



PINAL COUNTY  
*wide open opportunity*

## **PROCEDURE OUTLINE**

### **FOR A WIRELESS COMMUNICATION FACILITY 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 (Wireless Co-Location)

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



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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 WIRELESS CO.-LO. FACILITY.  
IN UNINCORPORATED PINAL COUNTY

**A. 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.
- 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.
- 10. Existing and proposed antenna array widths and mounting heights.

**B. Submit** the Non-Refundable fees outlined on page one of the Application.

**C. Submit one (1) hard copy** of all documentation outlined in this packet and one **(1) digital copy** in multi-page PDF format.

**D. 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