

**NAVAJO COUNTY, ARIZONA
PUBLIC WORKS DEPARTMENT**

PLANNING & ZONING

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

**USE PERMIT
APPLICATION**

(Revised 8-10)

USE 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 Use Permit application must be complete and ownership legally notarized where indicated.
- Attach a copy of the recorded deed or sales contract.
- A Use 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.

Scheduling for public hearings before the Navajo County Board of Adjustment will be based on all information and documents being in place in our files.

Incomplete applications will be returned to the applicant.

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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.

Article 28, Section 2802, Item 3 – Use Permits

The Board of Adjustments may grant use permits as permitted by the regulations applicable to the zoning district in which the property is located. No use permit shall be granted unless the board finds that the use and the manner of conducting it (including any associated buildings or structures) will be consistent with the intent and purposes of the Zoning Ordinance and will not be detrimental to persons residing or working in the vicinity, to adjacent property or the neighborhood in general, or to the public welfare. In granting a use permit, appropriate conditions to preserve the intent and purposes of the Zoning Ordinance may be prescribed (including, without limitation, the acquisition of right-of-way for street widening purposes in accordance with the recommendations of the Public Works Department if it appears that the use would increase traffic congestion). Unless otherwise stated on the permit, a use permit shall be permanent and shall run with the land.

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PLANNING & ZONING

Post Office Box 668 - 100 East Code Talkers Drive
Holbrook, Arizona 86025
(928) 524-4100 FAX (928) 524-4122

APPLICATION
USE PERMIT

OWNER INFORMATION:

OWNER'S NAME: _____

AGENT/POINT OF CONTACT: _____

CONTACT PHONE NO.: _____ FAX NO.: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

SUBJECT PARCEL INFORMATION:

LEGAL DESCRIPTION: T _____ N – R _____ E, SECTION _____, ASSESSOR PARCEL NO.: _____

SUBDIVISION NAME: _____ LOT: _____

RURAL ADDRESS: _____ AREA: _____

PARCEL SIZE: _____ DATE OF OWNERSHIP: _____

PRESENT USE OF PROPERTY: _____

PROPOSED USE: _____

GENERAL DIRECTION TO PARCEL: _____

CURRENT ZONING: (Please check appropriate Zoning Classification)

___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

OWNER'S AFFIDAVIT:

I, (print name) _____, 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)
) SS
COUNTY OF _____)

Sworn and subscribed before me on this _____ Day of _____, 20_____

Notary Public

My Commission Expires

USE PERMIT

SITE PLAN INSTRUCTIONS

1) **DEFINITION:**

A plan, prepared to scale, showing accurately and with complete dimensioning, the boundaries of a site and the location of all buildings, structures, uses and principal site development features impacted by the Use Permit request for the specific parcel of land.

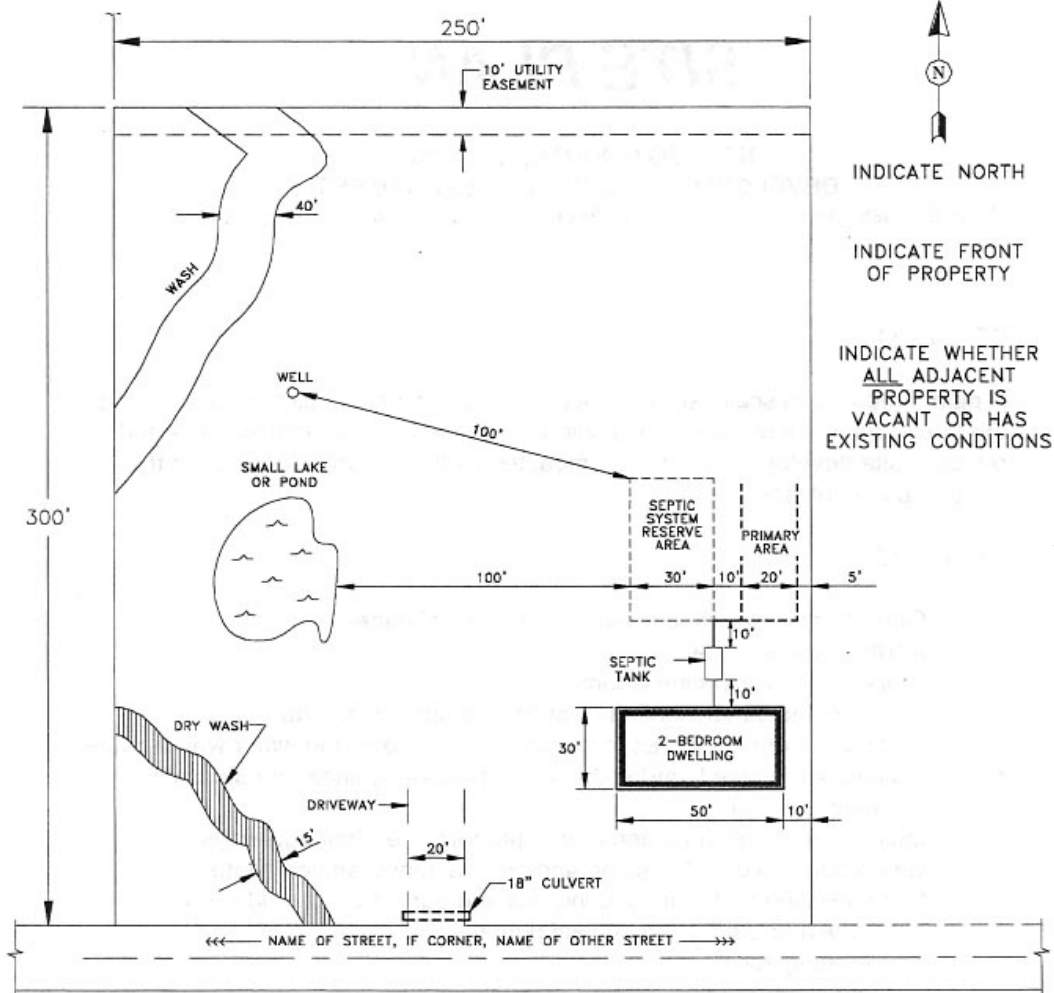
2) **CHECKLIST:**

1. Five copies of the site plan drawn to scale on 8-1/2" 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 and water well facilities.
6. Indicate all required yard setbacks from property lines and distances between buildings.
7. Indicate physical characteristics of property, i.e. drainage-ways and watercourse alignment, slope and general topographical features.
8. Show existing and proposed ingress and egress of the subject property.
9. The rural address for the subject parcel.
10. The existing zoning.
11. Owner's signature and date.
12. The Assessor's parcel number for the subject parcel.

EXAMPLE SITE PLAN

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

Address: _____



N
↑
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...