



## CITY OF BISBEE SPECIAL USE PERMIT APPLICATION

Submit to: Bisbee Community Development  
1415 Melody Lane, Bisbee, Arizona 85603

1. Applicant's Name: \_\_\_\_\_
2. Mailing Address: \_\_\_\_\_  
Street or PO Box City State Zip Code
3. Street Address of Proposed Parcel for Special Use Permit: \_\_\_\_\_
4. Fee of \$300. How paid (check, cash, credit card)? \_\_\_\_\_
5. Telephone Number of Applicant: \_\_\_\_\_
6. Telephone Number of Contact Person if Different: \_\_\_\_\_
7. Email Address: \_\_\_\_\_
8. Assessor's Tax Parcel Number: \_\_\_\_\_
9. Property Owner (If other than applicant): \_\_\_\_\_
10. Property Owner's Mailing Address: \_\_\_\_\_

If the applicant is not the property owner, provide a notarized letter from property owner granting permission to the applicant to apply for the Special Use Permit and to act as the owner's agent.

11. Is more than one parcel contained within the area that the Special Use Permit is being applied for?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes and more than one property owner is involved, have all property owners sign the attached consent signature form.

12. Describe the existing uses and structures on the property:

13. Describe the proposed uses structures, and activities. Please attach a site plan:

14. What is the proposed time frame for construction and operation, including phasing if applicable?

15. Provide the following information (when applicable):

Days and hours of operation: Days: \_\_\_\_\_ Hours \_\_\_\_\_ AM to \_\_\_\_\_ PM

Number of Employees: Initially: \_\_\_\_\_ Future: \_\_\_\_\_

Total truck traffic, including deliveries and shipments:

16. Which streets or easements will be used for traffic entering and exiting the property?

17. Identify how the following services are or will be provided:

Service	Existing Utility Company/ Service Provider	Proposed Provisions to be made if services are not currently available
Water		
Sewer/Septic		
Electricity		
Natural Gas		
Telephone		
Fire Protection		

18. What noise or other impacts might be detected by neighboring properties from this proposed Special Use? How will they be mitigated?

19. What screening, if any is proposed?

20. Describe the locations and dimensions of all proposed signs.

21. Does the proposed use involve hazardous materials?

No \_\_\_\_\_ Yes \_\_\_\_\_ If yes, please describe:

This section provides an opportunity for you to explain the reasons why you consider the proposed use to be appropriate at this location. Special Use criteria is used to determine if there is a presumption in favor of or against this Special Use Permit. The criteria are provided for your reference.

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Applicant's Statement

I, the undersigned, do hereby file with the Bisbee Planning Commission this petition for Special Use Permit. I certify that, to the best of my knowledge, all the information submitted herein and in the attachments, is correct. I hereby authorize the Bisbee Community Development staff to enter the property herein described for conducting a field visit.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Concept Plan Instructions for Special Uses**

To adequately review the proposed Special Use(s) on a piece of property, a Concept Plan must include at a minimum the following information:

- Parcel boundaries and adjacent roads;
- The location, size and height of all structures and uses (existing and proposed), including minimum setbacks from parcel boundaries, washes and roads;
- The location, number, and surface of parking spaces to be provided, including ADA parking;
- Location, surface, and width of driveways;
- Proposed and existing screening and landscaping;
- Proposed and existing signs
- Proposed and existing outdoor lighting
- Any significant topographical features (washes, hills, rock outcroppings, wetlands) and cultural features of the property and adjacent parcels;
- If applicable, project phasing (approximate schedule of uses and construction) and any other information deemed necessary to effectively review the Special Use.



## Special Use Permit Application Evaluation Criteria

An analysis of how the project addresses these evaluation factors is necessary for the staff report to the Planning Commission and City Council. The Special Use Permit application must provide sufficient information for staff to make this analysis.

Special Use Permit Evaluation Factors:

1. **Compliance with Zoning District Purpose Section.** The Special Use Permit request shall comply with one or more of the purposes stated in the Purpose section of the applicable Zoning District and is compatible with existing development.
2. **Compliance with Site Development Standards.** Each parcel must meet the site development standards for the proposed Special Use including minimum lot size, setbacks, lot coverage, driveway width, parking and ADA-access requirements. The Concept/Site Plan should show how these standards would be met.
3. **Off-site Impacts.** Adequate measures have been taken to mitigate off-site impacts by providing adequate protection to the adjacent less intense development in the form of enhanced screening, landscaping, setbacks, large lot size, building orientation or other design measures.
4. **Adequate Services and Infrastructure.** The following factors are used to determine if there are adequate services and infrastructure to serve the proposed Special Use:
  - a. The applicant has provided adequate information to evaluate the impacts of the Special Use on roads, other infrastructure, and public facilities. The applicant must demonstrate that there are adequate provisions to address the impacts identified.
  - b. If the site accesses on some road where existing traffic problems created by incremental development have already been identified, such as a high number of accidents, substandard road design or surface, or the road is near or over capacity, the applicant has proposed a method to address these problems.
  - c. The proposed use meets or will meet the applicable requirements for street, sewer, or water improvements.
  - d. The site has access to streets that are adequately designed and constructed to handle the volume and nature of traffic typically generated by the use.
5. **Public Input.** If there is a major public opposition to a proposed Special Use Permit, this may indicate that the technical evaluation regarding compatibility of the proposed use does not concur with the view of local residents and a recommendation of denial may be appropriate. If public concerns have been raised, it is fair to ask if the applicant has made a reasonable effort to address these concerns.
6. **Hazardous Materials.** Adequate data has been submitted to determine that impacts from uses that may involve hazardous or dangerous materials are adequately mitigated.
7. **Compliance with Duly Adopted Plans.** The Special Use request is consistent with the intent, goals policies, and/or land use designations in the City General Plan or any other adopted Master Development Plans or Planning Area designations.