



P I N A L • C O U N T Y
wide open opportunity

PINAL COUNTY PROCEDURE FOR A PROPOSED INDUSTRIAL USE PERMIT (IUP)

- A. Attend a Concept Review (pre-application) meeting with the Planning Department and affected County agencies.
- B. File an application and all required supporting documentation for an Industrial Use Permit. Please use the attached application forms.
- C. Public hearing before the Planning Commission with Commission recommendation to the Board of Supervisors. Time frame is approximately 10 to 15 weeks from application acceptance by the Planning Department.
- D. Public hearing, (approximately 4 to 8 weeks after Planning Commission hearing), before the Board of Supervisors.
- E. Submit four (4) copies of application and all supporting documents.

FEE SCHEDULE

- A. IUP with accompanying zone change: \$2,477.00
- B. Without zone change, 0-499 mail-outs: \$4,478.00
- C. Without zone change, 500 or more mail-outs: \$4,824.00

COMMUNITY DEVELOPMENT
Planning Division

In addition to this application you will need to:

- A. Submit a detailed site plan, at least 8½ X 11, but not larger than 11" X 17". The site plan requirements are detailed on the attached "**Industrial Use Permit Site Plan and Narrative Checklist**".
- B. Submit a project narrative. The project narrative requirements are detailed on the attached "**Industrial Use Permit Site Plan and Narrative Checklist**".
- C. Submit a list of **all property owners within 600' of the subject property boundary** showing name, mailing address and tax parcel numbers. This list must be obtained within the 30 days prior to application submission.
- D. Submit a map of the area with the 600' boundary shown. (A Tax Assessor Parcel Map is acceptable).
- E. Submit the non-refundable filing fee according to the fee schedule shown on page 1 of the application. (The application is not considered filed until the fees are paid.)
- F. Submit a CD which contains a copy of the application and narrative in PDF format.
- G. **Hold a neighborhood/community meeting:**
 - **Notify all property owners within 1200'**
 - **Hold the meeting within 5 miles of the subject property**
 - **Hold the meeting between 5:00pm and 9:00pm****Include with the application:**
 - **Copy of Notice of Neighborhood/Community Meeting**
 - **List of property owners notified**
 - **Meeting Minutes**
 - **Attendance sign-in sheet with names & addresses**
- H. **Install Broadcast Notification Sign(s) on the site in conformance with the information shown in this application.**

Please be aware that earth fissure maps are available online from the Arizona State Geologic Survey.

THIS APPLICATION MUST BE SUBMITTED IN PERSON. PLEASE SET A MEETING WITH YOUR PINAL COUNTY STAFF COORDINATOR.

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.

Name of Landowner (Applicant)	Address	Phone Number
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Signature of Landowner (Applicant)	E-Mail Address
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Name of Agent	Address	Phone Number
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Signature of Agent	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.

PROPERTY OWNERSHIP LIST
(required for filing all applications)

Instructions: Print Name, Address, City, State, Zip Code and Tax Parcel Number for each property owner within 600 feet of the subject parcel boundary.

Parcel No.: _____
Name: _____
Address: _____
City/ST/Zip: _____

Parcel No.: _____
Name: _____
Address: _____
City/ST/Zip: _____

Parcel No.: _____
Name: _____
Address: _____
City/ST/Zip: _____

Parcel No.: _____
Name: _____
Address: _____
City/ST/Zip: _____

Parcel No.: _____
Name: _____
Address: _____
City/ST/Zip: _____

Parcel No.: _____
Name: _____
Address: _____
City/ST/Zip: _____

Parcel No.: _____
Name: _____
Address: _____
City/ST/Zip: _____

Parcel No.: _____
Name: _____
Address: _____
City/ST/Zip: _____

Parcel No.: _____
Name: _____
Address: _____
City/ST/Zip: _____

Parcel No.: _____
Name: _____
Address: _____
City/ST/Zip: _____

I hereby verify that the name list above was obtained on the _____ day of _____, 20_____, at the office of _____ and _____ is accurate and complete to the best of my knowledge.

Signature

Date

Acknowledged before me by _____ on this _____ day of _____, 20_____.

(SEAL)

Signature of Notary Public

(If additional copies of this form are needed, please photocopy)

PINAL COUNTY, ARIZONA
Industrial Use Permit Site plan and Narrative Checklist

- _____ A. Written narrative concerning the proposed development to include:
1. Title Page
 2. Purpose of Request
 3. Description of Proposal
 - Nature of the project
 - Proposed land use
 - Conformance to adopted Comprehensive Plan
 - Answers to the questions from the Supporting Information Sheet
 4. Location and accessibility
 5. Utilities and services
 6. Neighborhood meeting information
 7. Appendix, as applicable

_____ B. Site Plan.

The Site Plan shall be professionally prepared (by a surveyor, architect or other design professional) and drawn at a sufficient scale so 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.

1. Site Plan:
 - a. Legal description of total site.
 - b. Name(s) of landowner(s), developer, applicant and person or firm preparing plan.
 - c. North arrow, scales, written and graphic, preparation date and subsequent revision dates.
 - d. Location of all existing structures and buildings.
 - e. Location of all existing and proposed utilities, location and width of associated easements.
 - f. All existing and proposed public and/or private streets, location and width of associated easements and rights-of-way.
 - g. All points of ingress and egress.
 - j. Location and types of existing and proposed landscaping.
 - k. Indicate location, type, height, and materials for proposed: walls, fences and signs

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

Pinal County Broadcast Notification Signs: Zoning, Planned Area Developments, Special Use Permits and Industrial Use Permits Site Posting Requirements

1. Broadcast signs shall be installed and removed by the applicant
2. Broadcast signs shall be installed 28 days before the Planning Commission hearing
3. Broadcast signs shall remain in place until the Board of Supervisors has made a decision on the case
4. Broadcast signs shall be removed no later than 30 days after the Board of Supervisors has made a decision on the case
5. Broadcast signs shall be placed adjacent to each road that borders the property, or as determined by the Planning Manager
6. Broadcast signs can contain more than one case
7. Regular signs, if needed, will be posted by County staff
8. Text on the sign shall meet the specifications shown on page 2 of this document
9. Broadcast sign specifications:
 - a. 4 Feet Tall by 8 Feet Wide
 - b. Top of the sign shall be 6 feet above the ground
 - c. Laminated plywood or MDO board
 - d. Attached to 2 – 4” by 4” wooden poles
 - e. All surfaces, including edges shall be painted **Yellow**
 - f. **Black** letters shall be used and shall be sized per the specifications shown below
10. Pinal County staff will place information about Planning Commission and Board of Supervisor hearings on the Broadcast sign in the designated area

Letter Sizes: All Letters Upper and Lower Case Unless Specified

5” BOLD CAPITAL LETTERS

5” *Bold Italic Letters*

2” Letters
2” Letters
2” Letters
2” Letters

3” Letters
3” Letters

1” Letters

**Zoning and Planned Area Development Cases:
4 Feet Tall by 8 Feet Wide**

PINAL COUNTY		
<i>Public Hearings</i>		
Case Number:	Public Hearing Information	
Existing Zoning:		
Proposed Zoning:	<table border="1"><tr><td>Hearing Info Posted by Pinal County</td></tr></table>	Hearing Info Posted by Pinal County
Hearing Info Posted by Pinal County		
Acreage:		
Applicant Name:		
Applicant Phone Number:		

**Special Use Permit and Industrial Use Permit Cases
4 Feet Tall by 8 Feet Wide**

PINAL COUNTY		
<i>Public Hearings</i>		
Case Number:	Public Hearing Information	
Existing Zoning:		
Proposed SUP/IUP Use:	<table border="1"><tr><td>Hearing Info Posted by Pinal County</td></tr></table>	Hearing Info Posted by Pinal County
Hearing Info Posted by Pinal County		
Acreage:		
Applicant Name:		
Applicant Phone Number:		

AFFIDAVIT OF POSTING OF BROADCAST SIGN

I, _____, Applicant for case _____(Case number), personally caused ___ sign(s) to be posted in a visible place on or near the proposed project site on _____(Date), at least 28 days before the Planning and Zoning Commission Public Hearing, regarding the proposed _____(Type of application), in unincorporated Pinal County

The notice was posted as indicated on the attached map and photograph.

Applicant

STATE OF ARIZONA)
) ss:
COUNTY OF PINAL)

Subscribed and sworn to me by _____ this ___ day of _____, 20__.

Notary Public
My Commission Expires: