratively Approved unless and until all fees and fines owed to the Department as a result of any activity or inactivity attributable to the property that is the subject of the application are brought current and paid in full or any amounts owed pursuant to an agreement of compliance are current, as the case may be. This requirement shall not be waived by the Board of Supervisors or Planning and Zoning Commission.

See Maricopa County Zoning Ordinance, Chapter 13 – (www.maricopa.gov/planning) – Please be aware that an additional investigation fee equal to the planning fee will be charged when a request is related to an active zoning violation case. This investigation fee will be assessed upon implementation of a signed compliance agreement, or upon a Hearing Officer's determination that the respondent(s) is/are responsible for the appliable code violation(s).

9. OTHER INFORMATION: (as applicable if required by staff and/or other department or agency)

A. Title report
B. Deed restrictions (C.C. & R.'s)
C. Parcel map(s) of site and area
D. Letters of support or commitment
E. Market study
F. Landscape Plans (including plant types, quantities, sizes, % coverage, group-cover etc.)
G. Building Elevations (including material, color and treatment descriptions, etc.)

SPECIAL USE PERMIT SUPPLEMENTAL QUESTIONNAIRE FOR WIRELESS COMMUNICATION FACILITIES

The following is supplemental information required to be submitted and addressed in the narrative report for the Special Use Permit.

1. What is the height of the proposed WCF?_____

2. Provide a map showing all the existing WCFs within a 1,000 feet radius for sites within Rural, Single-Family Residential or Multiple-Family zoning districts (Regardless of provider).

3. Provide a list with locations and approximate height of all existing vertical structures (of a height approximately equal or greater than the requested tower) within the WCF's search area. This includes church spires and steeples, light standards, water towers, transmission lines, buildings, or other similar structures.

4. Provide a map showing the service areas which the proposed facility will serve.

5. Explain any attempts or possibilities that have been investigated relating to co-location with another provider or existing facility.

6. Explain how this request can facilitate co-location with other users.

7. Will the request involve removal of mature trees or cacti? If so, discuss plans for relocation of such vegetation.

8. Discuss the following compatibility issues:
   a. Setbacks from residential uses.
   b. Setbacks from all property lines.
   c. Setbacks from uses/structures on adjacent property.
   d. Setbacks from public and private streets or access easements.
   e. Future additional appurtenances or expansion plans.
   f. Color and type of tower, landscaping, and fence screening.
   g. Surrounding non-residential uses (if applicable).

9. If a stealth design is not being proposed, please explain why.

DRAINAGE REVIEW REQUIREMENTS FOR PRECISE PLANS INCLUDING SPECIAL USE PERMITS

A detailed drainage report with respect to hydrology and hydraulics in conjunction with grading, drainage and paving plans may need to be submitted. The final drainage plan needs to be signed and sealed by an Arizona Registered Professional Civil Engineer and should address the following:

1. **Offsite Hydrology** – Need to determine the quantity, the entrance and exit points, and how the flow is to be routed through the site.

2. **Onsite Hydrology** – Need to show how the flows are to be routed to retention basins.

3. **Onsite Retention** – Need to retain water for the 100-year, 2-hour storm for the site, including adjacent right of way. Determine volume needed and the size and location of basins.

4. **Retention Disposal** – Provide testing results in conformance with Standard 6.10 for disposal of total ponding volume within 36 hours.

5. **Onsite Hydraulic Calculations** – Need to show hydraulic analysis for any channels, culverts, storm drains, or street drainage.

6. **Cross Sections** – Need to show perpendicular cross-sections through the site indicating property lines, swales, retention areas, finished floors, and street details.

7. **Finished Floor Elevations** – Need to show finished floor elevation and certification note.

8. **Topography** – Need to show natural and proposed contour elevations or spot elevations.

9. **Dry Wells** – If applicable, need to submit a copy of the dry well registration before final drainage clearance of a permit.

10. **Floodplains** – Need to show the delineated floodplain boundaries if the site is within a Federal Emergency Management Agency's (FEMA) special flood hazard area. Will also need to apply for Floodplain Use Permit.

11. **Erosion Setbacks** – For washes and other watercourse channels an erosion setback will need to be determined, which meets Arizona State Standard 5-96.

Since complex drainage systems may require more detailed information, a meeting should be arranged with personnel from Drainage Review.

FEE INFORMATION*:

<u>Planning Cases:</u>	
Minor Amendment to a Plan of Development	$ 650

* See the Drainage Regulation for current fee schedule

Permit Center – How to Register/ Create a Personal Account

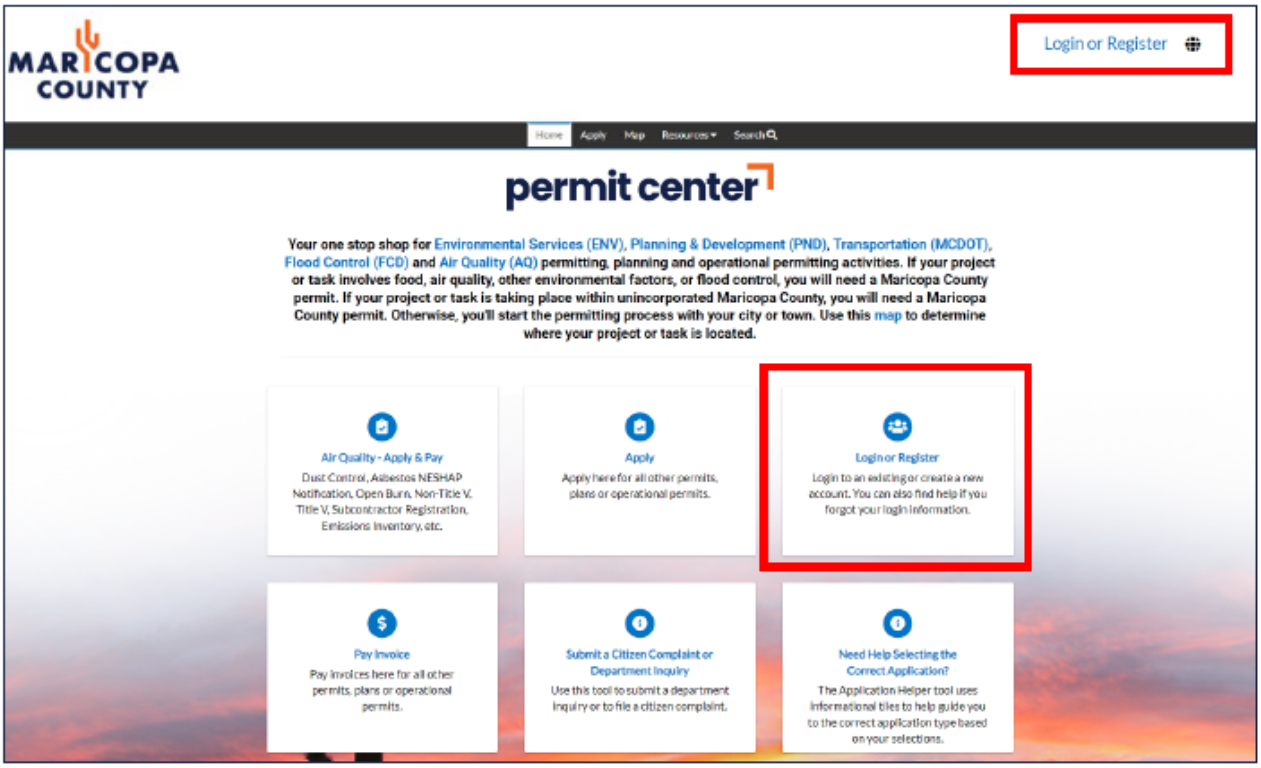
Create Your Personal Account

Each individual will need to register using a unique email address.

1. Go to the Permit Center Citizen Portal.
2. In the top right corner, select Login or Register.

OR

3. Select the Login or Register tile.



4. Select Create an Account at the bottom of the page.
5. Fill in the information requested and select Sign Up.

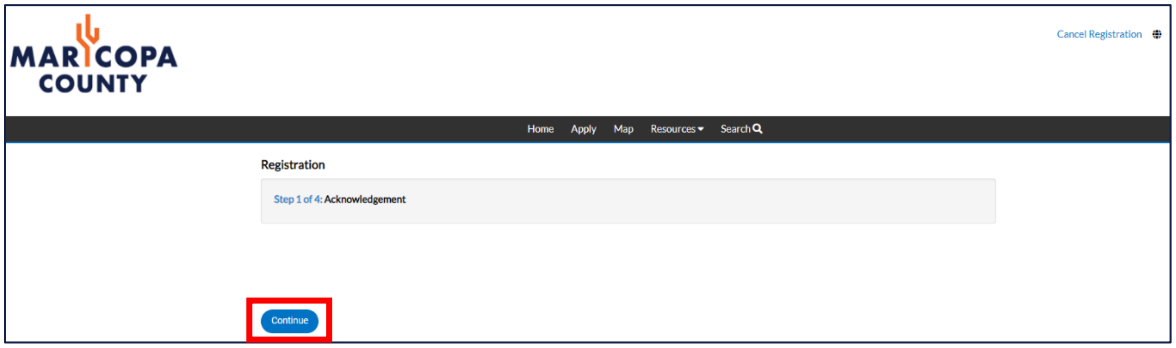
**** If you want to see your existing permits/plans/operational permits from the old permitting system (Accela), please use the same email address you used to register/log into Accela.***



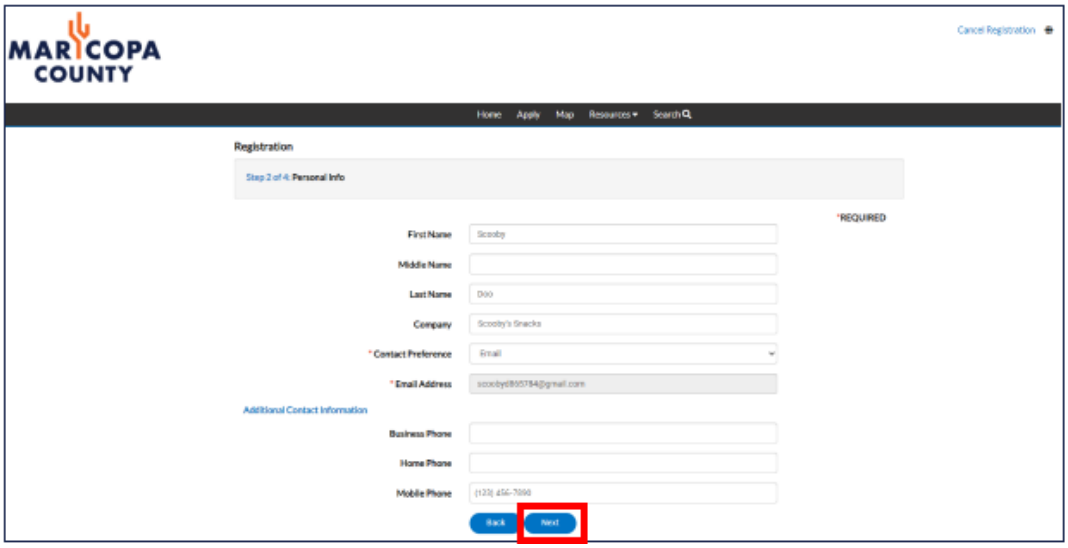
6. Verify your email address. Go to your email inbox and open the Community Access Identity email.
7. Input the code from the email on the login page and select Verify.



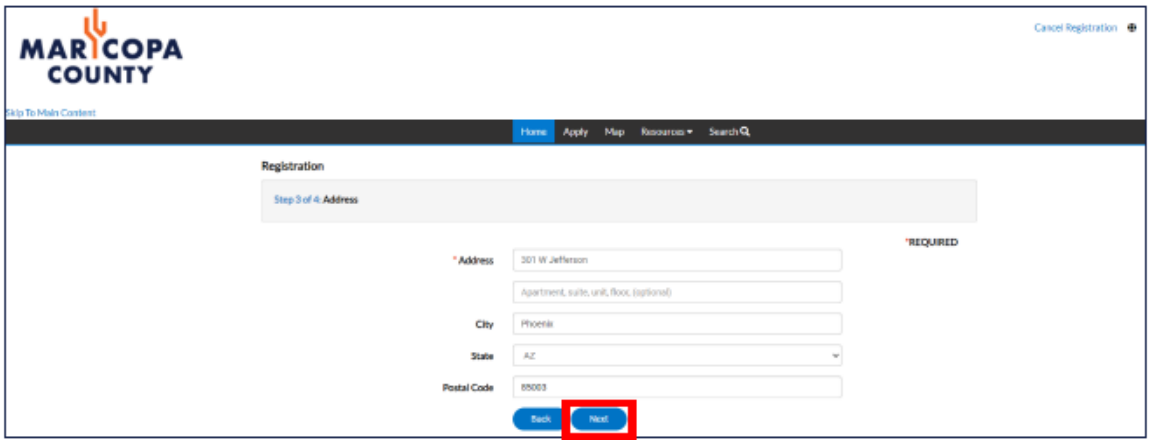
8. Select Continue.



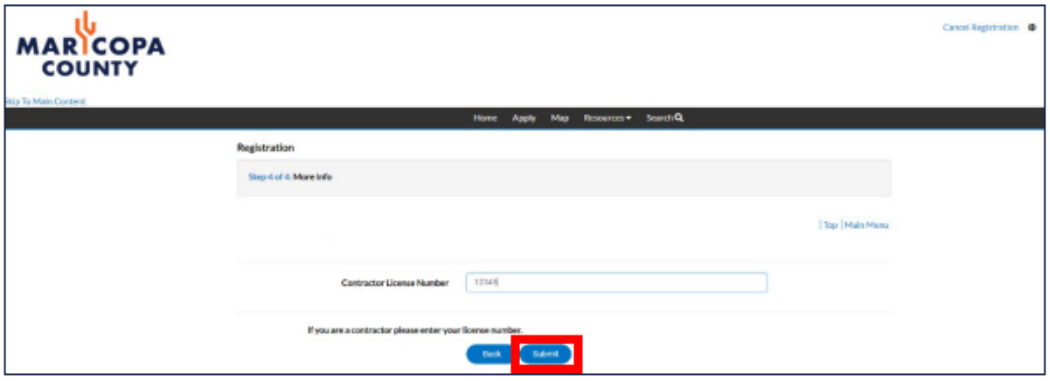
9. Fill in the requested information and select Next.



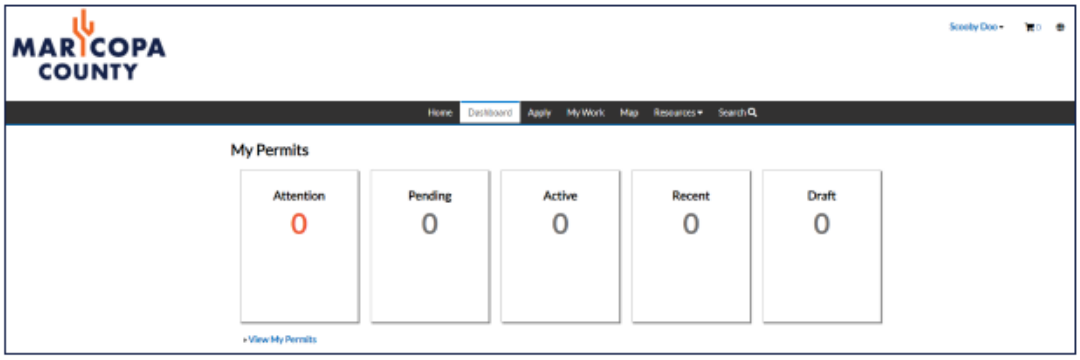
10. Fill in the requested information and select Next.



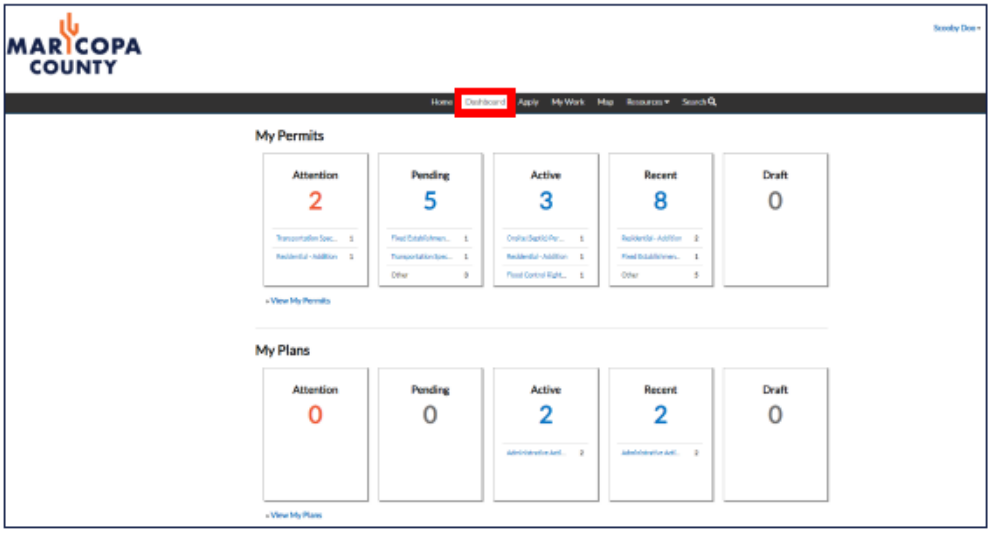
11. If applicable, fill in the requested information and select Submit.

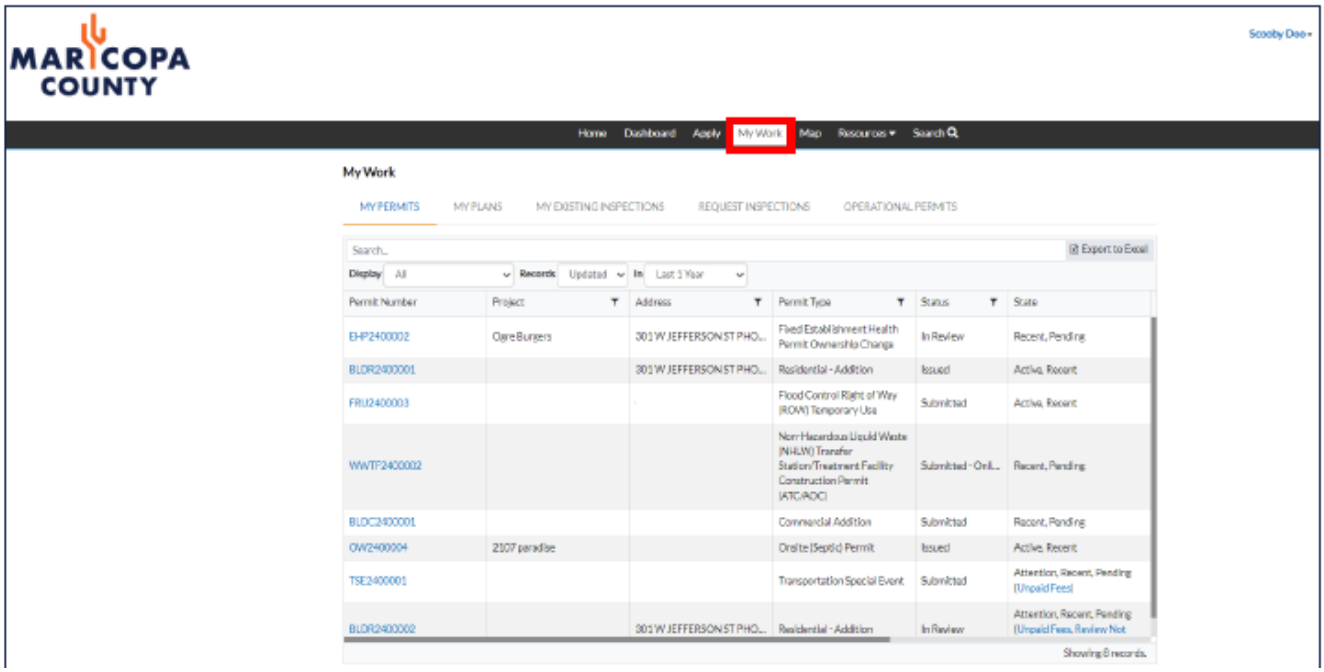


12. You will then be logged into Permit Center. If you don't have any existing permits/plans/operational permits from Accela, this is what your screen will look like.



13. If you have existing permits/plans/operational permits from Accela and registered for Permit Center using the same email address you used to register/log into Accela, your screen should populate those records. Check the Dashboard and My Work tabs to verify that your permits/plans/operational permits are showing.

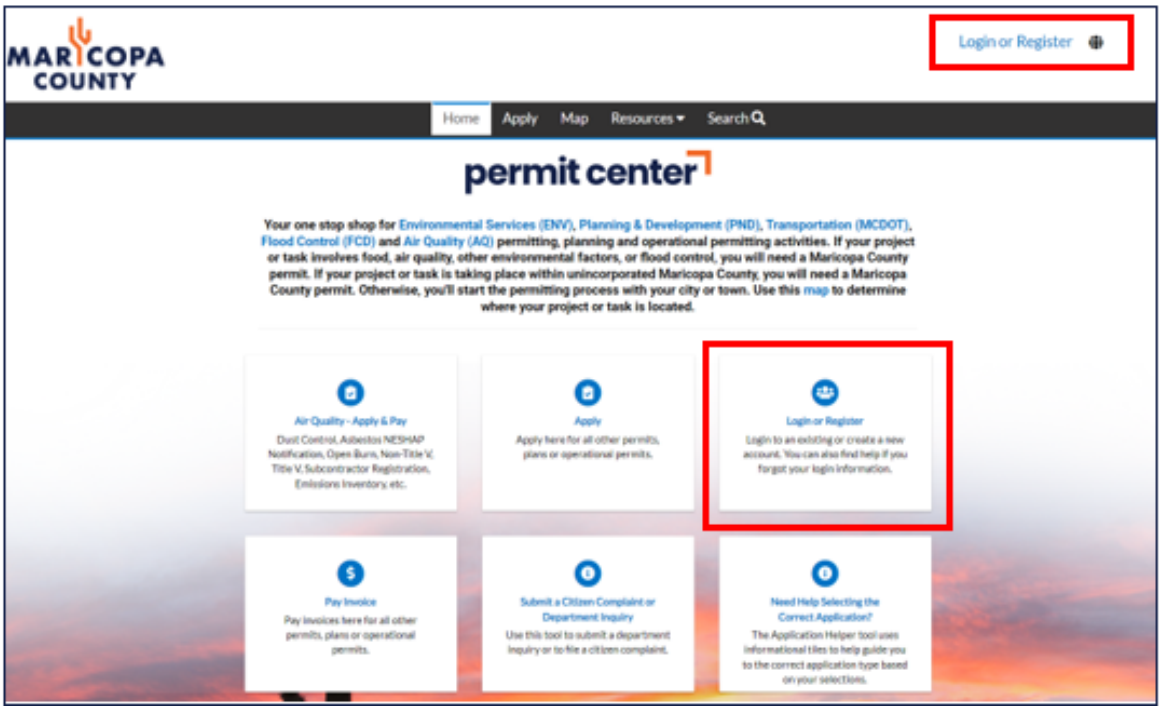



MARICOPA COUNTY
Scooby Doo
Home
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MY EXISTING INSPECTIONS
REQUEST INSPECTIONS
OPERATIONAL PERMITS
Search...
Export to Excel
Display All
Records Updated
In Last 1 Year
Permit Number
Project
Address
Permit Type
Status
State
EHP2400002
Ogre Burgers
301 W JEFFERSON ST PHO...
Fixed Establishment Health Permit Ownership Change
In Review
Recent, Pending
BLDR2400001
301 W JEFFERSON ST PHO...
Residential - Addition
Issued
Active, Recent
FRU2400003
Flood Control Right of Way (ROW) Temporary Use
Submitted
Active, Recent
WWTF2400002
Non-Hazardous Liquid Waste (NHLW) Transfer Station/Treatment Facility Construction Permit (ATC/AOC)
Submitted - Onli...
Recent, Pending
BLDC2400001
Commercial Addition
Submitted
Recent, Pending
OWI2400004
2107 paradise
Onsite (Septic) Permit
Issued
Active, Recent
TSE2400001
Transportation Special Event
Submitted
Attention, Recent, Pending (Unpaid Fees)
BLDR2400002
301 W JEFFERSON ST PHO...
Residential - Addition
In Review
Attention, Recent, Pending (Unpaid Fees, Review Not
Showing 8 records.

Permit Center – How to Apply for a Permit or Plan

Log In

1. Go to the Permit Center Citizen Portal.
2. Select Login or Register.



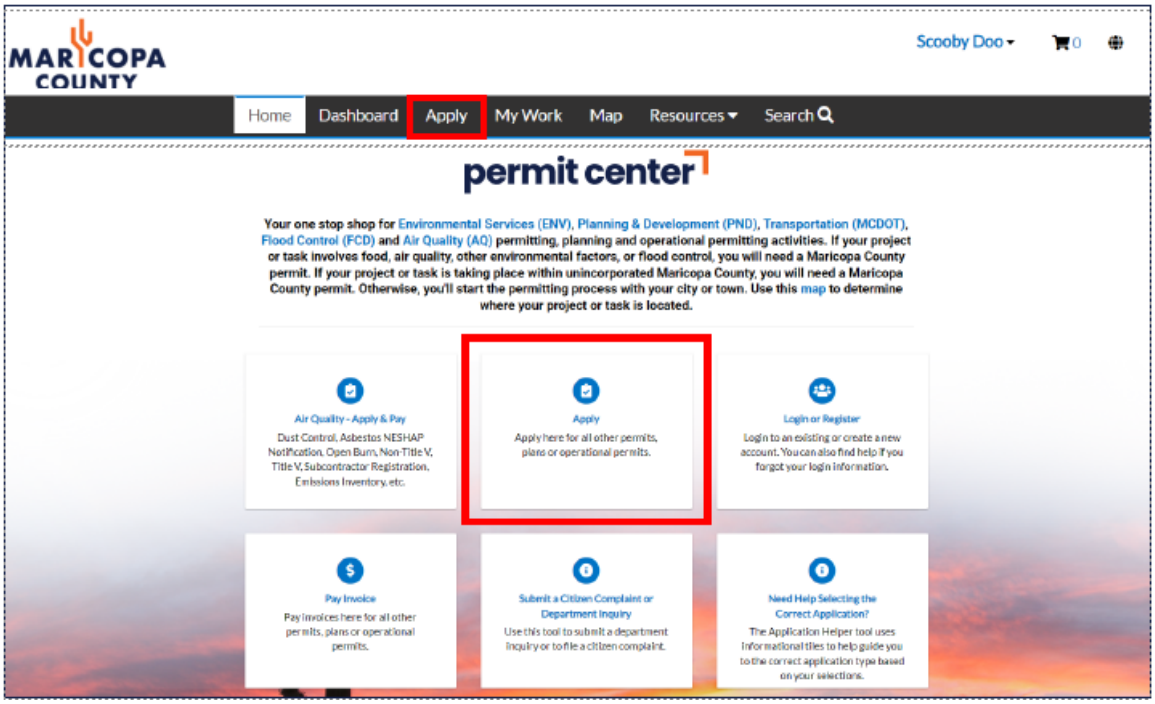
**** If this is your first time visiting the Permit Center site and you need to register, review the How to Register/Create a Personal Account user guide to learn how to create a personal account or review the How to Register/Create a Company Account user guide to learn how to create an account for your company.***

3. Enter your email and select Next.
4. Enter your password and select Verify.

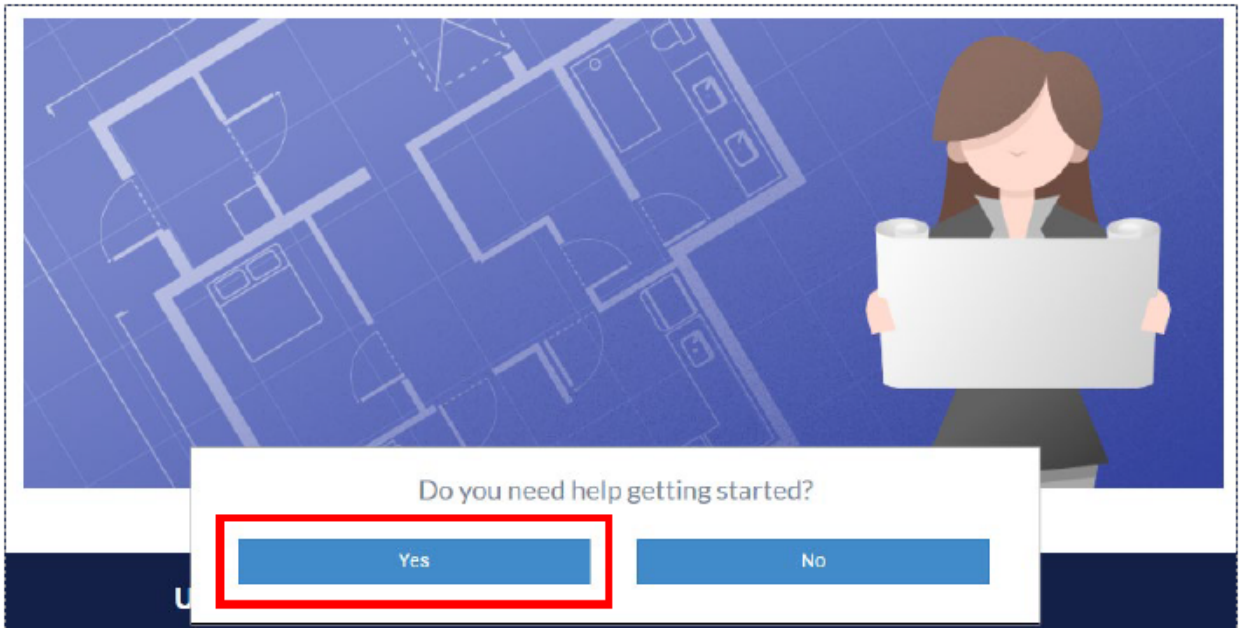


Apply for a Permit or Plan

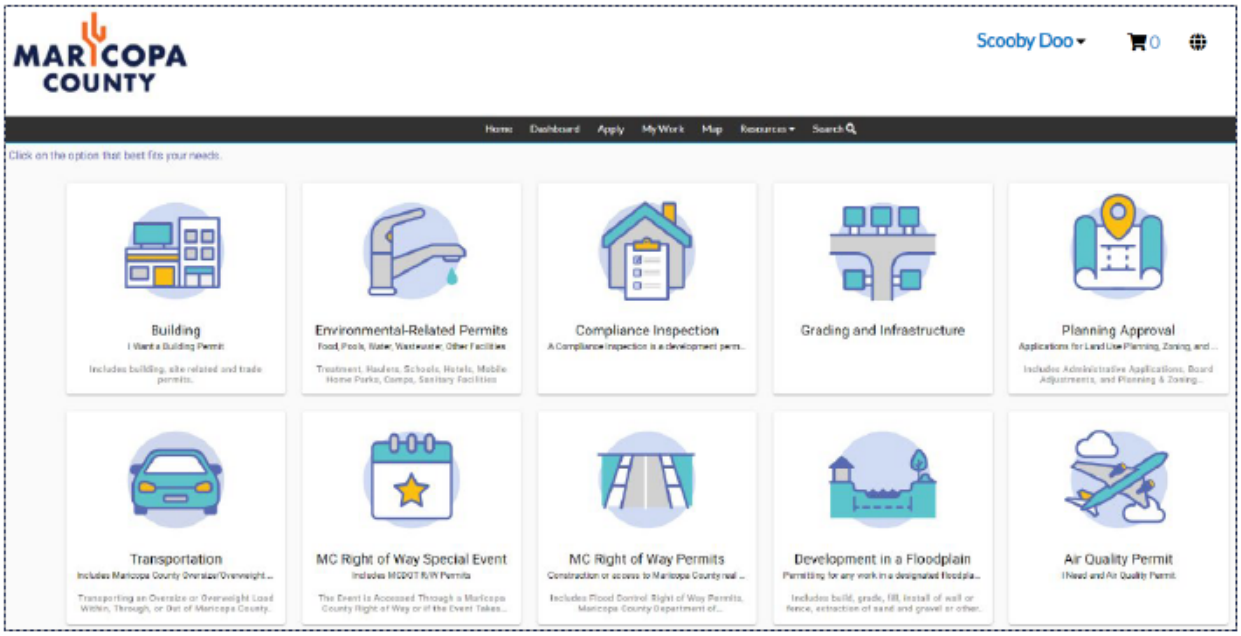
1. Select the Apply tab at the top of the page or select the Apply button in the middle of the page.



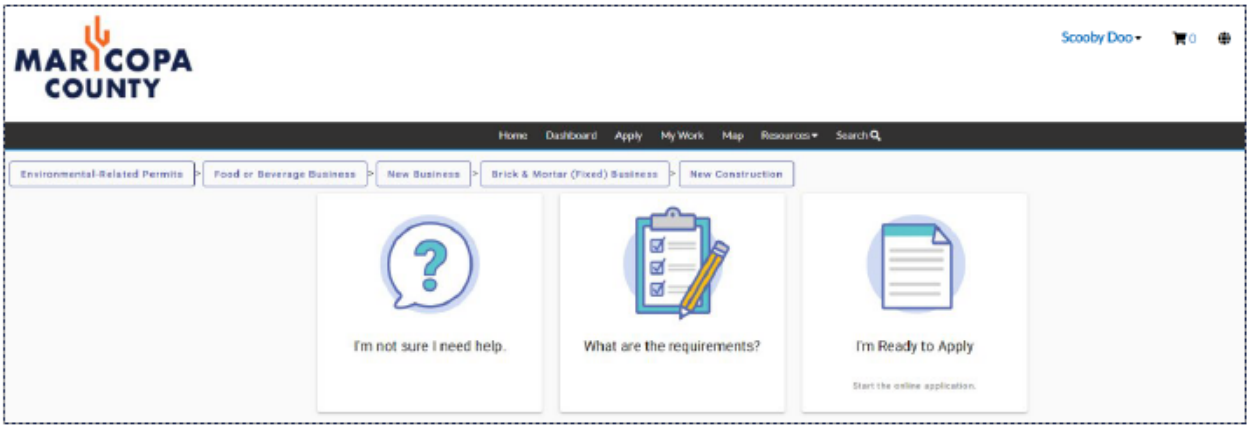
2. If you want to use the Application Helper to aid you in selecting which application you need to apply for, select Yes.



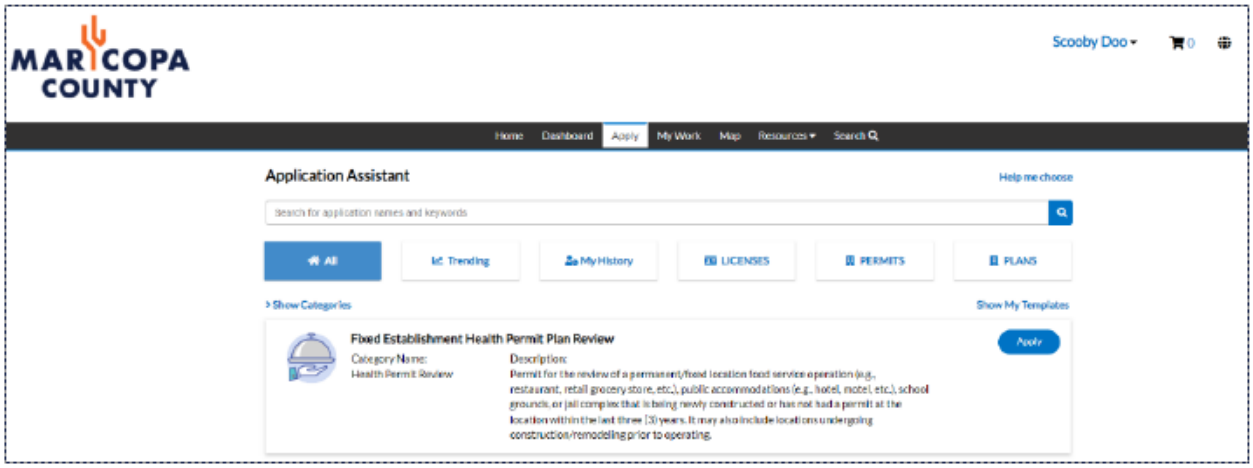
3. Use the informational tiles to guide you to the application type you need to apply for based on your selections.



4. You will see a few options when you get to the final tiles.
    a. I'm Not Sure I Need Help
        i. This will lead you to a webpage that contains training resources and contact information.
    b. What are the Requirements?
        i. This will lead you to a document or webpage with information on what you need to prepare ahead of time to be able to apply.

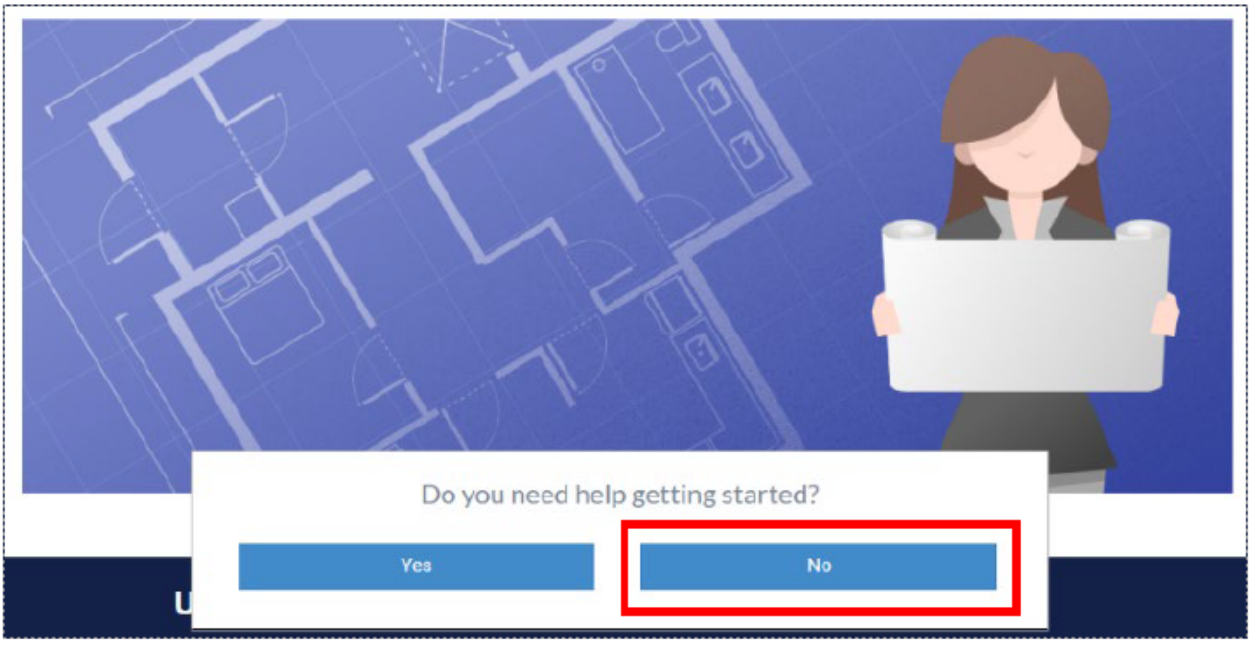


    c. I'm Ready to Apply
        i. This will bring you to the application(s) where you can apply.

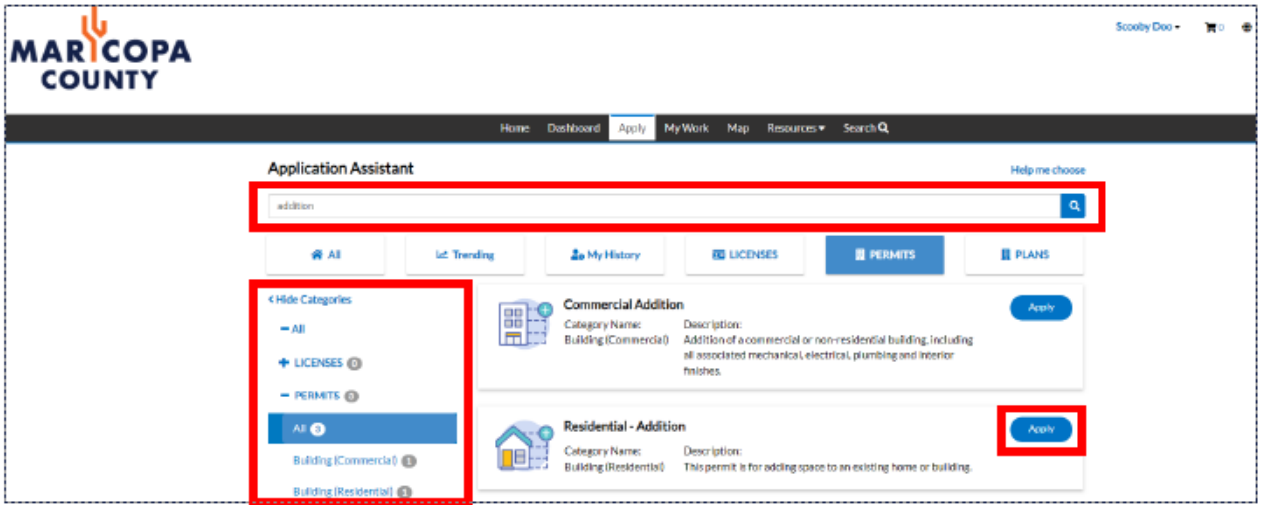


OR

5. If you don't want to use the Application Helper, select No.

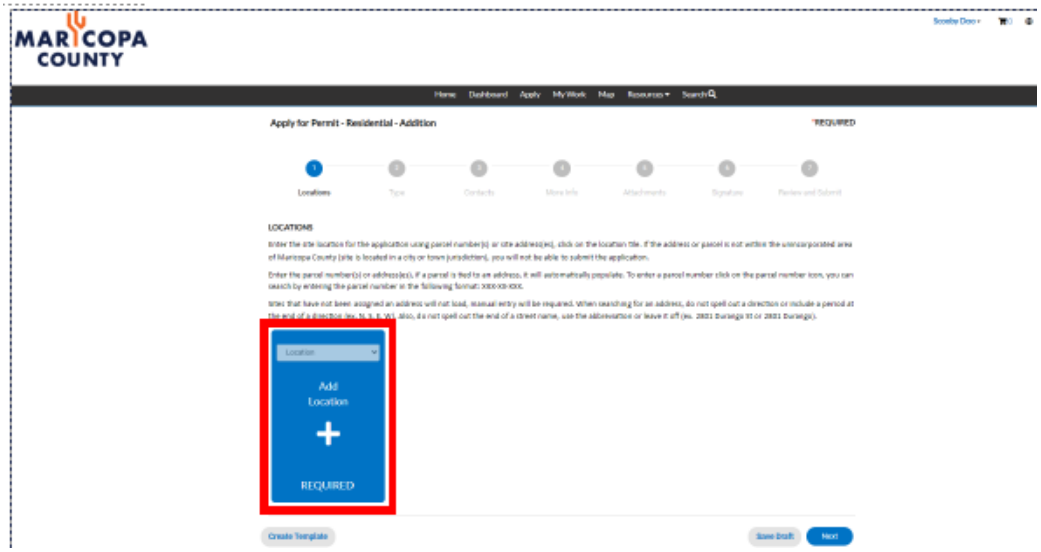


6. Use the search bar or categories to find the permit or plan you're looking for and select Apply.



Locations

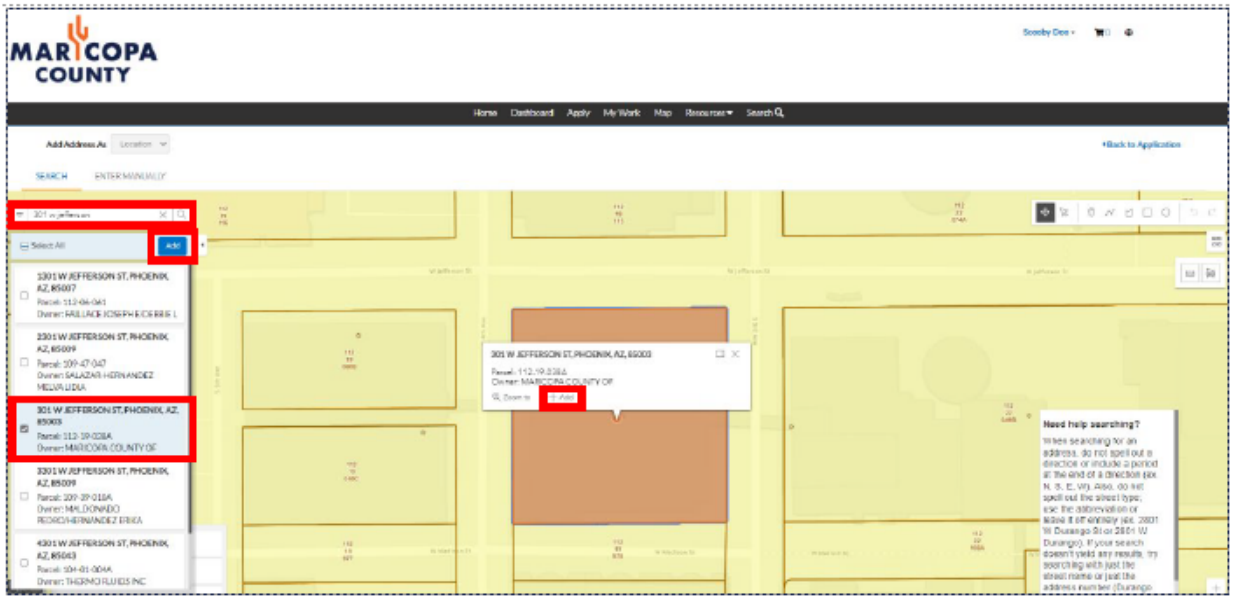
1. If a location is required, Add Location will say Required. Select Add Location.



2. Type in your address or parcel number in the search bar.

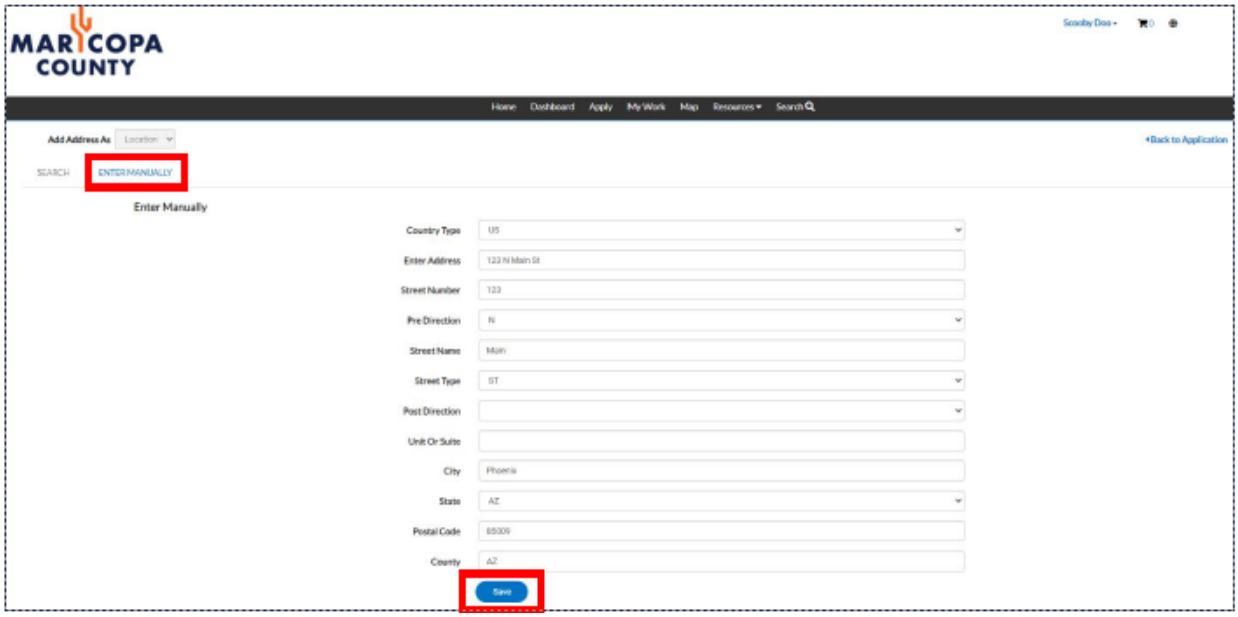
**** When searching for an address, do not spell out a direction or include a period at the end of a direction (ex. N, S, E, W). Also, do not spell out the street type; use the abbreviation or leave it off entirely (ex. 2801 W Durango St or 2801 W Durango). If your search doesn't yield any results, try searching with just the street name or just the address number (Durango or 2801). If your address is not found, try searching with your parcel number, including dashes and capitalizing any letters (ex. 430-54-980A).***

3. Click on the address or parcel to zoom in to the location on the map.
4. Select Add.

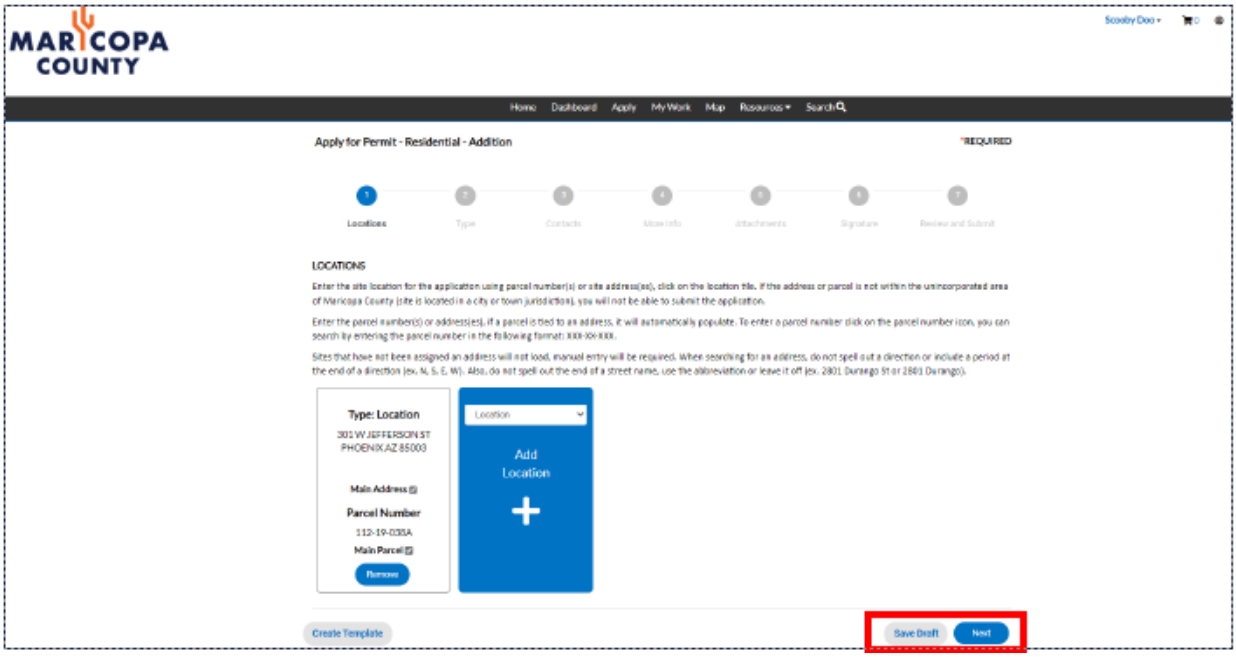


**** Always search your address first before entering it manually. Make sure you follow all the instructions when searching for the address. If you still can't find it, you can enter it manually.***

5. If you don't see the address you're searching for, select Enter Manually.
6. Fill in the information requested and select Save.



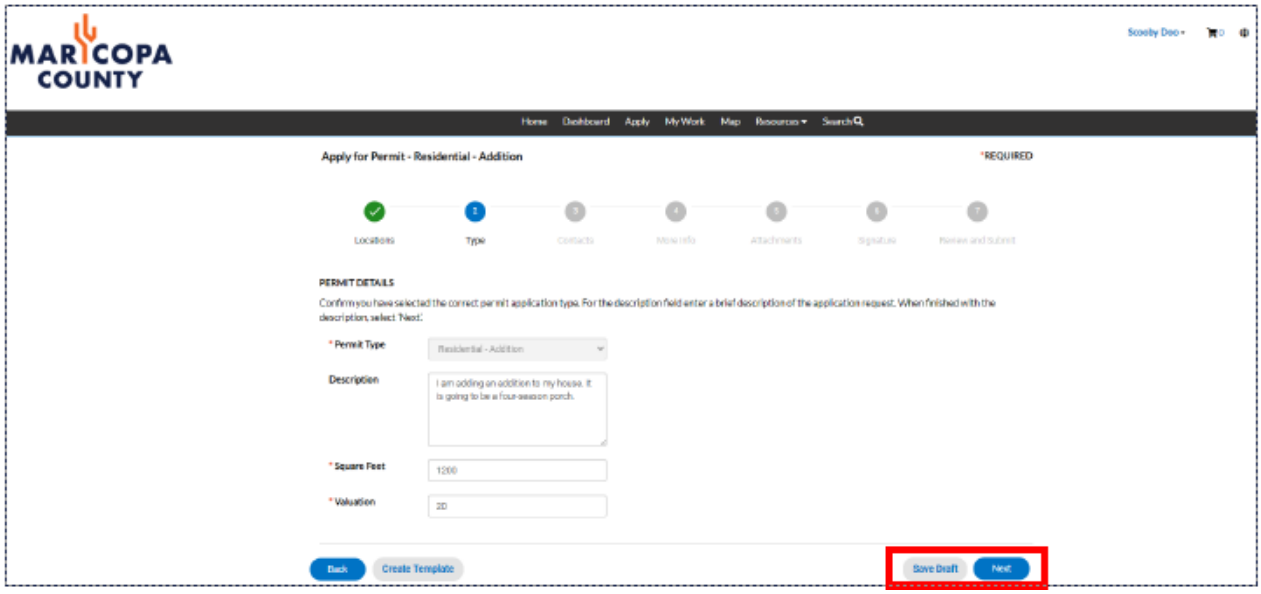
7. At the bottom right, click Next to continue or Save Draft to save your work and come back to it later.



Type

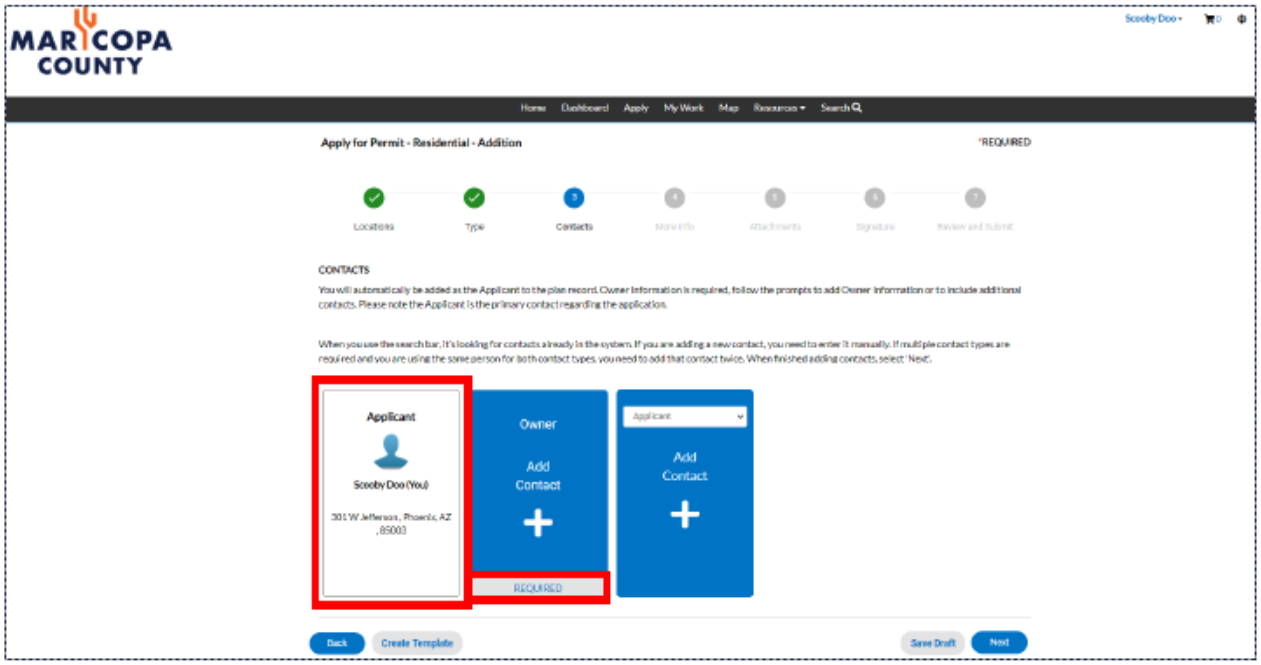
1. Fill in the requested information, then click Next or Save Draft at the bottom right.

**** Fields marked with a red asterisk are required fields. You will not be able to move forward with the application until you fill out those required fields.***

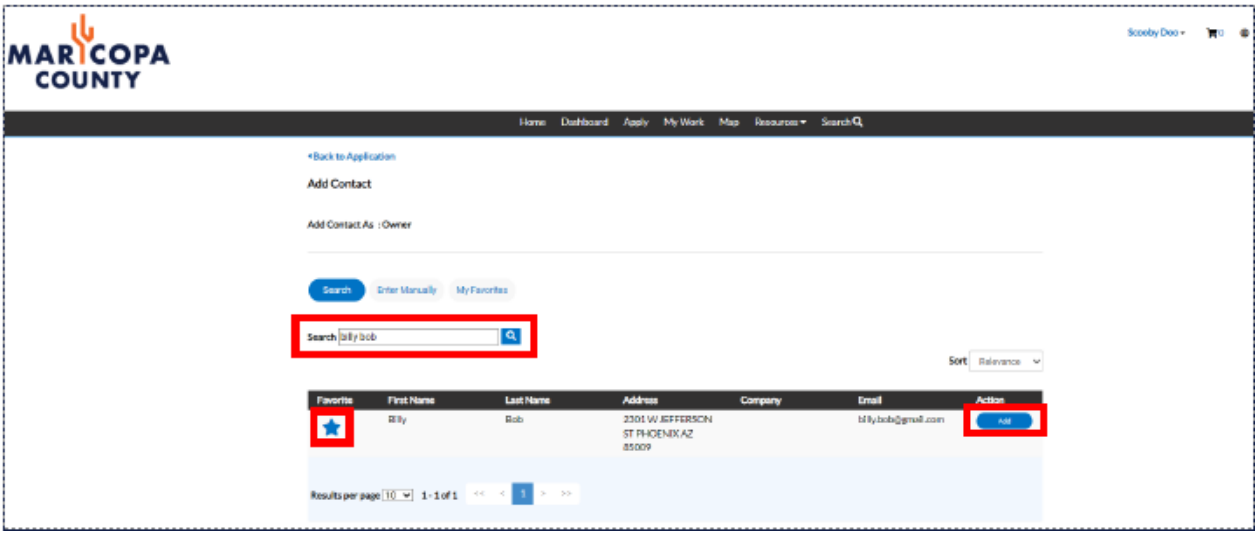


Contacts

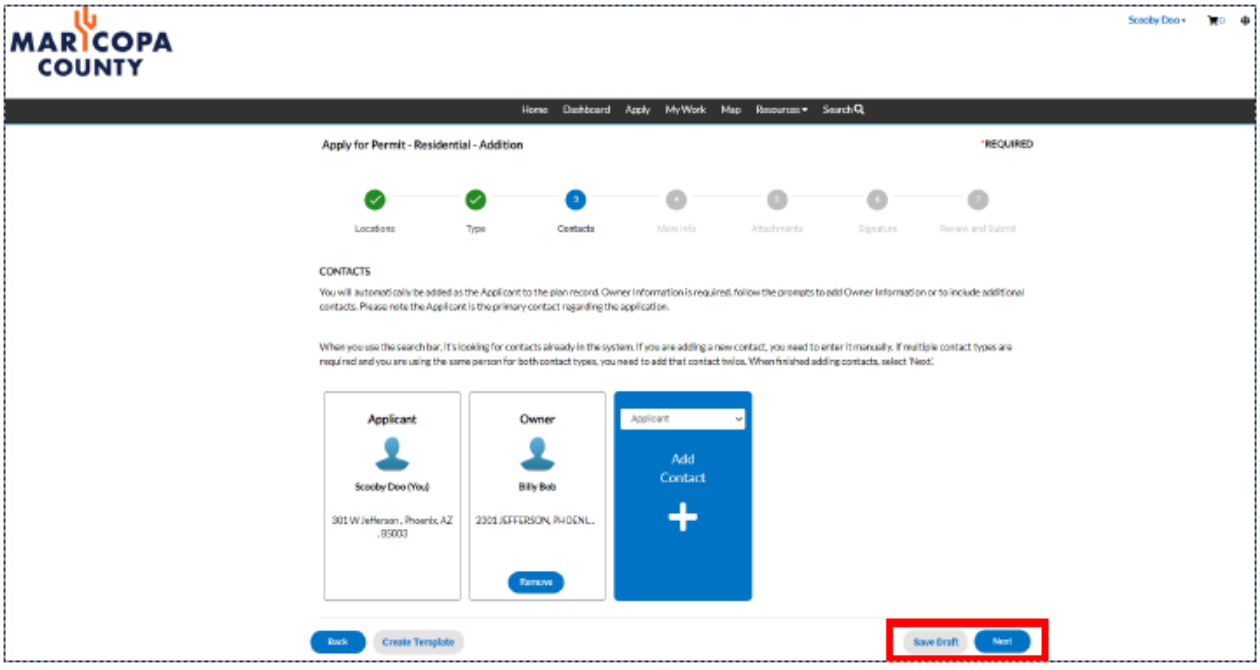
1. You will automatically be added as the Applicant contact type.
2. If any contact types are required, the contact type will say Required.
3. Select the contact type you want to add.



4. In the search bar, type a person's name, a company name, or an email to find who you are looking for.
5. If they are someone you plan to add to many of your permits or plans in the future, click on the star to the left of the name. Moving forward, you can select My Favorites on this page and select the contact from there instead of searching for the contact in the search bar.
6. Select Add.



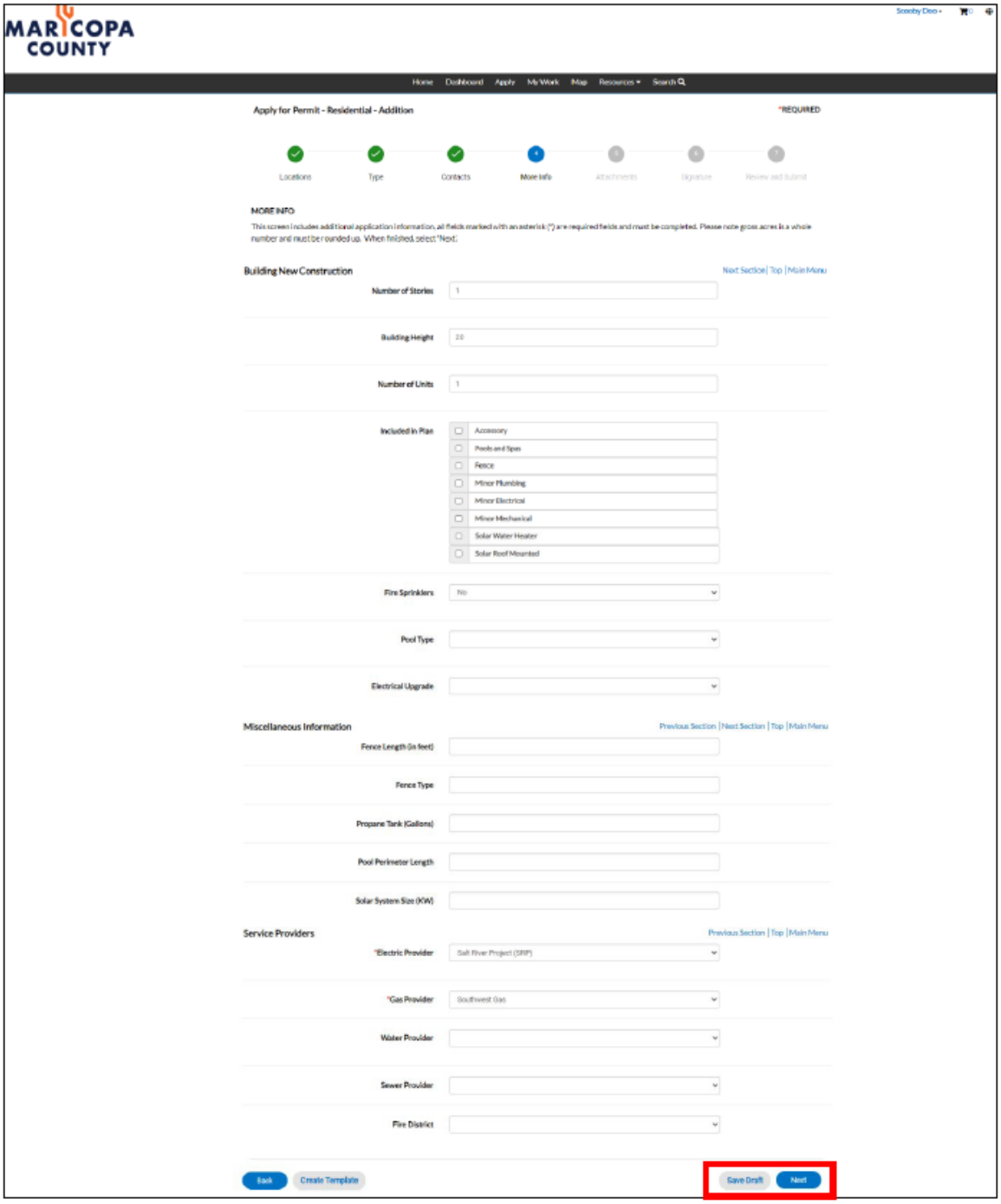
7. Add any additional contacts necessary.
8. At the bottom right, click Next or Save Draft.



More Info

1. Fill in the requested information, then click Next or Save Draft at the bottom right.

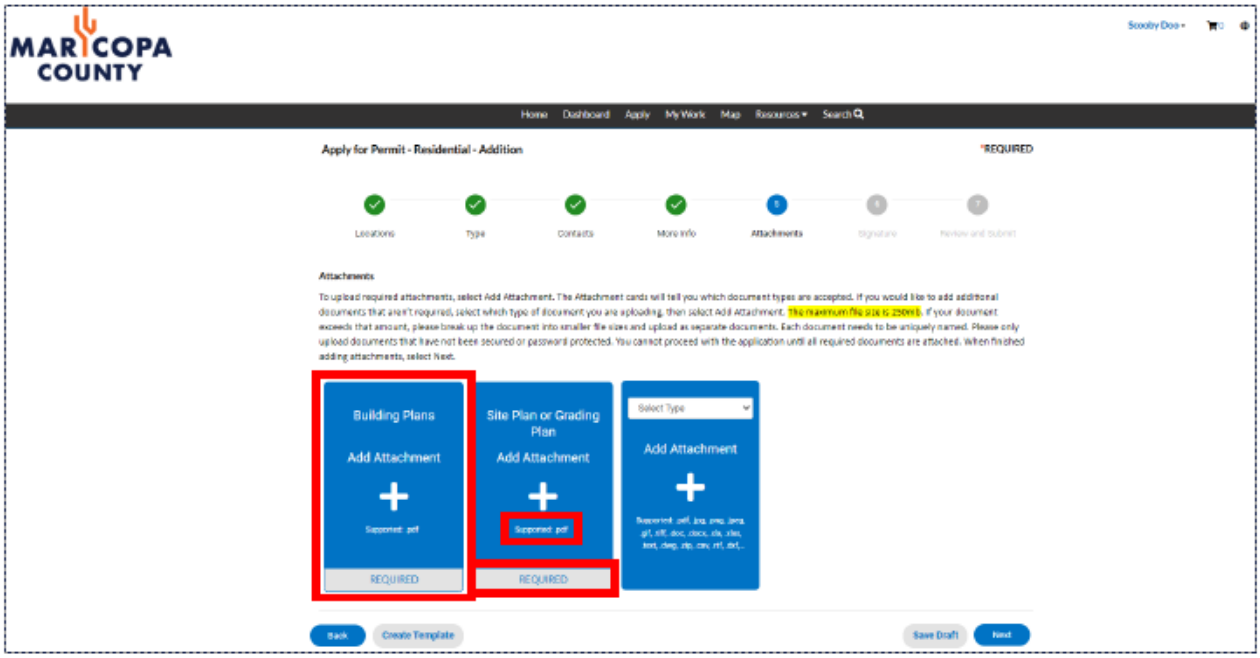
**** Fields marked with a red asterisk are required fields. You will not be able to move forward with the application until you fill out those required fields.***



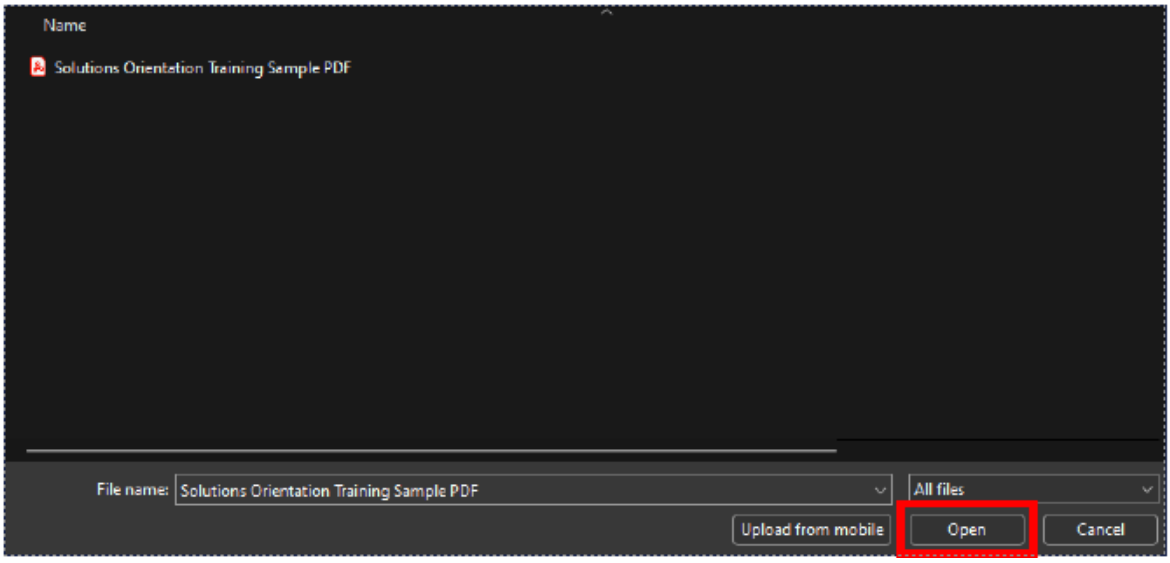
Attachments

1. The attachment card will say Required if any files are required.
2. The attachment cards will tell you which file types are supported. Select Add Attachment.

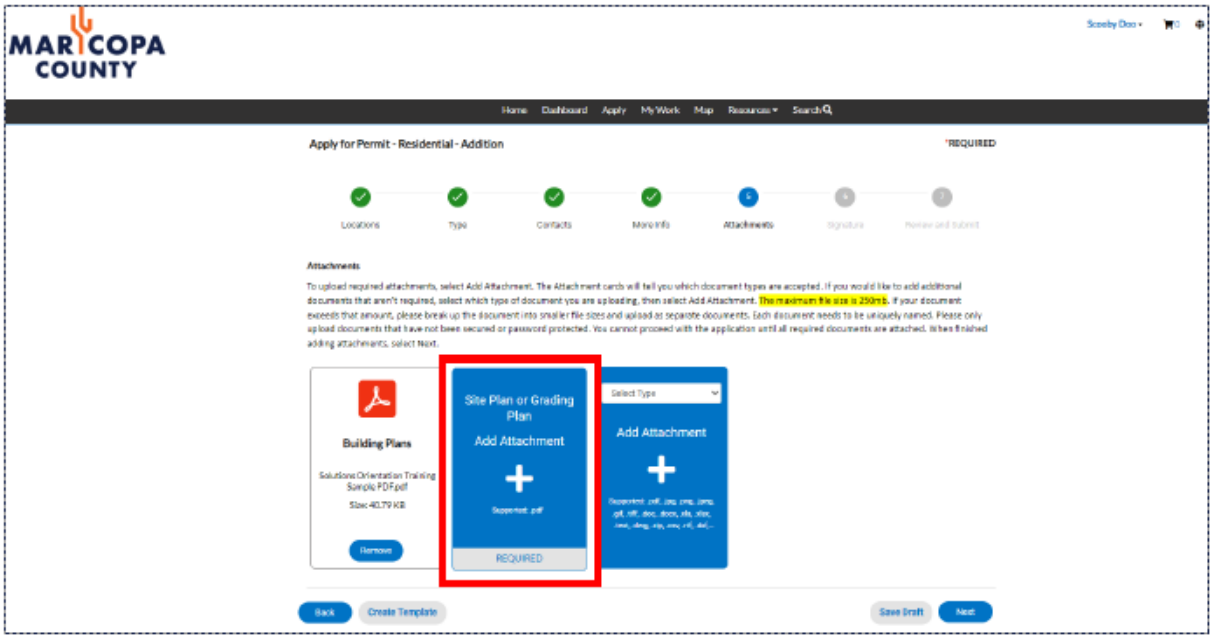
**** The maximum file size is 250mb. Your file cannot be secured or password protected. Each document needs to be uniquely named.***



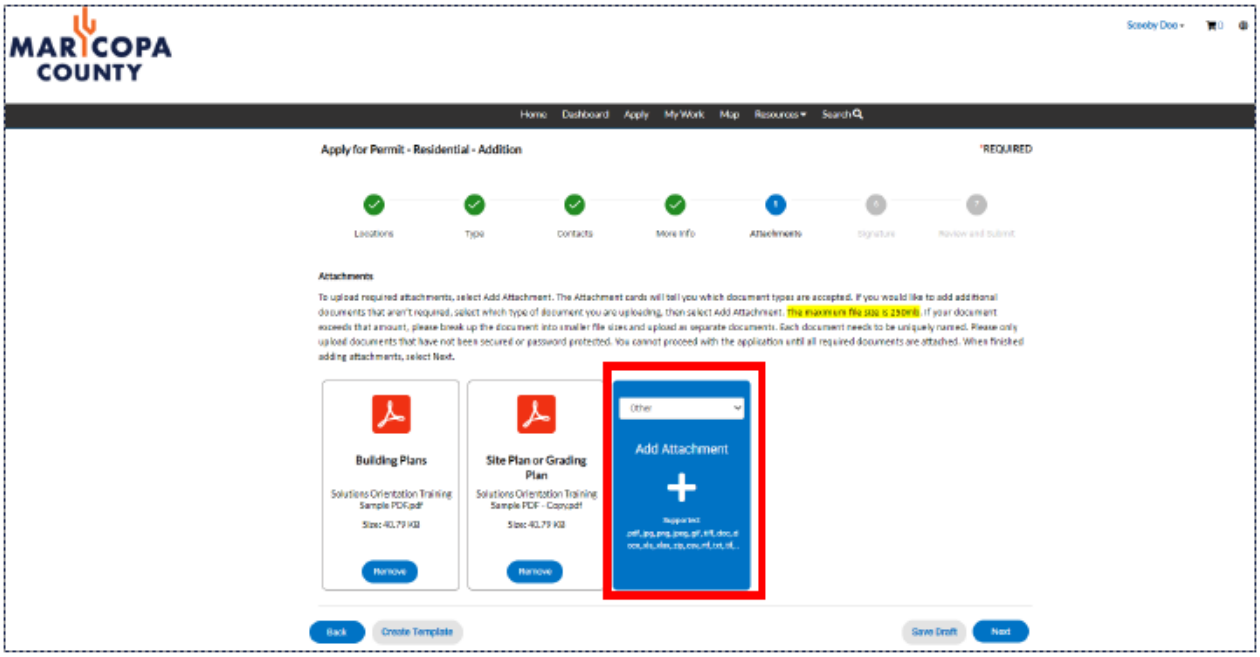
3. Browse your computer for the file and select Open.



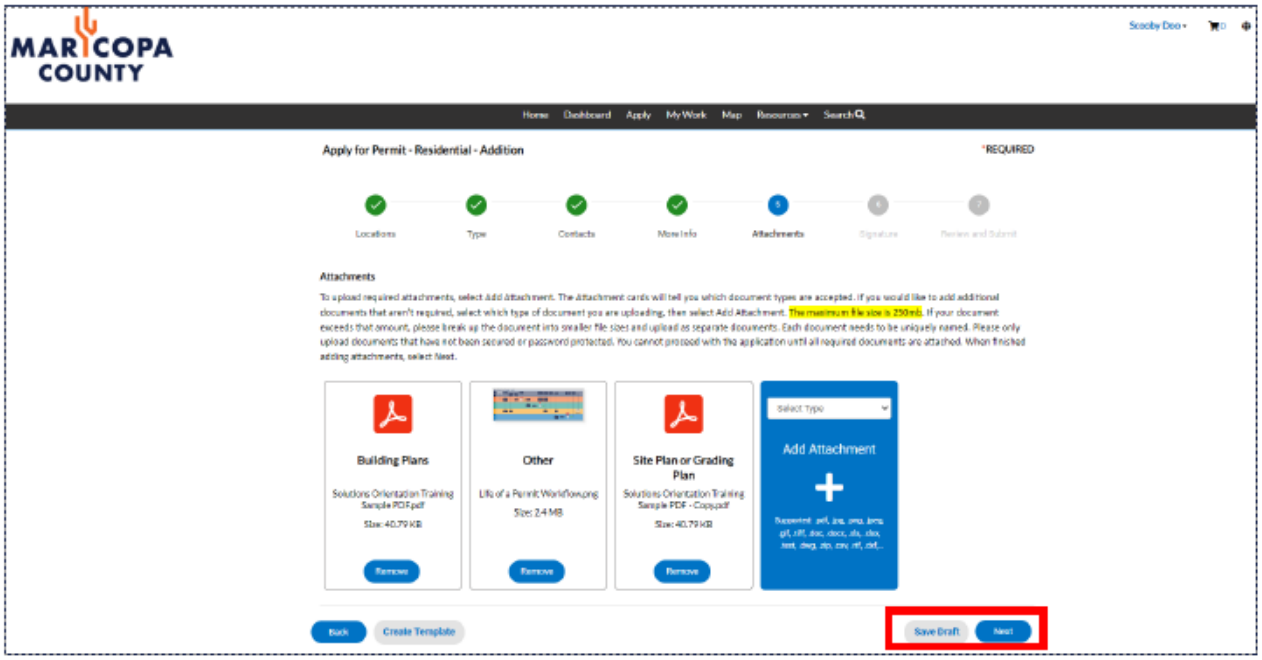
4. Add the rest of the required files.



5. If you want to add an additional file, click Select Type on the last attachment card.
6. Choose which file type you want to upload. If you want to upload a file other than a .pdf, select Other. With Other, you can attach just about any file type.



7. Add any additional files necessary.
8. At the bottom right, click Next or Save Draft.



Signature

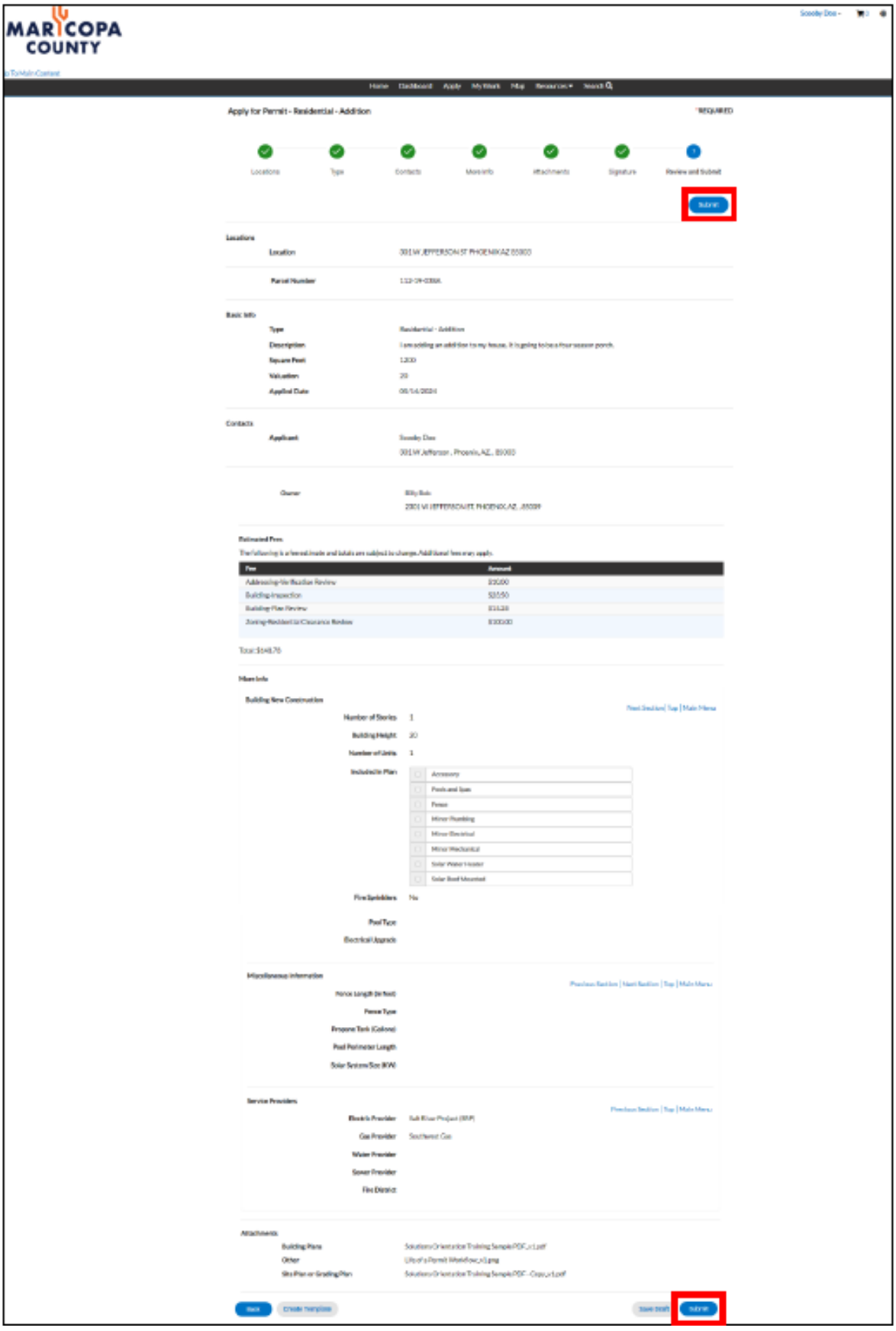
1. Read the statement, then add your signature.



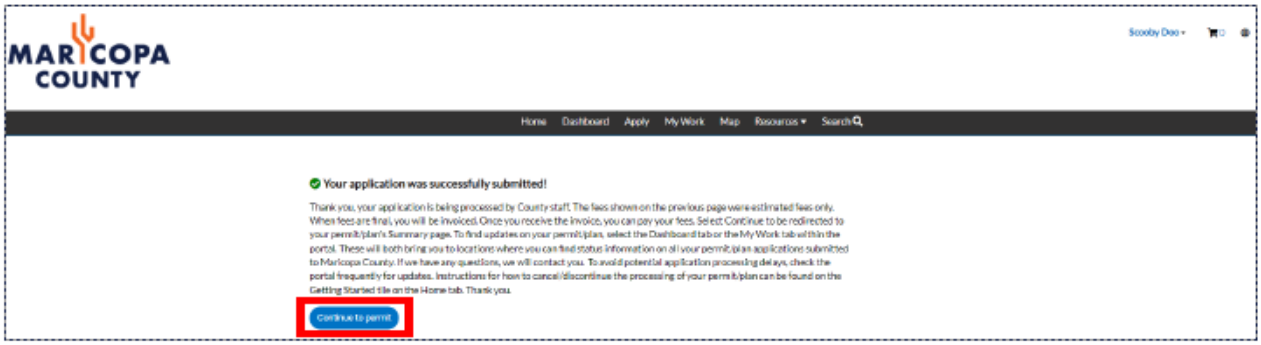
Review and Submit

1. Review the information you entered.

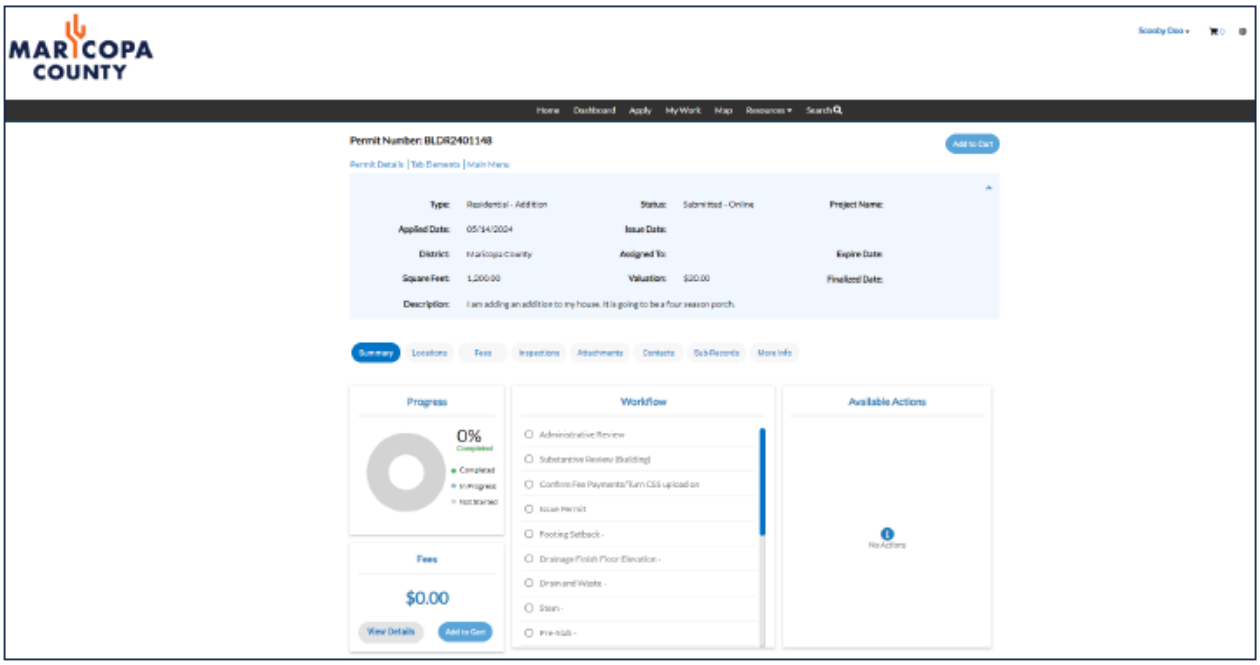
2. If everything looks correct, select submit.



3. The new permit or plan has been created. Select Continue to Permit or Plan.



4. You will be redirected to the permit or plan's summary page.



Finding Updates

You can find updates on your permit or plan by selecting the My Work tab.

My Work

1. To get back to the permit or plan summary page, select the Permit/Plan Number link.

