

Application for Use Permit: General Instructions

Use Permits allow compatible and orderly development in accordance with Patagonia's Code and General Plan. A Use Permit is required for all uses other than single-unit residential use. A Use Permit does not exempt the applicant from complying with requirements of the Santa Cruz County Building Code or other ordinances.

Upon receiving this application for a Use Permit, the Planning & Zoning committee will hold a public hearing. No less than 15 days prior to this public hearing:

- 1) The Town will notify all property owners within 500 feet of the proposed project property.
- 2) The applicant must post notices at the corners of the proposed project property.

All property owners within 500 feet will be notified by the Town of the hearing and notice will be posted at the corners of the subject property at least 15 days prior to the hearing.

The Planning & Zoning committee, at their first meeting following the public hearing will make a recommendation to the Town Council to deny or approve the issuance of a Use Permit. The Committee may attach requirements and conditions with respect to location, construction, architecture, site layout, maintenance, and operation.

Upon receiving the Planning & Zoning recommendation, the Town Council will hold a public hearing. Following the public hearing the Town Council will rule on the application. The Town Council evaluates an application based on the Town Code and General Plan. The proposed use will neither be detrimental to surrounding neighborhoods nor injurious to neighboring properties. The Town Council may add appropriate conditions and safeguards to a permit.

A Use Permit expires one year after it is issued if no development is undertaken.

A Complete Application must include:

County Assessor Parcel Search Data Documents
County Assessor map of property
Completed and signed Use Permit Application
List of real property owners located within 500 feet of the described property

Site plan Content and Specifications

The site plan shall be drawn at a standard engineering scale no larger than 1" = 60' on a sheet(s) no larger than 24" by 36" (8 ½" by 11" minimum) and shall include at a minimum the following information:

- North arrow and scale.

- Property legal description and property tax parcel number(s).
- Project address.
- Location map.
- Lot dimensions.
- All existing and proposed buildings and structures, including location, size, height, overhangs, canopies, and use.
- Required setbacks.
- Off street parking.
- Existing and future sight visibility triangles (when applicable).
- Points of egress and ingress.
- Location, type, size, and height of existing and proposed lighting and signage.
- Limits of the floodway and 100-year floodplain and water surface elevation (when applicable).
- Street names (when applicable).
- Location and orientation of existing major physical features, such as railroad tracks, drainage ways and easements.
- Fences, walls, or vegetation for screening by type, material, height, location, and spacing.
- Proposed Utility connections: gas, water, sewer, electric, fuel storage tanks.
- Solid Waste disposal facilities



**Town of Patagonia
Planning & Zoning
Application for Use Permit**
Town Code Article 14 - 2

List the name(s) and addresses(es) of all owners of the property for which a Use Permit is sought.

PROPERTY OWNER or AGENT	ADDRESS	PHONE
_____	_____	_____
_____	_____	_____
_____	_____	_____

Tax parcel identification number: (book, page, parcel ex. 106-35-200)

Area of Parcel (to nearest tenth of an acre)

Describe the current use(s) of the parcel and the size and location of existing structures.

Describe all proposed uses and structures to be placed on the property.

The undersigned certifies that to the best of his/her knowledge the data submitted on and attached to this application for a Use Permit from the Town of Patagonia are true and correct.

SIGNATURE OF PETITIONER

DATE

NAME (print)

ADDRESS

PHONE

Note: Applicant is responsible for the legal posting of the site and must be present (or an authorized representative) at all hearings.

**Return to:
Town Manager
P.O. Box 767
310 McKeown Ave.
Patagonia, AZ 85624**

For Planning & Zoning Use Only

Case Number _____

Case Name _____

P&Z Hearing

Notification Mailing Date _____

Notification Posting Date _____

P&Z Recommendation to Town Council:

DENY

APPROVE

Requirements and Conditions _____

Town Council Hearing

Notification Mailing Date _____

Notification Posting Date _____

Council Decision:

DENY

APPROVE

Resolution # _____