Planning Commission
Application Information

We hope the following information will assist you with our application process:

- **APPLICATION SUBMITTAL:** 22 DAYS PRIOR TO MEETING DATE

- **PLEASE CHECK WITH STAFF REGARDING APPLICATION FEES**
- This fee is paid at time of submittal.

- **MEETINGS ARE HELD THE 3rd TUESDAY OF EACH MONTH**

PLEASE WORK WITH STAFF REGARDING REQUIRED INFORMATION FOR SUBMISSION OF AN APPLICATION.

Per Ordinance #364 of the Town of Clarkdale, a deposit towards possible outside consultant fees may be required for this application.

Town of Clarkdale
Community Development Department-890 Main Street - 928-639-2500

PLANNING COMMISSION
SUBMITTAL DEADLINE INFORMATION
FOR

Zone Change, CUP Applications,

also Ordinance Changes

PLANNING COMMISSION (For Zone Change and CUP applications, also ordinance changes)		
Submittal Deadline	Publication Date	Hearing Date
12/19/2014	01/04/2015	01/20/2015
01/16/2015	02/01/2015	02/17/2015
02/13/2015	03/01/2015	03/17/2015
03/20/2015	04/05/2015	04/21/2015
04/17/2015	05/03/2015	05/19/2015
05/15/2015	05/31/2015	06/16/2015
06/19/2015	07/05/2015	07/21/2015
07/17/2015	08/02/2015	08/18/2015
08/14/2015	08/30/2015	09/15/2015
09/18/2015	10/04/2015	10/20/2015
10/16/2015	11/01/2015	11/17/2015
11/03/2015	11/29/2015	12/15/2015

Town of Clarkdale

Community Development Department

39 N. Ninth Street Clarkdale, AZ 86324
Phone: 928-639-2500 Fax: 928-639-2519
www.clarkdale.az.us

Conditional Use Permit Application Information

Pursuant to Arizona Revised Statutes (A.R.S.) Article 6.1, Section 9-462.01, within individual zones, there may be uses permitted on a conditional basis under which additional requirements for development must be met. The purpose of the Conditional Use Permit is to allow integration of uses into the community which may only be suitable in specific locations, or because of unusual operational or physical characteristics that require special consideration, or only if such uses are designed or developed to assure maximum compatibility with adjoining issues.

Conditions may be applied to the issuance of the permit such that the proposed land use would not be detrimental to persons residing or working in the vicinity, to adjacent property, to the neighborhood or to the public welfare in general. Under no circumstances shall any of the conditions of development be reduced below the minimum standards that are imposed upon any permitted land use within a given zoning district. A Conditional Use Permit may be granted only for those land uses expressly listed as such, and only after the Planning Commission has made a recommendation and the Common Council has authorized such use as evidenced by resolution.

SEE CHAPTER 5 OF THE ZONING CODE FOR COMPLETE DETAILS OF THIS PROCESS.

SUPPORTING MATERIALS (This application shall be accompanied by the following:)

1. A plot plan on white 8 ½" x 11" paper drawn to scale showing property dimensions, all proposed and existing buildings, structures, signs and other pertinent information.

2. Payment of the application fee. The applicant is also responsible for the costs of publication, engineering and legal advice directly related to this request.

3. Any other information deemed necessary by the Community Development Department.

4. A statement explaining the proposed project and answering the following questions:

   -Why is this property not reasonably suited for the uses permitted under the present zoning district?

   -Explain any known changes in land use, street arrangement or other physical conditions that have altered the character of your property or adjoining property since the present zoning was adopted?

   -Explain if there's a demonstrable need for this zoning in order to serve the community/neighborhood?

   -How does this particular site best meet this need?

5. Property owners within a 200 foot radius of any proposed Conditional Use Permit request will be notified by mail by the Town of Clarkdale. A sign will be posted on the property with the date and time of the Public Hearing. (It is the responsibility of the applicant to supply the address list of said property owners to the Community Development Department.)

6. Letter from property owner stating that he/she is the owner and that the information submitted with this application is true and correct to the best of their knowledge and is in agreement with filing this application.

*****Please submit 3 paper copies and one digital copy of all materials*****