

**NAVAJO COUNTY, ARIZONA
PUBLIC WORKS DEPARTMENT
PLANNING & ZONING**

**P. O. Box 668 / 100 East Code Talkers Drive, Holbrook, AZ 86025
Phone: (928) 524-4100 Fax: (928) 524-4399**

**TEMPORARY USE
PERMIT
APPLICATION**

(Revised February 23, 2012)

TEMPORARY USE PERMIT

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The following zoning information from the Navajo County Zoning Ordinance has been provided for your information:

Article 25, Section 2513 (Temporary Buildings and Uses):

1. Definitions.
 - a. **“Temporary Use Permit”** means a permit issued pursuant to Section 2513(2) or 2513(3). The fee for a temporary use permit shall be in accordance with a schedule of fees adopted by the Board of Supervisors.
 - b. **“Special Event Permit”** means a permit issued pursuant to Section 2206 or 2513(4).
 - c. **“Director”** means the Director of the Navajo County Development Services Department or his or her designee pursuant to Section 3002(20).
 - d. **“Referral by the Director”** means the Director has decided that a particular matter should be considered and decided by the Board of Supervisors instead of the Director. The Director’s decision to refer a matter to the Board of Supervisors shall be final.
 - e. **“Adjoining Property”** means all parcels of land that are identified by separate parcel numbers in the Office of the Navajo County Assessor and that either physically touches the subject parcel or would touch it if not separated by a dedicated right-of-way.
2. Temporary Use Permit for construction-related temporary buildings and uses.
 - a. Temporary buildings, Manufactured Homes and Recreational Vehicles used in conjunction with construction work may be permitted only during the period of construction, subject to obtaining a Temporary Use Permit from the Director (or the Board of Supervisors upon referral by the Director) and the following conditions:
 - (1) The duration of the Temporary Use Permit shall not exceed one year from the date of approval, but the permit may be renewed for up to two additional one-year periods if the property owner submits to the Director (or the Board of Supervisors upon referral by the Director) satisfactory evidence of the need for renewal.

- (2) Unless the Temporary Use Permit is renewed, the temporary building, Manufactured Home or Recreational Vehicle shall be removed from the site upon the expiration of the permit, within ten days after the completion of construction, or upon the granting of a Certificate of Occupancy, whichever occurs first.
 - (3) Temporary placement of a Recreational Vehicle shall be subject to the provisions of Article 22, except that no Temporary RV Permit shall be required if a Temporary Use Permit has been issued.
 - b. Temporary construction uses (such as the cutting and storage of lumber or the storage of materials and equipment used in conjunction with construction work) may be permitted only during the period of construction, subject to obtaining a Temporary Use Permit from the Director (or the Board of Supervisors upon referral by the Director) and the following conditions:
 - (1) The duration of the Temporary Use Permit shall not exceed one year from the date of approval; but the permit may be renewed for up to two additional one-year periods if the property owner submits to the Director (or the Board of Supervisors upon referral by the Director) satisfactory evidence of the need for renewal (such as continuing construction-related activities on the subject property; a valid Building Permit, Grading Permit or other authorization for construction; and/or a valid construction-related contract).
 - (2) Unless the Temporary Use Permit is renewed, the temporary use shall cease upon the expiration of the permit, within ten days after the completion of construction, or upon the granting of a Certificate of Occupancy, whichever occurs first.
3. Temporary Use Permit for real estate offices for the sale of subdivision lots.
 - a. Temporary real estate offices for the sale of lots in a subdivision for which the final plat has been approved by the Board of Supervisors may be permitted, subject to obtaining a Temporary Use Permit from the Director (or the Board of Supervisors upon referral by the Director) and the following conditions:
 - (1) The office shall be located on the property being subdivided and shall be used solely for the sale of these lots.
 - (2) The office shall comply with the height, setback, intensity of use, utility (including sewer) and parking regulations for the zoning district in which it is located.
 - (3) The duration of the Temporary Use Permit shall not exceed two years from the date of approval, but the permit may be renewed for one or more additional periods of not more than one year each if the property owner submits to the Director (or the Board of Supervisors upon referral by the Director) satisfactory evidence of the need for renewal (such as evidence that lots remain unsold).

- (4) Unless the Temporary Use Permit is renewed, the office shall be removed upon the expiration of the permit or the sale of all lots in the subdivision, whichever occurs first.
4. (Section 4 relates to Special Events, and is not applicable to Temporary Use Permits).
5. Notice. The Director may notify adjacent property owners of an application for a Temporary use Permit in any reasonable manner and may solicit their comments prior to issuance of the permit. The Director's decisions as to whether the application warrants notice to adjoining property owners, and as to the manner of such notice, shall be final.
6. Appeal. If a Temporary Use Permit or Special Event Permit is denied by the Director, or the applicant is dissatisfied with the conditions of any such permit, or any adjoining property owner is dissatisfied with the granting of any such permit by the Director, the applicant or adjoining property owner may appeal to the Board of Supervisors within ten calendar days of after the decision of the Director. The appeal shall be filed by delivering to the Director a notice of appeal, describing in reasonable detail the reason(s) for the appeal. A filing fee in accordance with a fee schedule adopted by the Board of Supervisors shall be paid at the time of filing. The decision of the Board of Supervisors shall be final. The permit shall be stayed while the appeal is pending.

TEMPORARY USE PERMIT

APPLICATION INSTRUCTIONS

(Please Read Carefully)

NOTICE: No application will be processed until all items have been received and the application is complete.

CHECKLIST:

- All information requested on the attached Temporary Use Permit application must be complete, and ownership legally notarized where indicated.
- Attach a copy of the recorded deed or sales contract.
- Six (6) copies of the site plan of the property, drawn to scale, clearly showing the Temporary Use(s) requested and all related property features. See attached sample plan and requirements.
- A filing fee of \$150 (**non-refundable**).
- A letter from the applicant stating reasons for requesting the Temporary Use Permit.
 - Indicate why the Temporary Use is needed (construction project, etc.).
 - Indicate the type(s) of structure(s) that are proposed (construction type, height, size and dimensions), how water and wastewater will be provided / treated, access to the site, etc.
 - Indicate the anticipated duration for the Temporary Use.
 - Include any other information that may assist staff in evaluating your request.

The review and decision for a Temporary Use Permit request is based on all information and documents being submitted to, and accepted by, Navajo County staff.

Incomplete applications will be returned to the applicant.



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Post Office Box 668 - 100 East Code Talkers Drive

Holbrook, Arizona 86025

(928) 524-4100 FAX (928) 524-4122

www.navajocountyaz.gov

TEMPORARY USE PERMIT APPLICATION

OWNER & CONTACT INFORMATION:

OWNER'S NAME: _____

OWNER PHONE NO.: _____ FAX #: _____

OWNER EMAIL ADDRESS: _____

OWNER MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

CONTACT NAME: _____

COMPANY NAME: _____

CONTACT PHONE NO.: _____ FAX #: _____

CONTACT EMAIL ADDRESS: _____

CONTACT MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

SUBJECT PROPERTY INFORMATION:

LOCATION (include nearest town/community): _____

GENERAL DIRECTIONS TO PARCEL: _____

PROPERTY ADDRESS (if known): _____

LEGAL DESCRIPTION: Township _____ North, Range _____ East, Section(s) _____

ASSESSOR PARCEL NO.: _____

PROPERTY SIZE: _____ acres; _____ square feet

SUBDIVISION NAME: _____ LOT #: _____

DATE OF OWNERSHIP: _____

PRESENT USE OF PROPERTY: _____

PROPOSED USE OF PROPERTY: _____

CURRENT ZONING: _____

By submitting this application, the applicant and property owner hereby consent to site visits in order for planning staff to review and process the Temporary Use Permit request, pursuant to A.R.S. §11-805, 11-813, 11-816, 11-829, or 11-831.

(continued):

TEMPORARY USE PERMIT

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 impacted by the Variance request for the specific parcel of land.

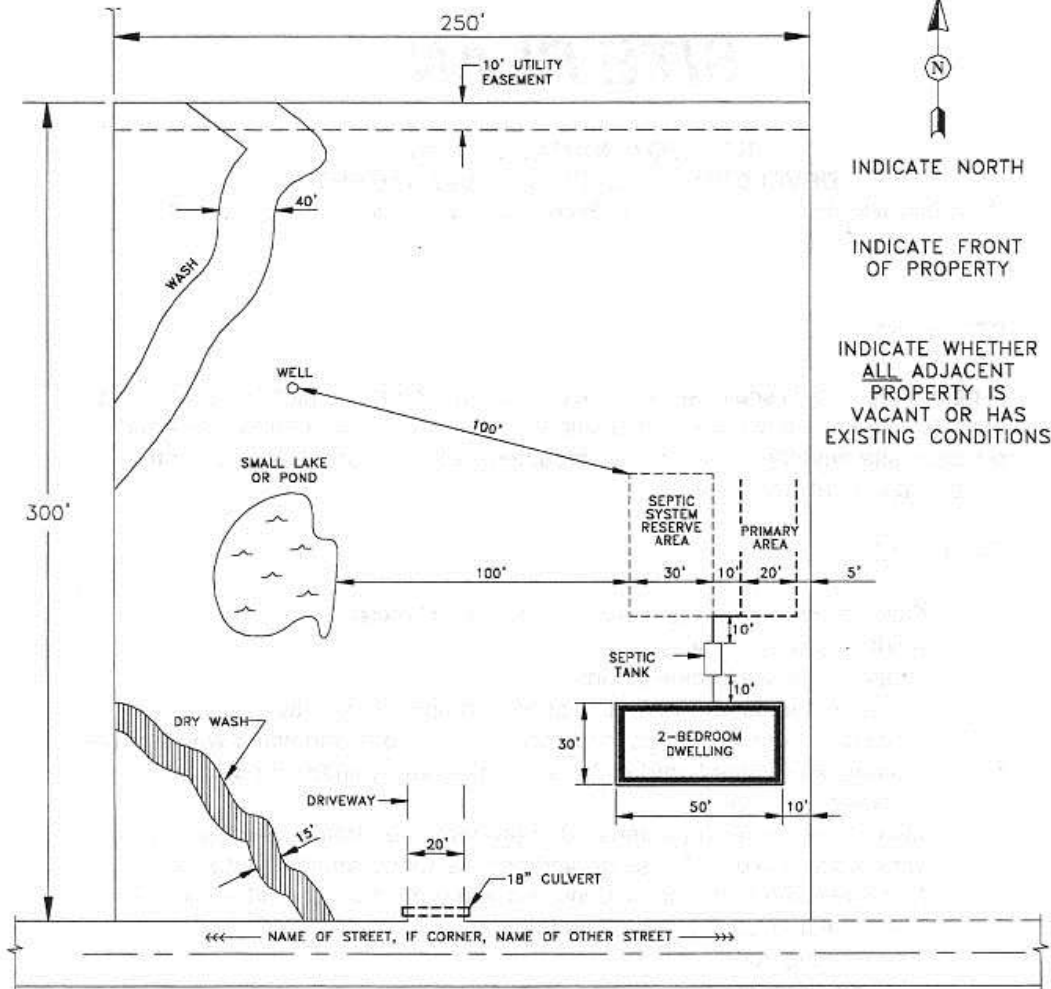
REQUIREMENTS:

1. Six (6) copies of the site plan, on 8-½" x 11" paper.
2. North arrow and scale.
3. Property lines with dimensions.
4. Location and dimensions of existing or proposed structures.
5. Distances from structures to property lines, septic (including the leach field area) and water well facilities.
6. Indicate all required yard setbacks from property lines and distances between buildings.
7. Show existing and proposed access into and out of (ingress and egress) the subject property.
8. The Assessor's Parcel Number (APN) for the subject parcel.
9. The address for the subject parcel.
10. The existing zoning.
11. Owner's signature and date.

EXAMPLE SITE PLAN

Date: _____ Owner's Name: _____ Parcel No: _____

Address: _____



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INDICATE NORTH

INDICATE FRONT OF PROPERTY

INDICATE WHETHER ALL ADJACENT PROPERTY IS VACANT OR HAS EXISTING CONDITIONS

SITE PLANS MUST INCLUDE THE FOLLOWING INFORMATION:

1. The location and dimensions of all proposed improvements.
2. The location and dimensions of all cultural features on or adjacent to the property. This includes all property lines and their measurements, streets, buildings, water wells, septic systems, easements, right-of-ways, driveways, underground and overhead utilities, fences, and drainage, irrigation, and water storage structures.
3. The location and approximate dimensions of all watercourses and water bodies on the property or within 500 feet of the proposed improvements. This includes rivers, streams, creeks, washes, arroyos, lakes, ponds, etc...