



Cochise County Community Development Joint Permit Application COMMERCIAL/NON-RESIDENTIAL BUILDING

1415 Melody Lane - Bldg. E, Bisbee, AZ 85603 (520) 432-9300 Fax (520) 432-9278 www.cochise.az.gov

PLEASE COMPLETE PARTS A-E BELOW

PART A: DESCRIPTION OF PROPERTY Tax Parcel Number: _____

Site Location/Address: _____ City: _____

Property Owner/Applicant Name: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

PART B: PROPOSED PROJECT:

Building/Occupancy Type: Construction Type: Square Feet:

Per International Building Code (IBC)

Estimated Value of Proposed Project: _____

PART C: HEALTH SERVICES SECTION Sewer: Septic System: IF SEPTIC SYSTEM IS IT: New: Existing:

PART D: HIGHWAY RIGHT-OF-WAY New Driveway New Culvert Other: _____

PART E: CERTIFICATION SIGNATURE

I hereby certify that I am the owner, or duly authorized owner's agent, and that all information on this application and the attached site plan is true and accurate to the best of my knowledge. I understand that if any of this information is not correct, it may be grounds for revocation of this permit. I understand that falsification of information on this document for the purpose of evading or attempting to evade state licensing laws is a Class 2 Misdemeanor per A.R.S. 13-2704. I further certify that I will comply with all County, State and Federal regulations applicable to said property, and **acknowledge that I am not authorized to begin work until I have received an approved permit.** I HEREBY AUTHORIZE COUNTY EMPLOYEES AND REGULATORY AGENCIES TO ENTER ONTO SAID PROPERTY TO MAKE REASONABLE INSPECTIONS FOR COMPLIANCE.

Applicant Signature: _____ **Date:** _____

OFFICIAL USE ONLY/PERMIT FEES

Assigned County Address: _____

Zoning District: _____ Growth Area: _____ Plan Designation: _____ Supervisor District: _____

Construction Plans: Yes No SV Sub-Watershed Hubbard Zone BSTR Tmbst Aq

Floodplain Zone: _____ Fld Panel : _____ Panel Date: _____ Sec: _____ Tn. _____ Rg. _____

Permit Type	Permit #	Fee	Date Rec'd	Receipt No.	Description
Bldg Code					
Bldg Code					
Bldg Code					
Bldg Code					
MFH/FBB					
Septic					
Sign					
Right-of-Way					
TIS/TIA Review					
Floodplain Use Permit					
Drainage Review					
Off-Site Plan Review					
Change of Use					
Temporary Use					
Rural Addressing					
Commerical Review					
Surcharge					
Other					

TOTAL FEES _____

COMMERCIAL/NON-RESIDENTIAL JOINT PERMIT APPROVAL

Permit Coordinator Signature: _____ **Date:** _____



Cochise County
Community Development
Planning, Zoning and Building Safety Division

Public Programs...Personal Service
www.cochise.az.gov

APPLICANT'S CERTIFICATION & ACKNOWLEDGEMENT

TAX PARCEL NUMBER: _____

By signing below, I hereby certify and acknowledge that:

1. I am the Owner, or authorized Agent of the Owner, of the property where the proposed project will be located.
2. My submitted application is complete and accurate to the best of my knowledge. Submission of false information may constitute fraud, and may be punishable by fine, imprisonment, or both. *A.R.S. §13-2310.*
3. I understand that an incomplete or inaccurate permit application or site plan, or failure to respond to requested corrections, may result in delays, additional permit and plan review fees, return of my submittal, or denial of my application.
4. I request all meetings, reviews or inspections necessary to process my application, and if my permit is approved and issued, I will request all inspections necessary to monitor progress, and document completion, at all stages of the work related to my permit.
5. My application is subject to an administrative completeness review of no more than 15-business days. I will receive written or electronic notice that my application is complete **or**, in the case of an incomplete application, a list of deficiencies that I need to correct. My application will not be transmitted for substantive review until **all** deficiencies have been corrected, estimated planning review fees have been paid, and my revised application has been submitted to the County.
6. If the County does not issue a written or electronic notice of administrative completeness within 15-business days, per *A.R.S. § 11-1605(F)*, my application will automatically be deemed administratively complete and transmitted for substantive review.
7. I understand that I have 30-business days to respond to each Notice of Deficiencies during the administrative completeness phase. Failure to respond within this timeframe may result in my permit application being voided. I have the right to re-apply if my permit application is voided. *A.R.S. §11-1605 (F)*
8. My application is subject to a substantive review period of 45-business days. I will receive written or electronic notice if my permit is approved **or** if corrections/additional information are needed. My permit will not be approved or issued until **all** additional information is provided, all requested corrections have been made and all permit fees have been paid.

Planning, Zoning and Building Safety

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planningandzoning@cochise.az.gov

Highway and Floodplain

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highway@cochise.az.gov
floodplain@cochise.az.gov

9. I understand that I have 60-business days to respond to each Request for Corrections or for Additional Information during the substantive review phase. Failure to respond within this timeframe may result in my permit application being denied. I have the right to re-apply if my permit application is denied. *A.R.S. §11-1605 (G)*
10. I acknowledge that the total County review timeframe during the administrative completeness phase is a total of 40-business days and during the substantive review phase a total of 105-business days. My permit application may have a total potential overall County permit application processing time of 145-business days. If my application cannot be approved within this timeframe, or a mutually agreed extension timeframe, my application may be voided or denied. *A.R.S. §11-1605 (I) & (J)*
11. I acknowledge that my total response timeframe during the administrative completeness phase is a total of 60-business days and during the substantive review phase a total of 120-business days. If I request the full extensions allowed for my response of an additional 90 days, my permit application may have a total potential overall applicant response time of 270-business days. If I am unable to complete my application within this timeframe, my application may be voided or denied. *A.R.S. § 11-1605 (G)*
12. I understand that if my project triggers a need for a public hearing, federal or state licenses/permits, approval from a public utility, or any other noncounty licenses/permits or meetings required by law, that my project review process and timeframe may be suspended until the decisions from those hearings have been made or noncounty review comments, approvals or licenses/permits are received. *A.R.S. §11-1605 (9)*
13. I am aware that all required permits, including required permits from outside agencies, **must** be obtained prior to completion of my project. I understand that it is my responsibility to plan for outside agency timeframes for necessary approvals or permits. Failure to obtain required permits may result in delays in obtaining my Certificate of Occupancy or Completion as well as the possibility of fines or other penalties.
14. If my permit application is denied, I can appeal this decision to the Cochise County Zoning Inspector by writing the Cochise County Community Development Department at 1415 Melody Lane, Bldg. E. Bisbee, Arizona 85603. An appeal request must be filed within 30-business days of the date of my denial letter. I acknowledge that my appeal request must be in writing and must include why I think the denial of my permit was not justified. *A.R.S. § 11-1605(J)(2)*
15. I may have other rights and obligations in the Regulatory Bill of Rights, as set forth by *A.R.S. §11-1602-1610*, including the right to request in writing a clarification of this statute, as applied by the County, to my permit application.

Signature

Date

Print Name/Company

Owner

Agent

Signed copy was provided to applicant by _____

Cochise County Staff initials

Date

Commercial Permit Application Timelines Effective October 1, 2016

ADMINISTRATIVE COMPLETENESS APPLICATION REVIEW TIMELINE ARS § 11-1605

1 st County Review	15-business days	Accepted or Request for Information
1 st Applicant's Response	30-business days	Response or Request for More Time
2 nd County Review	15-business days	Accepted or Request for Information
2 nd Applicant's Response	30-business days	Response or Request for More Time
3 rd County Review	10-business days	Accepted or Void Permit Application

You will receive written notice that your application is administratively complete and your application has been accepted for review **or** that your application is incomplete and additional information is required to process your permit request. Cochise County's total administrative review time of your application will not exceed 40-business days.

Applicant response times are required by Arizona statute: If your permit application is not fully completed within this timeframe, the County may void your permit application. If you would like more time to respond to the Notice of Deficiencies, per *A.R.S. § 11-1605 (F)*, you must provide a written or electronic explanation to the County of why you need more time. If the additional time you need to complete your application is extensive (30 or more business days) the County may void your permit application. You may re-apply when you have all the required information ready to submit.

SUBSTANTIVE REVIEW TIMELINE ARS § 11-1605

1 st County Review	45-business days	Approved Permit or Revisions Requested
1 st Applicant Response	60-business days	Response or Request for More Time
2 nd County Review	30-business days	Approved Permit or Revisions Requested
2 nd Applicant Response	60-business days	Response or Request for More Time
3 rd County Review	30-business days	Approved Permit or Denial Notice

You will receive written notice that your permit has been approved **or** that revisions/additional information are required to process your permit request. Cochise County's total substantive review time of your application will not exceed 105-business days.

If your project triggers a requirement for public hearings or approvals by a noncounty agency (e.g. Federal or State agency), the above timelines are suspended. The County may concurrently continue to review your permit application but the substantive review timeframe is **not** running until the outside agency review, approvals, permits/licenses are received. If your request is denied by outside agencies or other County Boards (e.g. the Board of Supervisors) your commercial permit application will also be voided or denied.

Applicant response times are required by Arizona statute: If you would like more time to respond to the Request for Corrections, per *A.R.S. § 11-1605(G)*, you must provide a written or electronic explanation to the County of why you need more time. If the additional time needed to complete your application is extensive (60 or more business days) the County may deny your permit. You may re-apply when you have all the required information ready to submit.

If your project has complicated technical review documents, upon your request and, **by written or electronic agreement from the County**, the substantive review timeframe may be extended by no more than 60-business days, for a total substantive review time of 165-business days. *A.R.S. §11-1605 (I)*

A BUSINESS DAY IS DEFINED AS ONE COMPLETE 8-HOUR WORKING DAY



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THE COMMERCIAL USE/BUILDING PERMIT APPLICATION PROCESS

The establishment of a new commercial (non-residential) use, or improvements, or changes to an existing commercial use (regardless of whether any building construction is involved), requires Permits from Cochise County. Commercial uses are all uses of property other than traditional residential uses. These non-residential uses include, but are not limited to, retail sales, repair shops, manufacturing products, storage facilities, food services, faith-based facilities, non-profits, varied services like salons or kennels, etc.

Commercial uses that carry a statutory exemption (e.g. agricultural operations, mining operations, utilities, etc.) do not fall within the above category. Questions relating to permit requirements for these activities should be directed to the Commercial Permit Coordinator at (520) 803-3960.

STEP 1

Completion of your permit application, site plan and required attachments

It is important to answer every question that applies to your proposed commercial use as completely as possible. The information you provide will help County, and other outside agency staff, clearly understand what you are proposing.

The Community Development Department and other relevant departments/agencies will be happy to answer any questions you might have about the permit process. Staff are also willing to meet with you (appointments are preferred) to go over application forms and site plan requirements.

Your permit application will be considered complete, and will be accepted for review, **ONLY** after all items noted on the list of required submittals are completed and the project is fully described by answering the questions in the application. Failure to provide all of the information needed to process your application could result in unnecessary delays in the review process.

Be aware that **ALL** work performed on buildings for commercial uses must be done by an Arizona licensed commercial contractor. If you have questions regarding this requirement, please contact the Registrar of Contractors' Office, located in Tucson, Arizona at (520) 628-6345.

STEP 2

Identification and payment of your required fees (Administrative Review)

A minimum application fee of \$115 is required to be submitted with your Commercial Permit application. During the administrative review phase of your application you will be notified by the Commercial Permit Coordinator of any additional fees, including estimated plan review fees, that your project will require.

Planning, Zoning and Building Safety

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planningandzoning@cochise.az.gov

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highway@cochise.az.gov
floodplain@cochise.az.gov

Permit review fees may also be required from other County departments. These fees must be submitted before your application will be considered complete and moved forward to the substantive review phase. Building permit fees will be calculated during the substantive review phase and must be paid before your permit will be finalized and issued to you.

STEP 3
Coordinated review meeting on your proposal

Pre-application conferences are encouraged and can be scheduled upon request with County staff through the Commercial Permit Coordinator prior to submitting your permit application.

If your proposal requires a coordinated review by County departments and/or State agencies (for reasons such as the scope of your project, potential on-site or off-site impacts, etc.) the Commercial Permit Coordinator may convene a Development Review Team meeting for joint department review of your project.

The Development Review Team typically consists of representatives from the following County departments: Planning, Zoning and Building Safety; Highway and Floodplain; Environmental Health & Social Services. You or your designated representative(s) may be invited to attend this meeting to ensure that all departments have a clear understanding of your project. The Commercial Permit Coordinator will provide you with a copy of any comments or questions submitted by staff/agencies reviewing your project prior to this meeting.

STEP 4
Technical reviews by interested agencies (Substantive Review)

Your permit request will be reviewed by technical staff from state and local department/agencies that have expert knowledge of your proposed use. Local departments include the Cochise County Planning, Zoning and Building Safety; Highway and Floodplain; Environmental Health and Social Services, and applicable fire districts. State agencies may include the State Fire Marshal’s Office, the Arizona Department of Environmental Quality or Arizona Department of Transportation. Outside agencies may also include Fort Huachuca or interested non-profit organizations (e.g. International Dark Skies Organization).

STEP 5
Summary of comments and requested revisions on your proposal

After all state and local departments/agencies reviewing your proposal complete their written comments and required revisions, the Commercial Permit Coordinator will provide you with a written summary of all applicable requirements.

If additional information or revisions are needed to process your permit application, a letter requesting the additional information or corrections will be sent to you. Upon resubmission of all requested corrections and information, your building/use permit will either be approved or denied.

If your permit application is in compliance with all pertinent requirements at this point in the review process, your building/use permit will be approved and issued.

STEP 6
Appeals to the Board of Adjustment

If, after receiving the letter stipulating the permit requirements, you wish to request a variance from any of the zoning-related requirements or wish to appeal any of the zoning-related administrative decisions

made on your application, you may submit a variance or appeal request, with applicable hearing fees, or a lot modification form (if applicable) to the Cochise County Planning Division for consideration.

STEP 7
Permit Approval and Issuance

Once all permit requirements have been met and your application complies with all state and local requirements and your required fees have been paid, a permit will be issued to you by the Community Development Department.

Your Commercial Permit will include the specific conditions of approval for your permit. The County and/or State will conduct compliance inspections to ensure that conditions of your permit, including site development standards, have been completed.

STEP 8
Inspections

It is your responsibility to call the County for all inspections.

Timely completion of your project includes calling the County to arrange for all required inspections. It is also your responsibility to complete any other requirements you might have, including calling for inspections, for state or federal agencies that have provided you with permits for your project.

Certificates of Occupancy or Certificates of Completion will be issued after your project has passed final inspection, all your permit conditions have been met, and all your fees have been fully paid.

QUESTIONS?

Should you have any questions at any time during the commercial permit review process, need more information about permits fees or would like to set up an appointment with staff, please contact the **Commercial Permit Coordinator at (520) 803-3960.** www.cochise.az.gov

Drought Resistant and Recommended Landscaping Plants: Contact the University of Arizona Water Cooperative Extension Wise Program at (520) 458-8278 ext 2141; in Willcox call (520) 384-3594 or on-line: <http://waterwise.arizona.edu>

Protected Native Plants: Contact the Arizona Department of Agriculture at (602) 542-4373 or online: www.agriculture.az.gov

Hazardous Materials Questions: Contact Arizona Department of Environmental Quality Waste Permit Liaison at (602) 771-4160 or online: www.azdeq.gov

Dust Control Measures, Requirements and Questions: Contact Arizona Department of Environmental Quality Air Quality Permit Liaison (602) 771-4492 or online: www.azdeq.gov

Floodplain and Water Quality Questions: Contact Arizona Department of Environmental Quality Water Quality Permit Liaison at (602) 771-4416 or online: www.azdeq.gov

State Highway Permit Questions: Contact the Arizona Department of Transportation, Permits Division for Southcentral District at (520) 380-4200; (520) 388-4234 or the Southeast District at (928) 428-7523; (928) 432-4916 The ADOT website provides a map with the boundaries of each district at: www.azdot.gov

Locating Contractors: Contact the Registrar of Contractor's Office at (520) 628-6345 or www.azroc.gov

Fry Fire District: Contact the Fry Fire District at (520) 378-3276 or online: www.fryfiredistrict.com



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COMMERCIAL USE/BUILDING PERMIT APPLICATION WORKSHEET

(PRINT CLEARLY IN INK OR TYPE)

COMMERCIAL PERMIT NUMBER _____
Assigned by County Staff at Permit Application Submittal

TAX PARCEL NUMBER _____

DATE SUBMITTED _____

APPLICANT _____

APPLICANT'S ADDRESS _____

CONTACT TELEPHONE NUMBER _____

EMAIL ADDRESS: _____

PROPERTY OWNER (IF OTHER THAN APPLICANT) _____

PROPERTY OWNER'S ADDRESS _____

REQUIRED SUBMITTALS

- Cochise County Joint Permit Application
- Commercial Permit Application Worksheet with **all** questions completely answered.
- Signed Applicant's Certification and Acknowledgement Form
- Site Plan: **(9)** hard copies of your site plan, 11 by 17 inches minimum size, drawn to standard scale, and completed with **all** the information requested on the **Sample Site Plan** and list of **Commercial Site Plan Requirements**. (If your site plan is larger than 11 by 17 inches, also provide one reduced 11 by 17 copy).
- Acknowledgment of ownership or authorization as agent:
 - I am **not** the property owner, and I have attached a notarized letter from the property owner giving me permission to apply for this Commercial/Building Permit Application.
- Proof of Valid Commercial Contractor's License:
 - I am **not** building/constructing anything as part of this permit.
 - I **am** building/constructing something as part of this permit and I have included my contractor information on the Contractor License Identification Attachment.
 - I **am** building/constructing something as part of this permit, but **I have not yet selected my contractor** (I will submit a Contractor License Identification Attachment later).
- Application fee of \$115.00. Check should be made out to Cochise County Treasurer.

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 floodplain@cochise.az.gov

ATTACHMENTS THAT MAY BE REQUIRED BASED ON THE SCOPE OF YOUR PROJECT

This permit application will give you guidance if any of these attachments are required based on the scope of your proposed project. **Failure to include required attachments will increase the amount of time needed to process your permit.** The Commercial Permit Coordinator will also advise you if any of these attachments are required during the administrative and substantive review phases of your application.

- Construction Plans: Two (2) sets minimum (24"by 36"). Stamped by licensed Arizona Engineer or Architect.
- Septic Plans: Two (2) sets minimum.
- Off-Site Improvement Plans: Two (2) sets minimum. Stamped by licensed Arizona Civil Engineer.
- Landscape & Irrigation Plan: **(9)** hard copies of your site plan, 11 by 17 inch minimum, drawn to scale. (If your landscape & Irrigation plan is larger than 11 by 17 inches, also provide one reduced 11 by 17 copy.)
- Drainage Analysis Attachment and/or Elevation Certificate and/or Drainage Statement; Hydrology/Hydraulic Report; Drainage Report and/or Dust Control Plan and/or Geotechnical Report. Two (2) sets plus one electronic copy (disk/jump drive or drop-box).
- Traffic Analysis Attachment and/or a Traffic Impact Statement (TIS) or a Traffic Impact Analysis (TIA). Two (2) sets plus one electronic copy (disk/jump drive or drop-box).
- Right-of-Way/Encroachment Permit(s) or Private Maintenance Agreement.
- Hazardous and Polluting Materials Attachment.
- Detailed Inventory of Hazardous or Polluting Materials, with Material Data Safety Sheets, and/or Contingency Plan for spills or releases.
- Commercial Lighting Plan Attachment with specifications sheets, diagrams and/or photos.
- Sign Permit Application with two (2) sets of Construction Sign Plans.
- Sierra Vista Sub-Watershed Water Conservation Attachment and/or Overlay Zone Attachment.
- Supplement Checklist for Antennas and Towers

ATTACHMENTS THAT MAY BE REQUIRED BASED ON THE SCOPE OF YOUR PROJECT, CON'T

Other Outside Agency permits/attachments that you might also need to include:

- Fry Fire District Review requirements for one additional set of construction plans, review fee and proof of payment.
- Arizona Department of Agriculture (ADA) Notice of Intent to Clear Land.
- Arizona Department of Environmental Quality (ADEQ) Stormwater Pollution Prevention Plan (SWPPP) & Notice of Intent (NOI).
- Arizona Department of Transportation (ADOT) Right-of-Way/Encroachment Permit.
- Arizona Department of Environmental Quality (AZDEQ) 401 Permit.
- United States Corps of Engineers (USACOE) 404 Permit.

SUBMIT THIS COMPLETED APPLICATION WORKSHEET WITH ALL REQUIRED ATTACHMENTS TO:

PLANNING, ZONING AND BUILDING SAFETY
ATTN: COMMERCIAL PERMIT COORDINATOR
4115 E. FOOTHILLS DR., SIERRA VISTA, ARIZONA 85635
OR
1415 MELODY LANE, BUILDING E, BISBEE, ARIZONA 85603
QUESTIONS? CONTACT: 520-803-3960 | WWW.COCHISE.AZ.GOV

Describe, as completely as you can, the proposed commercial use that you want to do.
Some questions may not apply to your project: this application includes questions for all types of land uses.
Attach separate pages if the lines provided are not adequate for your response.

PROPOSED PROJECT

1. What is the existing use of your property now, or what was the most recent use of your property?

2. What is the new commercial (non-residential) use or improvement you want to do on your property?

3. Was your proposed land use approved by the Planning and Zoning Commission?

YES NO N/A

If YES, what is your Special Use Authorization Number? **SU-**_____

4. What are the types of activities you plan to do as part of your proposed use or improvement?
What impacts do you think these activities might have on the properties next to you?

5. What are the products or services that will be produced/offered/sold as part of your proposed use?

6. What are the days and hours of operation for your proposed use?

Days of Week: SUN MON TUES WED THUR FRI SAT

Hours: _____ AM to _____ PM

7. How many employees do you plan to have for your proposed use?

Number of employees: Start-Up: _____ Full Build Out/Future: _____

Number of employees per shift: _____

Part-Time employees: _____ Full-Time employees: _____

BUILDING SITE INFORMATION

8. If you plan to use an existing building(s), what is the existing construction type(s)? If you plan to construct a new building(s), what materials will be used to construct your new building(s)? E.g., factory built building, wood, block, metal, etc.

9. Will your project be constructed/completed within one year, or phased?

- ONE YEAR PHASED

If phased, describe the phases, and show each phase on your site and building plans.

10. Is your site in a Special Overlay Zone?

- YES NO I DO NOT KNOW

If YES: Tombstone Aqueduct Buffalo Soldier Electronic Testing Zone Hubbard Zone

If YES, ALSO complete the **Overlay Zone Attachment**.
 Show any additional requirements on your site and building plans.

11. Are the following utility services existing? If not, how are they going to be provided to your business location?

Service	Utility Company/Service Provider	Provisions to be made
Water		
Sewer/Septic		
Electricity		
Natural Gas		
Liquid Propane		
Telephone		
Fire Protection		

Show your utilities on your site and building plans.

NOTE: If you are in the Fry Fire District you may need one additional set of plans, and Fry Fire Dept. plan review fees.

12. Where does water for your business location come from?

- Public water system Community well Private well

If using a private well, show the location on your site and building plans.

13. How much water, in total gallons, do you calculate your business will use?

Per Day: _____ Per Year: _____

14. Will you use a septic system?

YES NO

If YES, is your septic tank system existing? YES NO

If YES, do you plan to expand your existing septic tank system? YES NO

Show your septic tank, leach field and 100% expansion area on your site and building plans.

15. Do signs already exist on your property?

YES NO

If YES, please indicate type (wall, freestanding, etc.) and square footage for each sign.

Show the location of these signs on your site and building plans.

A. _____ B. _____ C. _____

16. Will any new signs be placed on your site?

YES NO

If YES, include a **sketch** of the new sign, to scale, and what will be shown on the sign with your application. Show the location(s) of any new signs on your site and building plans.

If YES, **ALSO** complete and include a **Sign Permit Attachment**.

17. Are you in a **Category A or B Growth Area**?

YES NO I DO NOT KNOW

If YES, what is your proposed landscaping for your site? What are the plants and materials you plan to use to landscape your site? Commercial uses in Categories C and D Growth Areas are exempt from landscaping requirements.

If YES, **ALSO** include a **Landscape and Irrigation Plan** with your application. A minimum of 5% of the total developed area of your site and a minimum of a 5 foot wide strip along any abutting streets is required to be landscaped with drought tolerant plants, and maintained. Sight Distance Triangles must also be shown.

18. Will outdoor lighting be used?

YES NO

If YES, tell us how neighboring properties and roadways will be shielded from light spillover in compliance with the Light Pollution Code.

If YES, **ALSO** complete and include a **Lighting Plan Attachment**. Show the location(s) of your outdoor lighting on your site and building plans.

FLOODPLAIN, WATER CONSERVATION & LAND CLEARING

19. Will you need to clear/blade any part of your parcel for your project? YES NO

→ If YES, be advised that you are required to submit to the Dept. of Agriculture a **Notice of Intent to Clear Land** if you will be clearing your site of any Arizona protected native plant species. *Most cacti, agaves, yuccas are protected species: a complete list can be found on the Dept. of Agriculture’s website.*

20. Is your site more than one acre in size?

YES NO I DO NOT KNOW

→ If YES, what specific water conservation measures are you proposing to include with your project? *Show these water conservation features on your site and building plans.*

21. Are you in the Sierra Vista Sub-Watershed?

YES NO I DO NOT KNOW

→ If YES, you are required to meet specific water conservation measures. *Show water conservation measures on your site and building plans.*

→ If YES, **ALSO** complete and include the **Sierra Vista Sub-Watershed Water Conservation Overlay Zone Attachment.**

22. Will you need to clear more than one acre to construct your proposed business? YES NO
Will you need to clear more than one-half of your total property area? YES NO

If YES to **either of the above**, describe your proposed dust and stormwater erosion control measures that you plan to use to protect your site, and properties next to you, during and after construction. *Show appropriate dust and erosion measures on your site and building plans.*

→ If YES, **ALSO** complete and include a **Drainage Analysis** AND submit the appropriate **Drainage Reports or Permits.**

23. Are you in a FEMA Flood Hazard Area Zone A, AE, AH, or AO?

YES NO I DO NOT KNOW

→ If YES, **ALSO** complete and include a **Drainage Analysis** AND submit the appropriate **Drainage Reports or Permits.**

24. Is there a wash on any part of your property or near-by (within 300 feet) of your property?
*Show washes on your site plan **OR** write a note on your site plan that there are no washes within 300 feet.
Also show set-backs from washes on your site plan as required by Floodplain Regulations.*

- YES NO

If YES, will washes be improved with culverts, bank protection, crossings or other means?

- YES NO

25. Will existing drainage patterns on your property site be changed after your project is completed?
Any new construction has potential to change stormwater flows. Show on-site drainage flows on your site plan.

- YES NO

26. How are you going to make sure that any change in the drainage patterns on your property does not adversely impact the properties that are downstream and next to you? N/A

TRAFFIC INFORMATION

27. What roadway(s) will employees and customers use to reach your business location?

28. What is the posted speed limit of the roadway that your driveway takes direct access from?
You will need to calculate your required clear zones using this speed limit information and show your site distance triangle for your connection to the roadway network on both your site plan and landscape plans.

29. What type of roadway provides your parcel with direct legal access?

- A local private road (not State or County maintained)/private easement

 IF YES, **ALSO** provide documentation of your rights to use private roadway (e.g. a recorded private easement agreement or deed), **AND** complete and include a **Private Maintenance Agreement**.

- A local private road(not State or County maintained)/public easement: Easement # _____

 IF YES, **ALSO** complete and include a **Private Maintenance Agreement**.

- County-maintained roadway: County ROW Permit # _____

- State Highway: ADOT ROW Permit # _____

30. What surface will be used for your driveways, parking and loading areas? (i.e., none, crushed aggregate, gravel, chip-seal, asphalt, concrete etc.) *Show the dimensions of your parking and loading areas, width of driveway, and exact location of these areas on your site plan.*

31. How many vehicles do you think will come to your business location in one single business day? Include employees, customers, suppliers, deliveries, etc. in your estimate.

32. What type of trucks, how many and how often might they be expected to visit your business location? *E.g. One semi-truck delivery/Once a week.*

33. Do you expect any heavy, oversized or overweight trucks during either the construction or operation phase of your project?

YES NO

 If YES, **ALSO** complete and include a **Traffic Analysis Attachment** AND submit the appropriate **Traffic Reports**.

34. Do you expect the amount of traffic that might come to your business location to exceed 50 vehicles/trucks a day and/or 25 vehicles within any one hour span of time (*e.g. employees arrive or leave site*).

YES NO

 If YES, **ALSO** complete and include a **Traffic Analysis Attachment** AND submit the appropriate **Traffic Reports**.

35. Are you planning to construct any off-site transportation improvements (e.g., access aprons, driveways, culverts, new lanes)?

YES NO

If YES, list your proposed off-site improvements. *Show all off-site transportation improvement details on your site and building plans. You will also need a Right-of-Way/Encroachment Permit from the County or from ADOT prior to construction.*

OUTDOORS ACTIVITIES/OFF-SITE IMPACTS

36. Will any of your business operations occur outdoors for your proposed use?

YES NO

If YES, what will those activities be?

37. Will outdoor storage of equipment, materials or products be needed?

YES NO

If YES, what do you plan to do to screen your storage from the properties next to you? *Show the location of your outdoor storage and screening on your site and building plans. Screening requirements typically include 6' height, cannot be seen through, placed on a dust-free gravel surface.*

38. Will any **noise** be produced that can be heard on adjacent properties next to you?

YES NO

If YES, what do you think will be the level and duration of this noise impact? What do you plan to do to prevent or minimize this noise from being heard on neighboring properties?

39. Will any **vibrations** be produced that can be felt on adjacent properties next to you?

YES NO

If YES, what do you think will be the level and duration of these vibrations? What do you plan to do to prevent or minimize vibrations from impacting the properties next to you?

40. Will **odors** be created by any of the things you plan to do at your proposed business?

YES NO

If YES, what do you plan to do to limit any odors from escaping onto the properties next to you?

41. Could any activities you plan to do at your proposed business operation potentially attract **pests**, such as flies, mosquitoes or rodents?

YES NO

If YES, what do you plan to do to prevent a pest nuisance on the properties next to you? *Specifically address reduction and control of disease vector threats.*

HAZARDOUS OR POLLUTING MATERIALS

This question does not apply to ordinary household or office products or wastes such as cleansers, waxes, or office supplies. It applies only if the hazardous or polluting materials are involved in the operation of your commercial business, or if grounds or maintenance chemicals (pesticides, fertilizers, paints, etc.) will be present in quantities greater than 50 pounds (solids) or 25 gallons (liquids).

Hazardous or polluting materials can include paint, solvents, chemicals and chemical wastes, oil, pesticides, herbicides, fertilizers, radioactive materials, or biological agents. Engine repair, automobile shops, dry cleaning, manufacturing are commercial uses that commonly use such substances and typically have hazardous materials at their place of business.

42. Does your proposed commercial use involve the use of hazardous materials?

- YES NO
- MINIMAL AMOUNTS FOR ORDINARY USE/NOT FOR SALE
- USED IN CONSTRUCTION PHASE ONLY – Shown on Construction Plans



If YES, **ALSO** complete and include the **Hazardous Materials Attachment**.

APPLICANT'S STATEMENT



I hereby certify that I am the Owner, or duly authorized Owner's Agent.



I hereby certify that all information in my Joint Permit Application, this application worksheet, supplemental attachments, and on the submitted site plan(s) are accurate to the best of my knowledge.



I understand that if any information in my Joint Permit Application, permit application worksheet, supplemental attachments, and site plan(s) are found to be incorrect or in error, it may be grounds for denial or revocation of my Commercial Use/ Building Permit.

Applicant's Signature

Date Signed