



Town of Patagonia
P.O. Box 767
Patagonia, AZ 85624
Phone: (520) 394-2229 Fax: (520) 394-2861

USE PERMIT GENERAL INSTRUCTIONS & APPLICATION

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 Town of Patagonia Building Code or other ordinances.

Upon receiving this application for a Use Permit, the Planning & Development Committee will hold a public hearing. No less than fifteen (15) days prior to this public hearing:

1. The Town will notify all property owners within 300 feet of the proposed project property.
2. The applicant must post notices at the corners of the proposed project property.

All property owners within 300 feet of the proposed project property will be notified by the Town of the hearing and notice will be posted at the corners of the subject property at least fifteen (15) days prior to the hearing.

The Planning & Development 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 & Development Committee's 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 be neither 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 (1) year after it is issued if no development is undertaken.

Application must include:

- o County Assessor Parcel Search Data Documents
- o County Assessor map of property
- o Completed and signed Use Permit Application
- o List of real property owners located within 300 feet of proposed project property

Site Plan Content & Specifications:

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



Town of Patagonia
P.O. Box 767
Patagonia, AZ 85624
Phone: (520) 394-2229 Fax: (520) 394-2861

OFFICE USE ONLY:
Date received:
Received By:

USE PERMIT APPLICATION

APPLICANT INFORMATION

Name:			
Organization:			
Address:			
City:	State:	Zip:	
Phone Number:			
Email:			

OWNER / AGENT INFORMATION

Property Owner / Agent			
Address:			
Phone Number:			

SITE INFORMATION

Address:			
Parcel No.	Lot #:	Block #:	
Describe current use(s) of property (<i>include size and location of existing buildings</i>):			
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.

Applicant Signature

Date

NOTE: Applicant is responsible for the legal posting of the site and must be present at all hearings.

RETURN TO: TOWN MANAGER, P.O. BOX 767, 310 MCKEOWN AVE., PATAGONIA, AZ 85624



Town of Patagonia
P.O. Box 767
Patagonia, AZ 85624
Phone: (520) 394-2229 Fax: (520) 394-2861

USE PERMIT REVIEW AND APPROVAL

FOR PLANNING & DEVELOPMENT USE ONLY

CASE NUMBER:

CASE NAME:

PLANNING & DEVELOPMENT HEARING

Notification Mailing Date: _____

Notification Posting Date: _____

P&D Recommendation to Town Council: ☐ Approve ☐ Deny

Requirements and Conditions:

TOWN COUNCIL HEARING

Notification Mailing Date: _____

Notification Posting Date: _____

Town Council Decision: ☐ Approve ☐ Deny

Resolution #: _____

** FOR OFFICIAL USE ONLY **

NOTES:

Town of Patagonia staff:

Date: