



## USE PERMIT APPLICATION SUBMITTAL CHECKLIST

**Development Services**  
7501 E. Skoog Blvd.  
Prescott Valley, Arizona 86314 Phone  
(928)759-3050  
Fax (928)772-7829  
email: devserv@prescottvalley-az.gov

**Application #:** \_\_\_\_\_ **Site Address:** \_\_\_\_\_

**No application is to be submitted or accepted unless it is complete including, but not limited to, the following:**

- A mandatory pre-application meeting with the Planning staff, or representative, on (date) \_\_\_\_\_.
- Hearing application stating the request and the type of proposed development, the Assessor's Parcel #, application signed and dated, indicating whether the owner or the agent. If agent, include the name and address of the property owner, phone number, and a letter of authorization.
- A legal description of the property identified on the application; if too lengthy, please attach.
- A site layout, landscape plan, building elevations and other pertinent data as requested (see requirements).

<ul style="list-style-type: none"> <li>• North Arrow</li> <li>• Lot Dimensions</li> </ul>	<ul style="list-style-type: none"> <li>• Street Names</li> <li>• Topographic Characteristics</li> </ul>
<ul style="list-style-type: none"> <li>• Location of All Existing Building/Structures on Property, Including Dimensions</li> </ul>	<ul style="list-style-type: none"> <li>• Dimensions Between All Structures and Property Lines and/or Fences</li> </ul>
<ul style="list-style-type: none"> <li>• Dimensions Between All Structures on the Same Lot</li> </ul>	<ul style="list-style-type: none"> <li>• Location and Dimensions of Item for which Variance Is Requested</li> </ul>
<ul style="list-style-type: none"> <li>• Landscaping, Screening and Outdoor Lighting as Required by Article 13-26</li> </ul>	<ul style="list-style-type: none"> <li>• Off-Street Parking as Required by Article 13-24 (Not required for single-family homes)</li> </ul>
<ul style="list-style-type: none"> <li>• Vehicular Access Points</li> </ul>	<ul style="list-style-type: none"> <li>• Signs and Lighting, Including Location</li> </ul>
<ul style="list-style-type: none"> <li>• General Location and Estimated Size of Detention Areas</li> </ul>	<ul style="list-style-type: none"> <li>• Possible Utility Locations, if Known</li> </ul>
<ul style="list-style-type: none"> <li>• Screening and Buffering as Required by Article 13-26</li> </ul>	<ul style="list-style-type: none"> <li>• Additional Requirements/Items Requested by Staff</li> </ul>

- Vicinity Map Clearly Noting Site Location.
- Property Direction and Permission to enter property statement signed and notarized.
- Letter of intent detailing the proposed use(s) and time period requested (if applicable).
- A filing fee in the amount of:
  - **New Use Permit = \$267.50**
  - **Use Permit Renewal (Prior to Expiration) = \$133.75**
  - **Use Permit Reinstatement (After Expiration) = \$267.50**
  - **Telecommunications = \$428.00**



**PLANNING & ZONING DIVISION BOARD  
OF ADJUSTMENT  
USE PERMIT APPLICATION**

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<b>Site Address:</b>	<i>FOR OFFICE USE ONLY</i>	
<b>Owner's Name and Mailing Address:</b> _____ _____ _____ <b>Phone:</b> _____	Hearing Date:	
	HA#:	
	Application Date:	
	T :	R :
<b>Agent's Name and Mailing Address:</b> _____ _____ _____ <b>Phone:</b> _____ <b>Fax:</b> _____ <b>Email:</b> _____	Zoning:	
	Fees & Charges:	
	Receipt No. & Date:	
	Taken by:	
<b>Request (detailed as follows):</b> _____ _____ _____ _____		
<b>Assessors Parcel Number:</b>	<b>Lot:</b>	<b>Unit:</b>
<b>Subdivision Name:</b>		
<b>I hereby certify that the information submitted for this application is complete and accurate to the best of my knowledge; and that I am the applicant or the bonafide agent of same as stated in the attached documentation.</b>		
_____ <b>Signature</b>	_____ <b>Date</b>	
_____ <b>Please Print Name</b>		



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## **USE PERMIT APPLICATION PROCEDURES**

A use permit is a request to allow a use in a specific zoning district that is not a permitted use as a matter of right; however, may be a compatible use in the district under certain conditions. The Town's Zoning Code identifies land uses permitted by a Use Permit within each zoning district.

All Use Permits will be heard and acted upon by the Board of Adjustment. The granting of such a Use Permit is a matter resting on the sole discretion of the Board, and refusal is not a denial of a right as the granting of a Use Permit is not a matter-of-right. The burden of proof lies with the applicant to satisfactorily show that to grant such a permit, including any structure that is involved, will not be detrimental to persons residing or working in the vicinity, to adjacent property, to the neighborhood or to the public welfare in general.

A Use Permit may be granted for a period of two (2) years, with renewal of the permit to be initiated by the applicant. Use Permits granted by the Board shall be void if the use is not commenced or substantial construction has not taken place within six (6) months of Board action or within a time period stipulated by the Board.

Prior to filing a request for a Use Permit, the applicant must meet with Planning staff to determine if additional information or documentation will be required for the Use Permit. An application and filing fee can then be submitted to the Development Services Department.

The Board of Adjustments consists of five (5) residents of the Town of Prescott Valley that are appointed by the Mayor and Town Council. The Board meets on the fourth Monday of each month. All applications must be submitted four weeks prior to the meeting date.

**Note: The applicant, or his representative, should be present at scheduled meetings to answer questions. If construction is planned, the applicants should obtain a Building Permit application and familiarize themselves with requirements. Any associated building permits will be issued after Public Hearing approvals.**

## NARRATIVE STATEMENT

Please answer each of the questions below ON A SEPARATE SHEET OF PAPER. Please provide a descriptive narrative of the Use Permit you are requesting by addressing the following issues:

1. What improvements and uses currently exist on the property?
2. What type of development is proposed for this Use Permit?
3. Is the property located in a special designation area (i.e. PV Town Center, Highway 69 Redevelopment, Truwood Redevelopment)? If so, state how the proposed use conforms to the area plan, its goals, and any applicable development standards.
4. In what ways is this proposal compatible with the surrounding land use and zoning pattern?
5. Are there unique design considerations proposed, beyond Zoning Code requirements, that reduce development impacts or would further compatibility with adjacent properties? If yes, explain.
6. Are there any unusual characteristics of the site that may restrict or affect this project?
7. Have you met with the Development Services Department staff to discuss this proposal?
8. Are there any other approval processes required to accomplish this project other than zoning? (i.e. variances, fire marshall, building official, state or county licensing)

The narrative statement should also identify the following:

1. Ingress/Egress to the property.
2. Adequate off-street parking, loading, refuse and service areas.
3. Adequate screening and buffering to minimize the impact of the use on surrounding uses.
4. Signs, if any, and proposed exterior lighting.
5. Hours of operation and potential impact on nearby or adjacent residents.
6. Number of employees
7. Number of occupants (other than employees)
8. Any outdoor use (size and purpose)
9. Square footage of use
10. Phasing – if requested

**NOTE:** Existing site conditions will be considered when requesting a Use Permit. The proposed property for a Use Permit must be in a clean and weed-free manner at all times. Not having a clean and weed-free property may delay your application through the hearing process.

# TOWN OF PRESCOTT VALLEY PLOT/SITE PLAN

PLEASE INDICATE NORTH

Hearing #: \_\_\_\_\_

APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

AFFIDAVIT

I/We certify that the proposed construction will conform to the dimensions and uses shown and that no changes will be made without first obtaining approval. All structures (including fences, walls and pads), correct setback distances, legal access and easements, cuts, fills, drainage and any water course on or adjacent to the property within 20 feet of any proposed or existing structure has been indicated.

\_\_\_\_\_  
Signature of owner or authorized representative

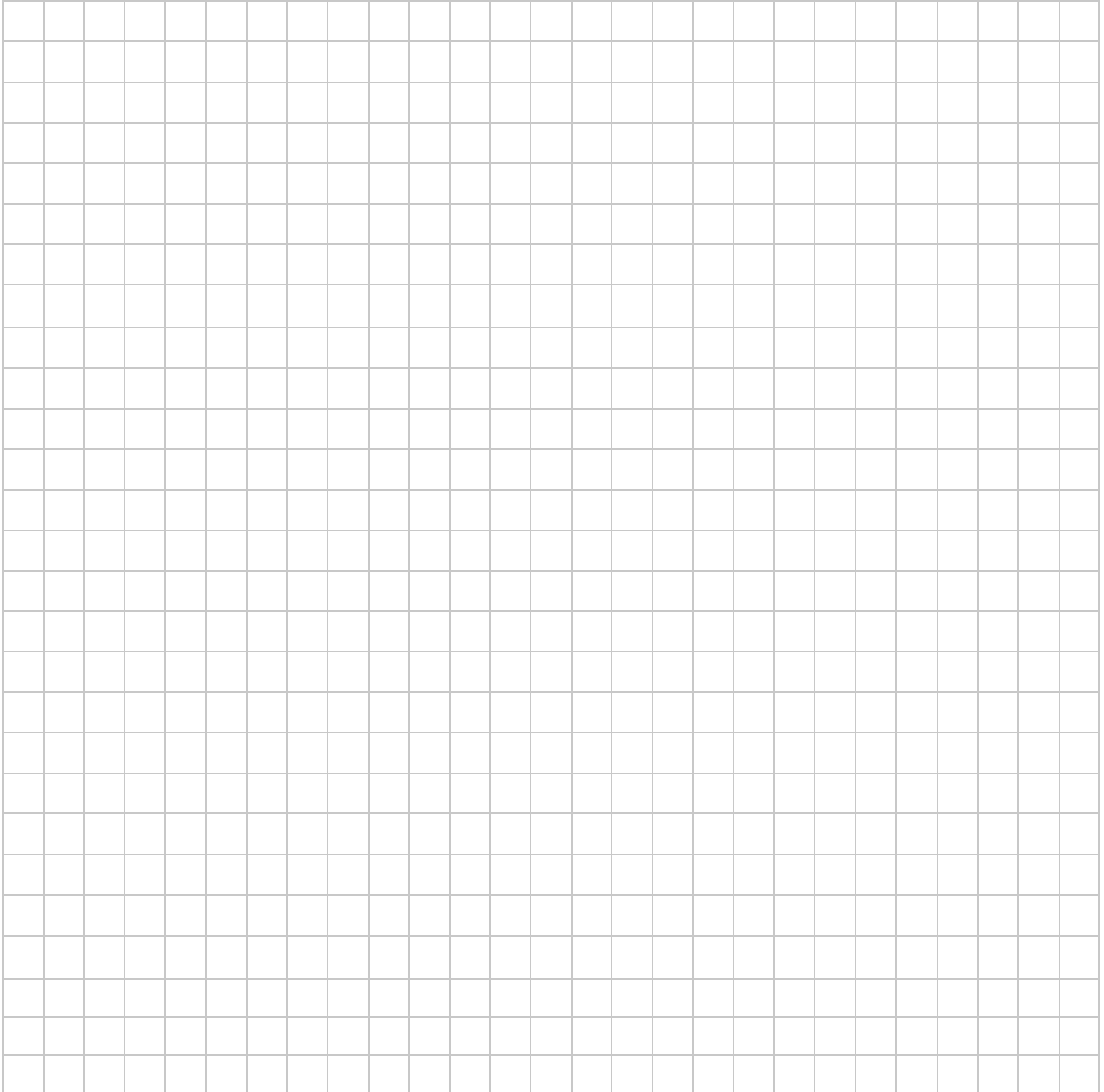
\_\_\_\_\_  
Date

**ALL SIDE YARD SETBACKS MEASURED TO ROOF DRIP LINE**

(Show roof drip line with dashed line and indicate side yard setback to roof drip line)

**SUGGESTED SCALE: 1 INCH EQUALS 20 FEET**

*4 squares = 1 inch*



## **SITE PLAN REQUIREMENTS**

Prescott Valley Town Code **Article 13-03-050.C.** refers to site plans:

### **13-03-050.C. Site Plan.**

- C. Contents: The owner or owners of property proposed for development shall submit to the Town of Prescott Valley a Site Plan indicating precisely what is planned for the property, and may include the following information as determined necessary by the officer charged with administering this Chapter:
1. Lot dimensions;
  2. All buildings and structures existing and proposed (including dimensions); Indicate roof over-hang on the site plan with a dashed line;
  3. Yards and spaces between buildings from overhang and from wall; Setbacks;
  4. Landscaping, screening and outdoor lighting as required by Article 13-26 of the Zoning Chapter;
  5. Off-street parking as required by Article 13-24;
  6. Vehicular, pedestrian and service access;
  7. Signs and lighting, including location;
  8. Outdoor storage and activities;
  9. Location and name of adjacent rights-of-way;
  10. Sewer Connection Plan;
  11. Easement locations and size;
  12. Other data as may assist in determining the effect of the development on surrounding property.

**PRESCOTT VALLEY**  
**DEVELOPMENT SERVICES DEPARTMENT**  
PROPERTY DIRECTIONS

**Unit/Lot:** \_\_\_\_\_

**Assessor's Parcel #:** \_\_\_\_\_

**Applicant's Name:** \_\_\_\_\_

**Directions to the property:**



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**AUTHORIZATION TO ENTER PROPERTY**

APPLICATION #: \_\_\_\_\_ Parcel #: \_\_\_\_\_ Unit/Lot #: \_\_\_\_\_

Legal Description (see attached): \_\_\_\_\_

APPLICANT(s): \_\_\_\_\_

Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_

I, the undersigned, hereby give permission to the Prescott Valley Zoning Inspector (or any Deputy Inspector) in the discharge of his/her duties as stated herein, and for good and probable cause, to enter the above described property to inspect same in connection with the enumerated application made under the terms of the Prescott Valley Town Code, or for any investigation as to whether or not any portion of such property, building or other structure is being placed, erected, maintained, constructed or used in violation of the Prescott Valley Town Code; or for any investigations for conditions, compliance and stipulations under the terms of the Prescott Valley Town Code and public hearings concerning this parcel. Such entry shall be within 60 days of the date of my signature (below) or within 60 days of the scheduled date of a public hearing for review, transfer or renewal of the application. Such entry shall be limited between the hours of 7 A.M. and 6 P.M. MST. I understand that this permission to enter property is OPTIONAL and VOLUNTARILY GIVEN and may be withdrawn or revoked (either in writing or verbally) at any time.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(check one)*

- Owner
- Agent for \_\_\_\_\_

STATE OF ARIZONA        )  
   ) ss  
 COUNTY OF YAVAPAI    )

On this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ before me, the undersigned Notary Public, personally appeared who executed the foregoing instrument for the purpose therein contained.

In witness whereof, I hereby set my hand and official seal,

Notary Public: \_\_\_\_\_

Date Commission Expires: \_\_\_\_\_