

CASE NO. _____
Accepted by: _____
Date: _____
Acct #: _____ Staff Use Only

CONDITIONAL USE PERMIT APPLICATION

(Pre-Application Required; Incomplete applications will not be accepted)

PROPERTY INFORMATION			
DEVELOPMENT/PROJECT NAME:		PARCEL NUMBER(S):	
ADDRESS OR DESCRIPTIVE LOCATION:		GROSS AREA (ACRE/SQ. FT.):	
		NET AREA (ACRE/SQ. FT.):	
CURRENT ZONING:	CURRENT GENERAL PLAN DESIGNATION:		
CURRENT USE:			
PROJECT INFORMATION			
PROJECT DESCRIPTION (TO INCLUDE PROPOSED USE):			
PRE-APPLICATION MEETING	PLANNER ASSIGNED:		RELATED CASE(S):
	CASE NUMBER:		
	DATE HELD:		
APPLICANT INFORMATION (Single point of contact)		PROPERTY OWNER INFORMATION	
NAME:		NAME:	
ADDRESS:		ADDRESS:	
CITY, ST, ZIP:		CITY, ST, ZIP:	
PHONE NUMBER:		PHONE NUMBER:	
Review times in accordance with SB 1598 Policy			
EMAIL:		EMAIL:	
APPLICATION FEES (STAFF ONLY)			
BASE FEE:	Conditional Use Permit	\$2,942	
	CUP <u>Unauthorized Use</u>	\$2,942	
BASE FEE SUBTOTAL			\$
TOTAL AMOUNT DUE			\$

I, THE UNDERSIGNED APPLICANT, CERTIFY THAT THE INFORMATION ON THIS APPLICATION IS TRUE AND CORRECT.
 SIGNATURE: _____ DATE: _____

I, THE UNDERSIGNED OWNER, CERTIFY THAT THE INFORMATION ON THIS APPLICATION IS TRUE AND CORRECT AND CONSENT TO THIS APPLICATION.
 SIGNATURE: _____ DATE: _____

Development Services Department
 11465 W. Civic Center Drive, Avondale, AZ 85323 • Phone (623) 333-4000 • Fax (623) 333-0400 • TDD (623) 333-0010
www.AvonDaleAZ.gov/Developmentservices

Per A.R.S. § 9-495, an employee able to provide additional information is available at 623-333-4000 and EmailDevelopmentServices@avondaleaz.gov. All inquiries will receive a response within five business days.
 Please refer to the notice located on the last page of this document.

**CONDITIONAL USE PERMIT SUBMITTAL
CHECKLIST & ACKNOWLEDGEMENTS**

- Completed application with both the applicant's and owner's original signatures.
- Completed Property Owner Authorization form with owner's original signature.
- Title Report or Deed
- Project Narrative
- Conceptual Site Plan – 24"x36" drawn to scale
- Conceptual Landscape Plan – 24"x36" drawn to scale
- Conceptual Building/Color Elevations – 24"x36" drawn to scale (if required)
- Floor Plan – 24"x36" drawn to scale (if required)
- Public Participation- This request requires a Public Hearing. In order to foster civic engagement, an applicant-initiated Neighborhood Meeting is required to be held and Public Hearing notifications are required to be distributed. Upon completion, each phase of notification will require an affidavit of notification and supporting documents. When final approval has been granted, an affidavit of sign removal must be provided to Planning Division staff no more than one (1) week following approval.
Please see the Public Participation Process packet on our website for further details on the process and requirements: <https://www.avondaleaz.gov/home/showpublisheddocument/1991/636863644921830000>.
- Each item on the checklist is to be submitted digitally online.
- Other: _____

I acknowledge that the following items are required for the processing of my application with the City of Avondale Development Services Department. I understand that the application will be not accepted without the following items and that the City of Avondale reserves the right to request additional information supplementary to this list.

Applicant Signature: _____

Date: _____

If you have any questions regarding items on this checklist, please contact your project planner.

**CONDITIONAL USE PERMIT
PROJECT NARRATIVE**

The project narrative provides staff, Planning Commission, and City Council with the information necessary to fully evaluate the request for a conditional use permit.

Please address the following topics in your narrative:

1. Explain how the request meets the following findings:
 - a. That the proposed use is (i) consistent with the land use designation set forth in the General Plan, (ii) will further the City's general guidelines and objectives for development of the area, as set forth in the General Plan, and (iii) will be consistent with the desired character for the surrounding area.
 - b. That the use will be (i) compatible with other adjacent and nearby land uses and (ii) will not be detrimental to (1) persons residing or working in the area, (2) adjacent property, (3) the neighborhood, or (4) the public welfare in general.
 - c. That the site is adequate in size and shape to accommodate the proposed use, allow safe on-site circulation, and meet all required development standards, including, but not limited to, setbacks, parking, screening, and landscaping.
 - d. That the site has appropriate access to public streets with adequate capacity to carry the type and quantity of traffic generated by the proposed use.
 - e. That adequate conditions have been incorporated into the project to ensure that any potential adverse effects will be mitigated.
2. Site and building design.
3. Address ingress and egress to the property and proximity to driveways and street intersections in the vicinity of the subject property.
4. Internal vehicular circulation including emergency and delivery vehicles.
5. Pedestrian and alternative vehicle considerations for the proposed use.
6. Volume and character of traffic.
7. Off-street parking and loading.
8. Impact on public services, including utilities, schools, and recreation.
9. Screening and buffering of uses.
10. Proposed outdoor activities or storage.
11. Hours of operation.
12. Exterior lighting with reference to adjacent properties.
13. Noise, smoke, odor, dust, vibration, or illumination created by the proposed use.
14. Additional information as needed.

OWNER AUTHORIZATION FORM

- Fill out #1 below if property owner is same as applicant.
- Fill out #1 and #2 below if applicant is other than property owner.
- A separate form is required for multiple owners.

1. I, _____, hereby certify that I am the owner of property, designated as Plat _____, Lot(s) _____, as shown on the Maricopa County Tax Assessor's Maps.

2. I hereby authorize the application for _____ by (name of applicant or agent) to be submitted to the Development Services Department of the City of Avondale for review and decision by the Planning Commission and City Council.

BY: _____
Signature of Owner, Individual, Corporation, Trustee, Partnership, non-profit, etc.

STATE OF _____)
County of _____) ss.

The foregoing instrument was acknowledged before me this _____ day of _____ 20_____.

Notary Public

My Commission Expires:

NOTICE: By participating in any correspondence, telephone conversation, discussion, meeting, or any other communication with an Avondale employee, you agree and acknowledge that: (1) any information provided in a format other than a formal written determination by the designated Zoning Administrator is preliminary in nature and shall not be relied upon for any purpose by the recipient or any other person or entity; (2) any information provided by an Avondale employee is not the equivalent of a title report or a real estate survey; (3) you are responsible for independently researching and verifying the information; (4) an Avondale employee is not authorized to bind the City of Avondale in any manner, except by formal Zoning Administrator determination; and (4) any error, omission, incorrect information, or false information provided by an Avondale employee shall not give rise to any liability on behalf of the City of Avondale.