



COMMUNITY DEVELOPMENT DEPARTMENT SPECIAL USE PERMIT APPLICATION GUIDE

Town of Paradise Valley • 6401 East Lincoln Drive • Paradise Valley, Arizona 85253 • Phone: (480) 348-3693

APPLICANT & CONTACT INFORMATION

Please check the appropriate box for the Type(s) of Application(s) you are requesting

Special Use Permit

- | | |
|---|--|
| <input type="checkbox"/> Managerial Amendment | <input type="checkbox"/> Intermediate Amendment |
| <input type="checkbox"/> Minor Amendment | <input type="checkbox"/> Major Amendment/New SUP |

Project Name: _____

Date: _____ Existing Zoning: _____ Proposed Zoning: _____ Net Acres: _____

Property Address: _____

Assessor's Parcel Number: _____

Owner: _____

Address: _____

Phone number: _____

E-mail address: _____

Signature: See attached Agent Authorization Letter
(Or provide a separate letter of authorization)

Applicant/Representative: _____

Company Name (if Applicable): _____

Address: _____

Phone number: _____

E-mail address: _____

Signature: _____

THE ABOVE APPLICANT HEREBY APPLIES FOR AN APPLICATION AS INDICATED IN THE SUBMITTED NARRATIVE, PLANS, AND DOCUMENTS IN ACCORDANCE WITH THE TOWN CODE AND TOWN POLICIES.

FOR DEPARTMENTAL USE ONLY

App.#: _____ Submittal Date: _____ Expiration Date: _____



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SUBMITTAL REQUIREMENTS

Submittal requirements will vary based upon the project/scope of the request. Unless otherwise approved by Planning staff; plan size is 24" x 36", **provide 2 paper copies of submittal items (upon staff request) and provide 1 electronic copy of all material in PDF format** on a USB flash drive/memory stick. Additional copies may be required for scheduled meetings. The following documents are required for **all four SUP application types**:

- Filing Fee:

Application Type		Application Fee (schools/government or places of worship)		Application Fee (other uses)
Managerial	<input type="checkbox"/>	\$1,437	<input type="checkbox"/>	\$3,375
Minor	<input type="checkbox"/>	\$3,270	<input type="checkbox"/>	\$8,475
Intermediate	<input type="checkbox"/>	\$5,325	<input type="checkbox"/>	\$13,425 + \$275 per acre or portion
Major/New	<input type="checkbox"/>	\$7,600	<input type="checkbox"/>	\$19,050 + \$400 per acre or portion

- Narrative description of the request (2 paper upon staff request and 1 electronic). The narrative shall identify the following:
- Scope of request, including uses, ownership/management, phasing and/or design philosophy
 - How request meets the SUP criteria outlined in [Section 1102.7](#) of the Town Zoning Ordinance
 - How request meets and/or deviates from the Town development standards and guidelines, that might include compatibility with adjoining properties; environmental impacts; water flow and pressure impacts, site access, parking and circulation
 - How request meets the Town's long-range plans (such as the [General Plan](#) and/or [Visually Significant Corridor Plan](#))
- Applicable plans and documents for staff review (2 paper upon staff request and 1 electronic), including but not limited to:
- Site Plan depicting location and type of all improvements and any additional information as needed (e.g. setbacks, parking, internal circulation, access points, site data, etc.)
 - Legal Description
 - Aerial Photo
 - ALTA Survey and/or Title Report
 - Building Plans including, schematic floor plans, building elevations and heights, an analysis of the Open Space Criteria, architectural style and details, and exterior building materials and colors
 - Site Data (e.g., square footages, floor area ratio, lot coverage, site gross/net acreage)
 - Grading & Drainage Plan, with the Illustration of all washes including 5 equally spaced cross sections
 - Parking/Traffic Study to address impact on adjacent properties and roadway system, internal circulation and parking analysis, and any necessary roadway dedication and improvement
 - Landscape Plan including hardscape and plant names, quantity, sizes, and locations
 - Lighting Plan, which may require photometric study, including fixture type, quantity, lumens, watt, kelvins and cut sheets
 - Signage Plan including sign elevations, lighting and dimensions for each sign type

- Noise study to evaluate the compatibility of the proposed project with surrounding areas
- Other items

Town Code/Zoning Ordinance Sections and long-range documents that may apply to your request

Zoning Ordinance	Town Code
Article XI, Special Uses & Additional Regulations	Chapter 5, Section 5-10, Development
Article XXV, Signs	Chapter 6, Subdivisions
Other	
Special Use Permit Guidelines	
General Plan	
Visually Significant Corridors Master Plan	
Storm Drainage Design Manual	

General notes

- 1 *An application is not complete until all required information is submitted in an approved form. No application will be reviewed until complete. No agenda date will be set until the completed application has been reviewed and accepted by staff*
- 2 *In considering a SUP application, not only shall the nature of the use be considered, but also the special conditions influencing its location, design and operation, the proposed location and design of buildings, parking and other facilities within the site, the amount of traffic likely to be generated and how it will be accommodated, compatibility with the residential character and zoning of the Town, and the influence that such factors and development are likely to exert on adjoining properties*
- 3 *Final approval may be granted upon such conditions reasonably related to the use of the subject property*
- 4 *In the exercise of its legislative discretion on Intermediate, Major and New SUP applications, the Town Council may modify the development standards or permit additional related uses in order to promote the goals and policies of the General Plan, in exchange for site enhancements that improve overall site design, or to promote the best interests of the Town or its residents*
- 5 *No variance from the terms, provisions, or conditions of a SUP shall be granted by the Board of Adjustment; Applications to modify the terms, provisions, or conditions of a SUP must be filed as part of an amendment to the SUP*
- 6 *Refer to [Article XI, Special Uses and Additional Use Regulations](#), of the Town Zoning Ordinance for additional information*