



# TOWN OF SPRINGERVILLE

"GATEWAY TO THE WHITE MOUNTAINS"

## APPLICATION FOR CONDITIONAL USE PERMIT

\_\_\_\_\_  
Name of Applicant(s)

\_\_\_\_\_  
Address of proposed site

\_\_\_\_\_  
Parcel Number

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Current Zoning Classification

\_\_\_\_\_  
Applicant Telephone Number(s)

\_\_\_\_\_  
Type of proposed business (if possible, use  
name/type of business listed in the zoning code)

\_\_\_\_\_  
Signature of Applicant(s)

\_\_\_\_\_  
Date

**NOTE: The Springerville Planning and Zoning Commission normally meets at 6:00 p.m. the first Wednesday of the month, but may; occasionally, change the meeting date. Deadline for applications is twenty (20) calendar days in advance of the meeting date. It is the responsibility of the applicant to verify the meeting date and submit a complete application by 4:00 p.m. on the deadline day.**

Fee: \$ \_\_\_\_\_

Received By: \_\_\_\_\_

Date Stamp:

Approved: Y \_\_\_ N \_\_\_

Minutes Attached: \_\_\_\_\_

Confirmed By: \_\_\_\_\_

Date Stamp:

***All documentation MUST be submitted before an application is complete***

## Town of Springerville Conditional Use Permit Requirements

(Consult the Zoning Code for detailed development requirements)

The following factors of potential impact on persons residing or working in the vicinity shall be considered in granting a Conditional Use Permit (attach additional sheets if necessary):

- Damage or nuisance arising from noise, smoke, odor, dust, vibration or illumination.
- Hazard to persons and property from possible explosion, contamination, fire or flood.
- Hazard occasioned by unusual volume or character of traffic.
- Character of proposed building and site.
- A demonstrated need of such use.

### Documents required

\_\_\_\_\_ Site plan: A map, drawn to scale, at least 8½" by 11", showing the dimensions of the property and name and width of all internal and abutting streets, roads or alleys, and any existing buildings, fences, easements, etcetera, with distances to property lines.

\_\_\_\_\_ Vicinity map: A map, drawn to scale, at least 8½" by 11", showing all parcels in the vicinity adjacent to and surrounding the property described above, within a radius of one hundred fifty feet (150') from the exterior boundaries of the property.

\_\_\_\_\_ Legal description: An accurate description of the property, either a lot or tract of a recorded subdivision, or a metes and bounds description.

\_\_\_\_\_ Letter of explanation: A letter explaining the nature and intent of the proposed development and reasons justifying the request. References to effects produced by the request proposed upon surrounding neighborhoods and the Town at large should be included.

\_\_\_\_\_ Other materials: Development plans, elevations, planned area development maps and other materials may be required in accordance with the stipulations of the Code and at the request of the Zoning Administrator.

# Town of Springerville Conditional Use Permit Requirements

## Site Plan Review

When development in any commercial, industrial and multi-family district and in the mobile home park and trailer/camping districts, other than single-family and duplex residences, is proposed, a site plan shall be submitted to the Zoning Administrator.

- Three copies of the site plan drawn to scale and not less than 8½" by 11" nor larger than 24" by 36", containing the following information shall be submitted:
- Lot dimensions.
- Location, site, height, use and exterior materials of all buildings and structures.
- Size and dimension of yards and space between buildings.
- Location and height of walls and fences.
- Location, number of spaces, dimensions, circulation patterns, and surface materials for all off-street parking and loading areas, driveways, access ways, and pedestrian walkways.
- The location, dimensions, area, material, and lighting of signs.
- Location and general nature of lighting.
- Street dedications and improvements.
- Existing and proposed grades and drainage systems.
- The size and location of all existing and proposed public and private utilities. All easements must be shown.
- Natural features such as mesas, rock outcroppings, or streams and man-made features such as existing roads and structures, with indication as to which are to be retained and which are to be removed or altered.
- Landscaping, including all surfacing material around buildings and in all open spaces.
- A vicinity sketch showing the location of the site in relation to the surrounding street system. Adjacent properties and their uses shall be identified.
- A legal description of the land included in the site plan and of the lot, the name, address and telephone number of the owner, developer and designer.
- Any other information which the Zoning Administrator may find necessary to establish compliance with this and other codes.

The Zoning administrator shall have ten (10) working days from submission of the plan application to review said plan and approve, conditionally approve or reject said plan based on its compliance with all provisions of the Ordinance, all other ordinances and Master Plans of the Town of Springerville, and to notify the applicant of his/her decision in writing. If, however, the Zoning Administrator wishes to obtain the opinion of the Planning and Zoning Commission, he may, at his discretion, forward the plan to the Commission for action at their next regular meeting. In such case, the Zoning Administrator must render his decision within five (5) working days after Commission action, the decision set forth in detail, the reasons for denial, or, in the event of a conditional approval, the changes or additions which are necessary to make the plan acceptable.

All copies of the approved plan, with any conditions shown thereon or attached thereto, shall be dated and signed by the Zoning Administrator. One (1) copy of said approved plan and conditions shall be mailed to the applicant and one (1) copy shall be filed with the Building Inspector.

## Town of Springerville Conditional Use Permit Application

The Town of Springerville Zoning Code was updated April , 2007 by Ordinance 2007-004. This application form conforms to Chapter 17.84 and to the adopted Zoning Map of the Town. A complete copy of the Zoning Code is available upon payment of the fee set forth by the Town Council in the town fee schedule. The Zoning Code lists development standards for minimum lot sizes, signs, parking, setbacks, fences, environmental impacts, and other criteria to be met.

Requests for Conditional Use Permits for those uses stipulated as such in the Zoning Code shall be presented to the Planning and Zoning Commission for consideration. Permits granted by the Commission shall be void if the use does not commence within six (6) months of issuance or within the time frame stipulated by the Commission.

The granting of use permits rests with the Commission upon finding the proposed use, the manner of conducting same and any building involved will not be detrimental to persons residing or working in the vicinity, to adjacent property, to the neighborhood, or to the public welfare in general and the same will conform fully to any conditions, requirements or standards prescribed by this code. Any use permit granted may be subject to such conditions as the Commission deems applicable in order to fully carry out the provisions and intent of this Code.

*The burden of proof for satisfying the aforementioned requirements shall rest with the applicant. Refusal of a permit shall not be interpreted as the denial of a right, conditional or otherwise.*

**Notice of the nature of the Conditional Use Permit application and the date of the meeting at which it will be considered shall be posted on the property, and shall be mailed to the owner of all real property within 300 feet (300') of the property for which the application is made.**

**The Commission shall consider the application at the next regular meeting if the application was filed at least twenty (20) days prior to the meeting along with payment of the application fee set forth in the town fee schedule. Otherwise, it shall be carried over to the next regularly scheduled meeting.**

Any decision or approval for conditional use permits by the Commission may be revoked if any conditions and terms of the approval are violated or if any law or code is violated in connection with it.

**Appeals:** Any person may file an appeal with the Town Council regarding any decision of the Planning and Zoning Commission regarding the granting or denying of use permits. If no appeal is filed with the Town Clerk within fifteen (15) days after the Commission action, the action of the Commission shall be considered final.