



SETTLED 1870 · INCORPORATED 1996

Case No.: SU-
For Official Use Only

Application Fee: \$ _____
For Official Use Only

SPECIAL USE APPLICATION

(Rev 11/14)

The following information and submittals are required in order to process your request for a Special Use:

Special Use Application Submittal Date: _____

Project Name: _____

Project Location: _____

Assessor's Parcel No. (s): _____ Size of the Subject Parcel: _____

Parcel Address: _____ Current Zoning District (s): _____

Brief Description of Requested Special Use: _____

Applicant: _____

Applicant Address: _____

Phone No.: _____ Fax No.: _____ E-mail: _____

Owner: _____

Owner Address: _____

Phone No.: _____ Fax No.: _____ E-mail: _____

Single Point of Contact for All Formal Communications:

Name: _____

Address: _____

Phone No.: _____ Fax No.: _____ E-mail: _____

Owners Certification:

I, (print name) _____, hereby certify that I am the owner of the property involved in this application and that I have read and examined this application and the attachments, and know the same to be true and correct.

Owner's Signature

Date

SUBMITTAL REQUIREMENTS CHECKLIST

The following items shall be provided as part of the Special Use application or as an attachment thereto:

SECTION A. SUBMITTAL REQUIREMENTS (to be provided by the Applicant):

- | <input checked="" type="checkbox"/> | <u>No.</u> | <u>Requirement</u> |
|-------------------------------------|-------------------|---|
| _____ | 1. | A Completed Application Form including the appropriate fee. |
| _____ | 2. | Two (2) (folded) full size copies of the site plan – for initial review (see site plan application for plan detail requirements). |
| _____ | 3. | One (1) 8 ½” x 11” copy (pmt) of the site plan (the site plan requirements are established within the town of cave creek’s zoning ordinance). |
| _____ | 4. | One (1) 8 ½” x 11” vicinity map (pmt) showing the property's location, including the street address. |
| _____ | 5. | Proof of ownership (recorded) or letter of authorization |
| _____ | 6. | A statement (narrative) indicating how the proposed special use would meet the Special Use Permit review criteria. |
| _____ | 7. | Mailing labels with the names and addresses of the owners of all properties within a ½ mile radius (2640’) of the subject property and a site map showing all parcels within a ½ mile radius. The mailing labels should be in alphabetical format. <i>The applicant shall be responsible for the accuracy of this list.</i> |
| _____ | 8. | If the applicant is not the sole owner of the subject property; the application must contain written authorization to submit the application from all owners of record of the subject property. |

SECTION B. SITE PLAN REVIEW REQUIREMENTS

Per the Town of Cave Creek Zoning Ordinance - prior to Special Use submittal acceptance, staff may specify that special conditions or proposed land uses require one or more of the following:

- | | | |
|-------|----|---|
| _____ | 1. | Additional Building Setbacks |
| _____ | 2. | Additional Landscaping |
| _____ | 3. | Additional On-Site Parking or Loading Spaces |
| _____ | 4. | Height and Area Limitations of Structures |
| _____ | 5. | Limited Vehicular Access, Volume or Character of the Potential Traffic. |
| _____ | 6. | Walls, Fences and Screening Devices |

- ___ 7. Noise Attenuation Construction
- ___ 8. Off-site Improvements in Public Rights-of-Way
- ___ 9. Any Other Restriction Necessary to Protect and Preserve Adjacent Properties
- ___ 10. Or other conditions specific to the subject property

SECTION C. REVIEW CRITERIA (to be completed by the Applicant):

The authorization of a Special Use shall not be made unless the evidence presented establishes:

<u>Complies</u>	<u>No.</u>	<u>Requirement</u>
yes no		

- | | | |
|-----|-----|--|
| ___ | ___ | 1. That the location, size, design and operational characteristics of the proposed Special Use shall not be detrimental to the health, safety or general welfare of the surrounding area. |
| ___ | ___ | 2. That the associated Site Plan, Circulation Plan and Schematic Architectural Designs shall be harmonious with the character of the surrounding area relative to scale, height, landscaping, screening, lot coverage and density. |
| ___ | ___ | 3. That the proposed Special Use shall minimize negative impacts on existing uses in the area and in the Town. These impacts include, but are not limited to, the creation of noise, glare, fumes, dust, smoke, vibration, fire hazard or other injurious or noxious impacts. The applicant shall provide adequate mitigation solutions to the above-identified impacts. |
| ___ | ___ | 4. That the proposed Special Use shall minimize negative impacts on existing uses in the area and in the Town. These impacts include, but are not limited to, the impacts on public infrastructure such as roads, parking facilities, water and sewer systems, and on public services such as police and fire protection and the ability of existing infrastructure and service agencies to provide necessary services adequately. |
| ___ | ___ | 5. That the proposed Special Use will be in conformance with the Town of Cave Creek General Plan, Zoning Ordinance and any other statutes, ordinances, codes or policies that may be applicable, and that the Special Use will support rather than interfere with the uses permitted outright in the zone in which it is located. |
| ___ | ___ | 6. That the proposed Special Use may be required to have additional land area, in excess of the minimum lot area otherwise required by the underlying zone, as necessary to ensure adequate mitigation of impacts on surrounding land uses and the zoning district. |

SECTION D. REVIEW: (to be completed by Town Staff)

Reviewed By/ Review Date: _____ / _____ Title: _____

SECTION E. REVIEW FINDING (to be completed by Town Staff):

___ **Submittal Incomplete:** (Additional Information Required, See Above For Details)

___ **Submittal Complete:** Applicant Contacted By: _____ Date: _____

Date scheduled for Public Hearing before the Planning Commission: _____

SECTION F. ADDITIONAL NOTES:

1. Discussion between Town Staff and the applicant does not bind the Town. The applicant should expect that additional issues will likely be raised by the Town at later stages in the process.
2. The Planning Commission or Town Council has the authority to impose conditions and safeguards necessary to protect and enhance the health, safety and welfare of the surrounding area.
3. The requirements referred to in this application can be found within the Town of Cave Creek's Zoning Ordinance.

SECTION G. AMENDMENTS AND EXPIRATION:

1. Approval by the Town Council shall become effective immediately.
2. The Special Use shall become null and void within twelve (12) months from the date of approval (or other time period if specified as a condition at the time of approval) if not exercised. A Special Use is exercised when the use has been established or when a building permit has been issued and construction completed. Notice that the Special Use may expire within twelve (12) months shall be considered satisfied by the conveyance of the associated Notice of Decision to the applicant.
3. If the Special Use is abandoned or discontinued for a period of twelve (12) consecutive months, it may not be re-established unless a Special Use is recommended by the Planning Commission and approval by the Town Council.
4. The granting of a Special Use does not exempt the applicant from compliance with all other relevant provisions of related ordinances and codes. The failure to observe these regulations, or the associated Conditions of Approval of the Special Use, constitutes grounds for the Town Council to revoke the Special Use. Such revocation shall not occur without written notice to the property owner, at least thirty (30) calendar day's prior, advising the property owner of the revocation consideration and providing an opportunity for the owner to appear before the Town Council.
5. Amendments to Special Use shall be processed in the same manner as the original permit, except that the Zoning Administrator may authorize minor amendments.
6. Time limits may be imposed for the start of construction, the duration of the Special Use, and additional review and action by the Planning Commission and Town Council.
7. No application for a Special Use, which has been denied wholly or in part, shall be resubmitted for a period of twelve (12) months from the date of the denial. An exception

to this requirement shall be made if three-fourths (3/4) of the members of the Town Council vote to accept the Special Use re-submittal.