



**CONDITIONAL USE PERMIT
PROCESS GUIDE & APPLICATION**

**Town of Star Valley
3675 E. Highway 260
Star Valley, AZ 85541**

Phone: 928-472-7752

Fax: 928-472-7795

www.starvalleyaz.com

CONDITIONAL USE PERMIT PROCESS



CONDITIONAL USE PERMIT PROCESS GUIDE

A Conditional Use is a use which, although not specifically permitted in a given zoning district, would become harmonious or compatible with neighboring uses through the application and maintenance of qualifying conditions. Conditional Use Permits authorize the recipient to make use of the land and structures in a particular way. All successors of the Conditional Use Permit shall make use of the land or structures in accordance with all terms and conditions of that permit.

The following information is provided to assist in the preparation and submittal of an application for a Conditional Use Permit (“CUP”) for a property within the Town of Star Valley. The request will be considered and a final decision will be made by the Planning and Zoning Commission at a public hearing. The Town of Star Valley Planning and Zoning Commission is comprised of five citizen volunteers appointed by the Mayor and Town Council. The applicant, owner, or appointed representative must be present at the hearing.

Application Filing – For an application to be accepted, the applicant must provide all of the required information at the time of formal submittal. It shall be the responsibility of the applicant to ensure the accuracy and completeness of the request. Applications received after 4:00 p.m. will be processed the next business day. Incomplete applications will NOT be accepted.

Staff Review – Once a complete application is received and processed, the submitted information will be routed to appropriate Town staff for review/comment.

Public Notification – Upon the scheduling of any public hearing and no later than fifteen (15) days prior to its occurrence, the Town of Star Valley shall notify all property owners within three hundred (300) feet of the subject property. Notification shall be in the form of a letter delivered via First Class U.S. Mail and publication within a widely circulated newspaper throughout the Town. Applicants must post a sign on the property for which they are requesting a variance and submit an Affidavit of Posting not less than ten (10) days prior to the public hearing. Applicant may use a sign vendor of their choice. Failure to submit the requested information will result in the postponement of the public hearing item.

The Town of Star Valley may expand the notification area set forth in this section if it is determined that the potential impact of the project extends beyond the required notification boundary.

Staff Reports – Once all staff comments have been addressed and a hearing has been scheduled, the assigned staff member will prepare a report describing and evaluating the proposed project and making a recommendation for action to the Planning and Zoning Commission. Copies of the staff report will be made available to the public and sent to the applicant prior to each hearing.

Planning and Zoning Commission Public Hearing – Planning and Zoning Commission hearings are held at Star Valley Town Hall, located at 3675 E. Highway 260. The applicant, owner, or appointed representative must be present at the hearing. The Planning and Zoning Commission, taking into consideration staff presentation, owner/applicant/representative presentation, and public testimony, will approve, approve with modifications and/or stipulations, continue or deny the request.

Inactive Cases – All applications need to be actively pursued to a decision. If the Town has completed any and all appropriate reviews and no activity has occurred for the continued processing of the application on behalf of the applicant for at least one hundred eighty (180) days, the application will be considered inactive, deemed to be withdrawn, and the file will be closed. Thirty (30) days prior to the inactive date, staff will notify the applicant in writing of the impending action. The applicant may submit a written request for the application to remain active along with an explanation for the inactivity. An extension may be granted for up to one hundred eighty (180) days for good cause if there is reasonable belief that the application will be actively pursued during the extension period.



Town of Star Valley
3675 E. Highway 260
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Case File Number: _____

CONDITIONAL USE PERMIT APPLICATION

APPLICANT:

Name: _____
Mailing Address: _____
Phone: _____ E-Mail: _____

PROPERTY INFORMATION:

Assessor's Parcel #: _____ Subdivision: _____
Unit #: _____ Lot #: _____
Address/Location: _____
Existing Land Use: _____
Existing Zoning: _____ Lot Size: _____

CONDITIONAL USE PERMIT REQUEST

Please provide a brief description of the request.

Temporary Use: Yes No

CERTIFICATION AND SIGNATURE

Submittal of this application constitutes consent of the applicant in granting the Planning and Zoning Department access to the subject property during the course of project review. No further consent or notice shall be required.

I hereby certify that the information in this application is correct and agree to abide by the regulations of this jurisdiction.

Signature of Applicant _____
Date

Signature of Property Owner (if not the applicant) _____
Date

SUBMITTAL REQUIREMENTS CHECKLIST

- APPLICATION**

- PHOTOGRAPHS, DIAGRAMS, SITE PLANS WITH SETBACKS NOTED, AND ANY OTHER REQUIRED INFORMATION. PLEASE BE PRECISE AND DETAILED.**

- A LIST OF NAMES AND ADDRESSES OF ALL THE PROPERTY OWNERS WITHIN THREE HUNDRED (300) FEET OF THE SUBJECT PROPERTY.**

- TWO COPIES OF ALL PLANS AND DRAWINGS.**

- A NON-REFUNDABLE FILING FEE OF \$150.00 FOR SINGLE FAMILY RESIDENTIAL (“SFR”) OR \$325.00 FOR OTHER THAN SFR.**

STAFF USE ONLY – PERTINENT DATA

APPLICATION	DATE	INITIALS
Date Filed		
Application Fee		
Completed Application		
Newspaper Publication		
300' Notification Mail Out		
Property Posting Date		

Board Action:

Approved

Approved with Conditions (see attachments)

Continued

Denied

By: _____

Date: _____

Public Hearing Notice Sign Specifications

- The sign shall be a minimum of 3 ft. x 3 ft. in size.
- The sign shall be constructed of laminated coroplast, laminated plywood, or other suitable construction material.
- The sign shall have a white background with black lettering. The least expensive process is laminated direct printing.
- The minimum lettering size shall be 1/2 inch for lower case and 1 inch for upper case. (Sign lettering should be formatted to match the example below).
- The words “Public Hearing” shall be a minimum of 2 inches in size.
- The content of the sign shall match the example below and include specific case details.
- The sign shall be securely fastened to wooden or metal stakes.
- The applicant is responsible for maintaining the integrity and accuracy of the sign.
- The height of the sign shall be at least 4 ft. from finished grade to top of sign and shall not be obstructed from view.

<p style="text-align: center;">Town of Star Valley</p> <p style="text-align: center;">PUBLIC HEARING</p> <p style="text-align: center;">Planning and Zoning Commission: (Date and Time)</p> <p style="text-align: center;">LOCATION OF HEARING:</p> <p style="text-align: center;">REQUEST:</p> <p style="text-align: center;">PROPOSAL:</p> <p style="text-align: center;">GENERAL LOCATION:</p> <p style="text-align: center;">SIZE:</p> <p style="text-align: center;">CASE #:</p> <p style="text-align: center;">APPLICANT/CONTACT:</p> <p style="text-align: center;">PHONE #:</p> <p style="text-align: center;">Planning and Zoning Department: 928-472-7752</p> <p style="text-align: center;">Posting Date:</p>



AFFIDAVIT OF SIGN POSTING

Date: _____

Case File Number: _____

Applicant Name: _____

Location: _____

In order to assist in providing adequate notice to interested parties and to meet Arizona State Statute, the **applicant** for public hearings in the Town of Star Valley shall post signs as prescribed by the “Town of Star Valley Site Posting Requirements.” **It shall be the responsibility of the applicant to erect and to maintain the sign on the subject property and to update the hearing information on the sign until the final disposition of the case. It shall also be the responsibility of the applicant to remove the sign within ten (10) days after the final disposition of the case.**

I confirm that the site has been posted as detailed by the Town of Star Valley Site Posting Requirements for the case above and the site was posted at least fifteen (15) days prior to the public hearing. See attached photo exhibit of posted sign.

Applicant/Representative Signature _____

STATE OF ARIZONA)
) ss
County of Gila)

The foregoing instrument was acknowledged before me this _____ day of _____, 20____.

Notary Public

My Commission Expires

*Return completed notarized affidavit AND photographic evidence of site posting to the Planning and Zoning Department **not less than 10 days prior to the public hearing.***

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