

**NAVAJO COUNTY, ARIZONA  
PUBLIC WORKS DEPARTMENT**

**PLANNING & ZONING**

**P.O. Box 668 Holbrook, AZ 86025 (928) 524-4100**

**GUEST HOUSE PERMIT  
APPLICATION**

**(Revised 05/22)**

# **GUEST HOUSE PERMIT APPLICATION INSTRUCTIONS**

*(Read Carefully)*

***NOTICE: No application will be processed or public hearing scheduled until all items have been received and the application is complete.***

## **CHECKLIST:**

- All information requested on the attached Guest House Permit application must be complete and ownership legally notarized where indicated.
- Attach a copy of the recorded deed or sales contract.
- A Guest House Permit application-filing fee of \$400 (**non-refundable**).
- A letter of intent expressing your reason for the proposed use and how it is compatible with the surrounding area.
- Two (2) copies of a detailed site plan must be submitted (see attached).
- Proof of approved waste system: Septic or sewer certification by Navajo County, the Sanitation District, or a qualified contractor.

***Incomplete applications will be returned to the applicant.***

# **GUEST HOUSE PERMIT APPLICATION**

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P. O. Box 668 Holbrook, AZ. 86025 Phone: (928) 524-4100 Fax: (928) 524-4399

**\*\*\*NOTICE\*NOTICE\*NOTICE\*\*\***

**The following Navajo County Zoning Ordinance Articles have been provided for your information.**

## **Section 2520 – Guest Houses**

### **Performance Standards**

Approval of Guest Houses shall require compliance with the following performance standards:

1. A maximum of one Guest House is permitted per lot.
2. Guest Houses shall only be permitted in those zoning districts in which they are listed under Use Regulations as an allowed use. The following are the only permissible zoning districts for Guest Houses addressed under this section:
  - a. A-General
  - b. RU-20
  - c. RU-10
  - d. RU-5
  - e. RU-1
3. Guest Houses shall only be permitted on lots which have a minimum lot size of ten thousand (10,000) square feet or more.
4. Guest Houses are limited to seventy (70) percent of the livable square footage of the primary dwelling.
5. Guest Houses shall meet all setbacks required of a primary dwelling in the zoning district in which they are located.
6. Single family Dwellings, including conventional site-built homes, Manufactured Homes (including rehabilitated Mobile Homes) and Factory Built Buildings may be used as a Guest House in zones where those structures are allowed as primary Dwelling Units. Travel Trailers and Recreational Vehicles are prohibited as Guest Houses.
7. All utilities may be on separate meters than the primary dwelling, unless otherwise prohibited by a utility company.
8. Whenever possible, Guest Houses shall not be located in front of the primary dwelling.

### **Applications**

An application for a Guest House shall be submitted to the Director of Development Services on a form approved by the Director. The application shall be accompanied by:

1. An accurate site plan and description of the property, detailed description of the proposed use, preliminary floor plans and elevations of all proposed buildings, and an estimate of the valuation of the proposed construction.
2. Satisfactory evidence of the applicant's ability and intention to proceed with construction in accordance with the plans within six months after the Guest House permit is granted.

### **Permits and Administration**

1. Applicable Building, Environmental Quality, and Engineering Permits apply. Community Development review shall be conducted through the issuance of such permits.
2. A decision of the Community Development Director may be appealed to the Board of Adjustment.



# GUEST HOUSE APPLICATION

#222

P&Z

## OWNER INFORMATION

Application #

Owner's Name: \_\_\_\_\_

Owner's Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Owner's Email: \_\_\_\_\_

Owner's Mailing Address: \_\_\_\_\_

Date of Ownership: \_\_\_\_\_

Zoning

## CONTACT INFORMATION

Contact Name: \_\_\_\_\_

Contact Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Contact's Mailing Address: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Application Date

## SUBJECT PARCEL INFORMATION

Location (include nearest town/community): \_\_\_\_\_

Property Address: \_\_\_\_\_

Legal Description: Township: \_\_\_\_\_ Range: \_\_\_\_\_ East, Section(s): \_\_\_\_\_

Property Size: Acres: \_\_\_\_\_ Square Feet: \_\_\_\_\_ Assessor's Parcel #: \_\_\_\_\_

Subdivision Name: \_\_\_\_\_ Lot #: \_\_\_\_\_

Date of Ownership: \_\_\_\_\_

Present Use of Property: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

General Directions to Property: \_\_\_\_\_

Fees

Receipt #

Date

## CURRENT ZONING

- A-Gen     RU-20     RU-10     RU-5     RU-1     R1-43     R1-10  
 R-2     R-3     C-R     I-1     I-2     Special Development

## REQUESTED SPECIAL DEVELOPMENT ZONING

Rec'd By

- Residential     Commercial     Industrial     Mixed

By submitting this application, the applicant and property owner hereby consent to site visits in order for planning staff to prepare the case report.

**OWNER'S AFFIDAVIT**

I, \_\_\_\_\_, being duly sworn, depose and say that I am an owner of the property involved in this application and that the information herewith submitted is true and correct to the best of my knowledge.

\_\_\_\_\_  
Owner's Signature

STATE OF ARIZONA )  
                                  )§  
COUNTY OF NAVAJO)

Sworn and subscribed before me on this \_\_\_\_\_ day of \_\_\_\_\_,

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

\_\_\_\_\_  
My Commission Expires

**FOR STAFF USE ONLY**

Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_

Submittal Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Case #: \_\_\_\_\_ Fee: \_\_\_\_\_

Board of Adjustment: \_\_\_\_\_ Action: \_\_\_\_\_

Notes/Stipulations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# PLANNING & ZONING

## SITE PLAN INSTRUCTIONS

### **DEFINITION:**

- A plan, prepared to scale and accurately indicating all building and site dimensions, the boundaries of a site and the location of all buildings, structures, uses, and principal site development features to be impacted by the proposed request for the specific parcel of land.

### **REQUIREMENTS:**

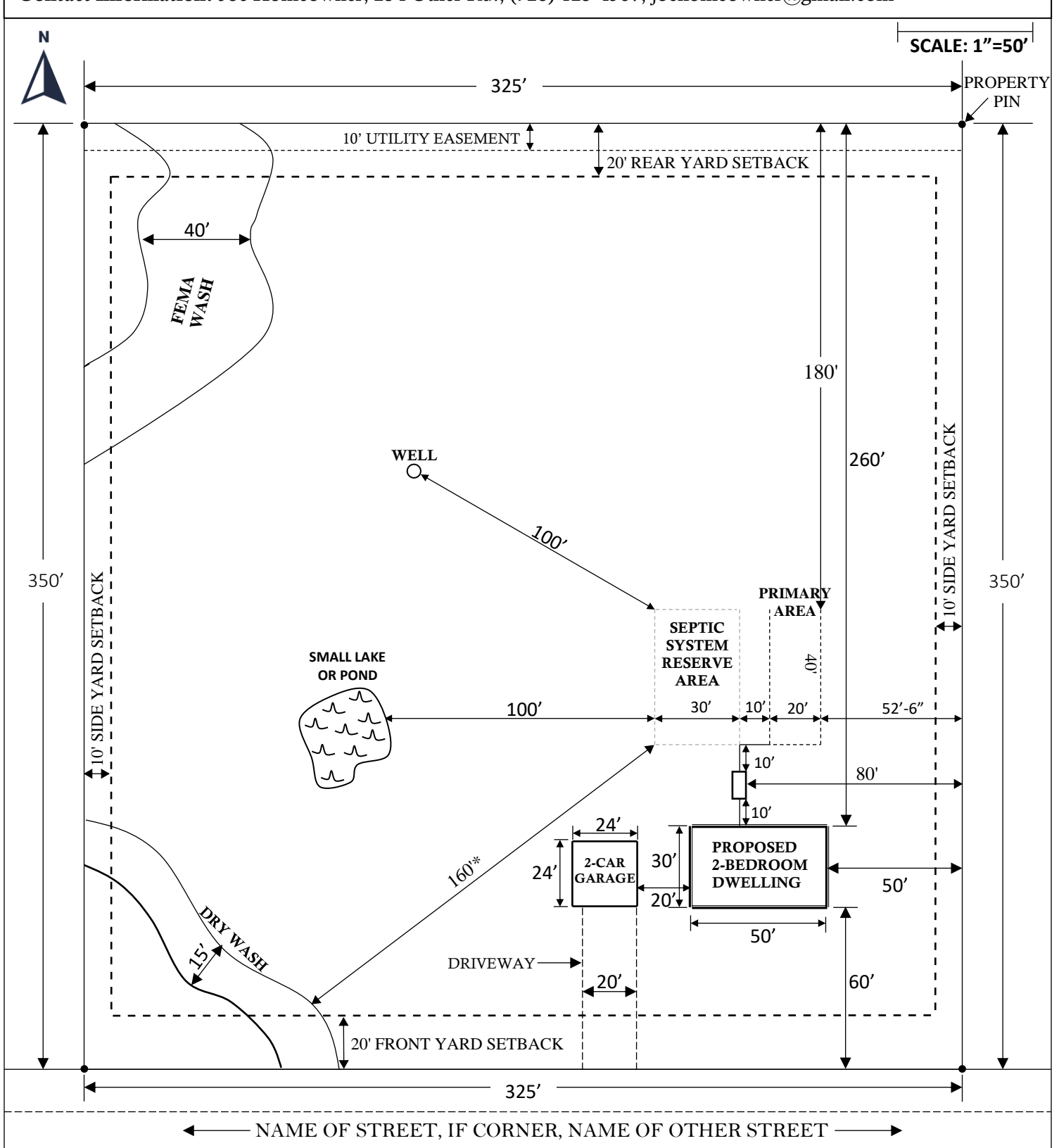
- i. North arrow and scale.
- ii. Property lines with dimensions.
- iii. Location and dimensions of existing and proposed structures.
- iv. Distances from structures to property lines, septic systems (including leach field areas), and water well facilities.
- v. Indication of all required yard setbacks from property lines and distances from buildings.
- vi. Existing and proposed access (ingress and egress) of the subject property.
- vii. Assessor's parcel number (APN) for the subject parcel.
- viii. Address for the subject parcel.
- ix. Two (2) copies of the completed site plan on 11"x17" paper.
- x. Existing zoning.
- xi. Owner's signature and date.

# Project Name/Title

**Site Size:** 2.61 Acres  
**Address:** 123 Example Ln.  
**APN:** 123-45-678  
**Legal Desc.:** T12N, R20E, S22  
**Proposed Use:** Single-Family Residence and Garage  
**Contact Information:** Joe Homeowner; 234 Other Rd.; (928)-123-4567; joehomeowner@gmail.com

**Current Zoning:** A-General  
**Existing Use:** Vacant Land  
**Structure Type:** Residence  
**Structure Size:** 1500 s.f.

**Structure Height:** 22 ft.  
**Parking (Proposed):** 2 spaces  
**Parking (Required):** 1 space



\*50' minimum if wash has 20-acre contributing area