

<p>City of Williams</p> 	<h1>Special Use Permit</h1>	<p>Development Procedures Code Pamphlet Number</p> <h1>11</h1>
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A Special Use Permit is an amendment to the Zoning Code which changes the approved use of a parcel. This is usually undertaken in order to permit the property to be used temporarily for normal and complementary purposes to other existing or permissible uses in the same district, but which do not require a building permit, and are not specifically prohibited in the zoning district in which located. In order for a parcel of land to obtain a Special Use, or to amend any other provisions of the Zoning Code, the following procedures must be followed:

SUBMISSION OF APPLICATION

Applications shall be made to the City of Williams Planning Department on forms provided by the City, and must be accompanied by Proposed Plot Plan and the required supplementary information, as outlined in the Williams City Code, Title 10 (Development Procedures), Chapter 10-3 (Application Requirements), Article 10-3-14 (Plot Plan, Special Use Permit). Applications will not be accepted until all required information is provided in full, and Filing Fees have been paid. Applications must be signed by the property owner(s) of the subject property as well as the applicant if the applicant is other than the property owner(s).

Tents, canopies and other membrane structures shall comply with City of Williams' regulations and the 2006 International Fire Code, Chapter 24.

Accepted applications will be reviewed by the Zoning Official within 6 business days.

FILING FEE

Payment of \$250.00 is due upon submittal of the application for special use permit.

REVIEW AND APPROVAL PROCESS

Applications for special use permits will be reviewed by the City Planner and Building Inspector.

1. The City Planner will forward the application information to the Building Inspector for review, and will review the proposed special use for conformance to the City of Williams General Plan. The City Planner will prepare a staff report on the proposal, and recommendation for approval or denial, conditions if acceptable, and reasons for recommendation or denial.
2. The City planner will review the proposed special use for conformance with the Special Use Permit Application Checklist. Findings will be shared with the applicant.
3. Upon written application, the City Planner may extend the duration of the Special Use Permit (up to period of 90 days per calendar year), or may modify the limitations under which such use may be conducted if the City Planner determines such an extension or modification is in accordance with the zoning regulations.

GENERAL REGULATIONS

Every Special Use permitted shall be personal to the permittee and applicable only to the specific use, time period and property for which it is issued. A Finding of Fact must be made that the establishment, maintenance, or operation of the special use applied for will not be detrimental the public health, safety, peace, convenience, comfort, and general welfare of persons residing or working in the neighborhood. Temporary use permits may be for uses ranging from one to thirty (1-30) days.

APPEALS

Any person aggrieved by a decision of the City Zoning Official regarding approval or denial of a special use permit request may file an appeal within thirty (30) calendar days of that decision with the Planning and Zoning

Commission. The decision of the Commission shall be final fifteen (15) calendar days from the date of the decision unless an appeal is filed. The Commission's decision may be appealed within fifteen (15) calendar days to the City Council.

**City of Williams
SPECIAL USE PERMIT PROCESS**

**PLAN PREPARATION
AND APPLICATION**

**STAFF REVIEW and
DECISION**

**APPEAL
PLANNING & ZONING
COMMISSION**

APPEAL CITY COUNCIL

Submittal schedule can be viewed at www.williamsarizona.gov.

City of Williams

SPECIAL USE PERMIT APPLICATION CHECKLIST

PROPOSED PLOT PLANS

Proposed Plot Plans and certain supplementary information must be submitted with all special use permit applications, in accordance with the requirements of the Williams City Code, Title 10 (Development Procedures), Chapter 10-3 (Application Requirements), Article 10-3-14 (Plot Plan, Special Use Permit), which are outlined below.

This Checklist **must** accompany all applications, with the boxes **checked** for those items which are being provided. Exceptions to these requirements should be **requested in writing**; the boxes should be **left blank**, and will be initialed by the appropriate City Official upon determination that the proposed plans can be adequately reviewed without those items being provided by the applicant.

INFORMATION REQUIRED AT TIME OF APPLICATION (one copy of each, except as noted)

- 1. Narrative describing special use
- 2. Completed application and fees
- 3. Authorization letter from owner

PROPOSED PLOT PLAN – FORMAT (10 copies)

Proposed Plot Plan shall be clearly and legibly drawn, and shall be sized and scaled as follows:

- 1. The size of the sheet shall be no less than 8 ½“ x 11”, and no more that 24” x 36”.
- 2. The scale of the plans shall be 1” = 200’ or less.

PROPOSED PLOT PLAN – CONTENTS (10 copies)

Proposed Plot Plan must be drawn to scale and must show the following:

- 1. North arrow, date of plan, date of revision, engineer’s scale and legend
- 2. Name of project
- 3. Address of project
- 4. Name, address and phone number of owner
- 5. Name, address and phone number of person or firm responsible for plan
- 6. Lot size (dimensions and square footage of the plot)
- 7. Existing uses on site and adjacent
- 8. Existing zoning on site and adjacent
- 9. Existing curb cuts on both sides of perimeter streets
- 10. Existing/proposed easements and rights-of-way
- 11. Existing paved areas
- 12. Proposed curb cuts, paved areas, parking areas and sidewalks
- 13. Existing/proposed waterways and ditches in and adjacent
- 14. Lot grading plan
- 15. Existing/proposed structures and their uses, with dimensions and distances from platted property lines

- 16. Square footage of proposed structures
- 17. Proposed use and number of employees (for non-residential uses)
- 18. Location and description of all signs and exterior lights
- 19. Parking lot layout
- 20. Trash disposal areas and enclosures
- 21. Location and size of proposed water and sewer service connections
- 22. A detail sign plan showing size, color, letter style, location and method of attachment