



PINAL COUNTY  
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## **PROCEDURE OUTLINE**

### **FOR AN INDUSTRIAL USE PERMIT PRE-APPLICATION MEETING IN UNINCORPORATED PINAL COUNTY**

A Pre-Application Meeting is required prior to applying for a Special Use Permit, Zoning Regulations Amendment, Rezoning, Comprehensive Plan Amendment, PAD Overlay District, Wireless Communication Facility and Industrial Use Permit. A formal application for these processes will not be accepted until a project has been through this meeting.

To schedule a pre-application meeting you must:

1. Submit one **(1) hard copy** of all documentation outlined in this packet and one **(1) digital copy** in multi-page PDF format. Applications must be submitted in person.
2. Submit the applicable fees made payable to Pinal County in accordance with the adopted fee schedule:
  - a. Pre-application meeting for a wireless communication facility = **\$140.00**
  - b. Pre-application meeting for all other requests = **\$490**

\*\* Pre-Application Meetings are held on the second and fourth Tuesday of each month. Complete applications must be received 14 working days prior to the desired meeting date to be scheduled for that day.

\*\*\* If Substantial changes are proposed to the project between the “Pre-application meeting” and formal application submittal, staff may require an additional “Pre-application meeting(s)” subject to the fees outlined in Section B.



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### APPLICATION FOR A PRE-APPLICATION MEETING (IUP)

(All applications **must** be typed or written in ink.)

1. Tax Assessor Parcel No(s): \_\_\_\_\_

2. Current Zoning: \_\_\_\_\_

3. Parcel size: \_\_\_\_\_

4. The existing use of the property is as follows: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. The exact use proposed under this request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Is the property located within three (3) miles of an incorporated community?

YES

NO

7. Is an annexation into a municipality currently in progress?

YES

NO

8. Is there a zoning violation on the property for which the owner has been cited?

YES

NO

If yes, zoning violation # \_\_\_\_\_

9. Discuss any recent changes in the area that would support your application i.e.: zone change(s), subdivision approval, Planned Area Development (PAD), utility or street improvements, adopted Comprehensive/Area Plan(s) or similar changes. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

10. Explain why the proposed development is needed and necessary at this time. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



### SUPPORTING INFORMATION

1. Note any services that are not available to the site. Discuss and improvements of services that would be paid for by the public \_\_\_\_\_  
\_\_\_\_\_
2. What is the amount of traffic to be generated? (# of trips/day, deliveries/week). Show ingress/egress on the site plan. \_\_\_\_\_  
\_\_\_\_\_
5. How many parking spaces are to be provided (employees and customers). Indicate these parking spaces on the site plan. \_\_\_\_\_  
\_\_\_\_\_
6. Is there a potential for excessive noise (I.E.; children, machinery) or the production of smoke, fumes, dust or glare with this proposed land use? If yes, how will you alleviate these problems for your neighbors? \_\_\_\_\_  
\_\_\_\_\_
7. What type of landscaping are you proposing to screen this use from your neighbors? \_\_\_\_\_  
\_\_\_\_\_
8. What type of signage are you proposing for the activity? Where will the signs be located? \_\_\_\_\_
9. If the proposed land use involves any type of manufacturing or production process, provide a short synopsis of the processes utilizing diagrams, flowcharts and/or a short narrative. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
10. Explain how the appearance and operation of the proposed land use will maintain the integrity and character of the zone in which the use is requested \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
11. Have you discussed possible conditions that may be placed on the approval with the Planning Department?      YES              NO
12. Do you understand that if a condition is violated, that there is a public process by which your zoning may be reverted and permit declared null and void?      YES              NO



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I certify the information included in this application is accurate, to the best of my knowledge. I have read the application and I have included the information, as requested. I understand if the information submitted is incomplete, this application cannot be processed.

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Name of Applicant	Address	Phone Number
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Signature of Applicant	E-Mail Address
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Name of Agent/Representative	Address	Phone Number
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Signature of Agent/Representative	E-Mail Address
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**The Agent/Representative has the authority to act on behalf of the landowner/applicant, which includes agreeing to stipulations. The agent will be the contact person for Planning staff and must be present at all hearings. Please use attached Agency Authorization form, if applicable.**

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Name of Landowner	Address	Phone Number
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Signature of Landowner	E-Mail Address
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**If landowner is not the applicant, then applicant must submit a signed notarized consent form from the landowner with this application. Please use attached Consent to Permit form, if applicable.**



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## APPLICATION CHECKLIST

FOR A PROPOSED SPECIAL USE PERMIT (IUP)  
IN UNINCORPORATED PINAL COUNTY



**A. Submit** a written **Narrative** concerning the proposed development to include:

- 1. Title Page
- 2. Purpose of Request
- 3. Description of Proposal
  - a. Nature of the Project
  - b. Proposed Land Use
  - c. Conformance to adopted Comprehensive Plan
  - d. Impact on:
    - 1) Traffic
    - 2) Nearby Properties
    - 3) Health & Safety of persons residing or working in the area.
  - e. Answers to the questions from the **Supporting Information** sheet.
- 4. Location & Accessibility
- 5. Utilities & Services
- 6. Appendix (*as applicable*)



**B. Submit** a **Site Plan**. The submittal shall be professionally prepared (*by a surveyor, architect, or other design professional*) and drawn at a sufficient scale as to not exceed a print size larger than 11" X 17". The lettering shall be of sufficient size to be legible when reduced to an 8½" X 11" print and include:

- 1. Legal description of total site.
- 2. Name(s) of Landowner(s), Developer, Applicant and Person or Firm preparing plan.
- 3. North Arrow, Scales (*written and graphic*), Preparation Date and Subsequent Revision Dates.
- 4. Location of all Existing & Proposed Structures & Buildings
- 5. Location of all Existing & Proposed Utilities with Location & Width of Associated Easements.



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- 6. All Existing & Proposed Public and/or Private Streets with Location & Width of Associated Easements & Right-of-Ways.
  - 7. All Points of Ingress & Egress.
  - 8. Location & Types of Existing & Proposed Landscaping.
  - 9. Indicate Location, Type, Height, & Materials for Proposed Walls, Fences & Signs.
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- C. **Submit** the Non-Refundable fees outlined on page one of the Application.
  - D. Submit one **(1) hard copy** of all documentation outlined in this packet and one **(1) digital copy** in multi-page PDF format.
  - E. Signature at the end of the “**Checklist**” stating you have reviewed and addressed all areas within it.

I certify that I have submitted all the required information listed above, and I understand that this application for a pre-application meeting cannot be processed until all required information is submitted.

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Signature

Date