



MARICOPA COUNTY
PLANNING & DEVELOPMENT
DEPARTMENT



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Note: As of December 31, 2012, all Land Use applications are subject to ARS § 1605.

- As of September 13, 2013 all Residential uses are excluded per ARS §11-1605 M.2



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APPLICATION INSTRUCTIONS & CHECKLIST

Applications submitted to the Maricopa County Planning and Development Department shall include all of the exhibits, items and information listed in this checklist. An application will only be accepted by the Department when all of the items listed below are submitted, unless otherwise deemed unnecessary by staff. Applications determined to be incomplete shall not be processed by staff. Additional information, detail, and/or copies may be required after review by the assigned planner.

After it has been determined that the initial submittal is complete, the filing fee per Zoning Ordinance requirement is to be paid by the owner or owner's authorized agent (checks should be made payable to "Maricopa County Planning and Development"). A receipt will then be issued and a case number assigned.

As of September 13, 2013, the Land Use application process shall be subject ARS § 1605, a State statute that mandates establishment of timeframes to either approve or deny a "license" as defined by the statute. The full statute may be viewed at:

<http://www.azleg.gov/arstitle/>

The statute sets up two types of review timeframes: Administrative and Substantive. The Board of Supervisors (BOS) through the P-30 Licensing Timeframes Ordinance has adopted a 25 day administrative timeframe and a 75 substantive timeframe for Land Use applications. An application related to a residential use is not subject to the statute. An application that is part of design build project may establish negotiated time process during the pre-application meeting.

Administrative Review Period

The statutes allow for multiple reviews during the administrative review period.

Substantive Review Period

Only one review is allowed for the substantive review period. The County can amend the substantive review comments to address legal requirements not identified on the original substantive review comments.

The applicant can authorize a 50% time increase. This authorization can be given at time of application or at any time during the process.



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APPLICATION INSTRUCTIONS & CHECKLIST (Continued)

After receipt of an application, the administrative review period begins and staff will review for administrative completeness. The applicant will receive a formal response from their assigned planner and may be required to submit additional information. Once administrative comments have been given to the applicant, the timeframe clock will stop and will resume upon resubmittal of the application materials. Once the application is deemed administratively complete, the planner will formally notify the applicant that the project has entered the substantive review period and technical comments will be given to the applicant within a reasonable timeframe. The substantive timeframe clock stops from receipt of comments until the applicant makes a formal resubmittal.

At any time during the process, an applicant can check the status of their application by viewing the Online Permit Manager on the Planning and Developments website:

<https://acela.maricopa.gov/CitizenAccessMCOSS/>

The applicant's assigned planner can also be utilized as a resource for checking application status. If at any time comments are given to the applicant, a notation will be made as to the administrative or substantive timeframe remaining which will not resume until a resubmittal is made. **Note:** It is very important to return the planner's comment memo upon resubmittal so that the appropriate statutory timeframe can resume.

Depending on the comments received, the application materials may need revisions. The owner or authorized agent must submit revised materials to the OSS. The applicant's resubmittal must meet the County's technical requirement or it will be denied. Additionally, an administrative decision of denial can be made if the Director finds that it is not possible to grant the application within the timeframe or the applicant has not provided additional or supplemental information within 180 days (not working days) of a written or electronic request for said information.

Once staff is satisfied that technical requirements have been met, staff may approve or deny the request. At this time, the substantive timeframe clock will stop. After a decision has been made, a decision letter will be issued.

The conditions of approval of the CUP WCF may be appealed to the Hearing Officer pursuant to ARS § 11-832. Provide request for appeal to the Hearing Officer Liaison at this address within 30 calendar days of the administrative/ministerial approval date to schedule an administrative hearing.

Note: If an applicant has not made a resubmittal of application materials in either administrative or substantive review periods after six (6) months, the application will be closed due to inactivity.



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INFORMATION REQUIRED FOR SUBMITTAL

1. **Application: completed and signed – 2 copies**
 - Electronic Copy of Application Materials: Completed Application Form, Narrative Report, and Site Plan – 1 CD

2. **Proof of ownership (recorded deed or unofficial copy) – 1 copy**
 - If applicable, lease agreement. If the subject property is part of a land lease, the Lease Agreement should include the terms of the lease, and the proposed use of the leased land. Additional information may be required after reviewing the Lease Agreement.

3. **Site Plan – 2 copies (24" x 36") with the following information:**
 - a) Identify the name, address and contact information for the owner, engineer and authorized agent.
 - b) Request statement: Conditional Use Permit for a new _____' high _____(monopole, monopalm, monopine, saguaro, etc.) wireless communication facility for _____(project name).
 - c) Site Summary Table with the following:
 - Parcel (sq. ft.) and acres
 - Conditional Use Permit (sq. ft.) and acres
 - Existing Zoning and Land Use
 - d) The site plan must be drawn to scale (Engineering scale only).
 - e) Show entire parcel boundaries with dimensions.
 - f) Legal description of parcel and legal description of Conditional Use Permit area.
 - g) Dimension the setbacks to the WCF from all property lines.
 - h) Elevation detail of the WCF showing all antennae, microwave dishes and potential co-location regions. Include dimensions from lowest point of finished grade to top of WCF.
 - i) Identify the location of proposed landscaping.
 - j) Location of shelter equipment and screening wall/enclosures.
 - k) Identify location of backup generator.
 - l) Identify ingress/egress to WCF and dimension technician parking space.
 - m) Identify the location of all recorded/proposed easements.
 - n) Identify street names and right-of-way dimensions.
 - o) Identify all existing structures on the subject parcel.
 - p) Identify adjacent property owners, uses, zoning and parcel numbers.
 - q) Existing and proposed contours.
 - r) Utility Commitment Table with the following:
 - Water: _____
 - Fire Protection: _____



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- Police Protection: _____
- Electric: _____

4. **Narrative Report - 2 copies**, the narrative report needs to address the "Supplemental Questionnaire for Wireless Communication Facilities". Include a map showing the location of all existing WCF's within 1,000' radius for sites within Rural, Single-Family Residential and Multiple-Family zoning districts. Include a map showing the service area the proposed WCF will serve.
5. **Photographs**
 - Submit photographs of the site, taken on all four corners of the property and looking inward to the property (minimum of four photographs).
 - Please label each photograph with the view, direction and date.
 - A site plan or key map may also be used in conjunction with the photographs with notations showing what direction the photograph faces and where it is taken.
6. **Electronic copies of application materials saved as Adobe PDF files - 1 CD or jump drive.** Example Narrative Report should be saved as NARR-RPTS.pdf

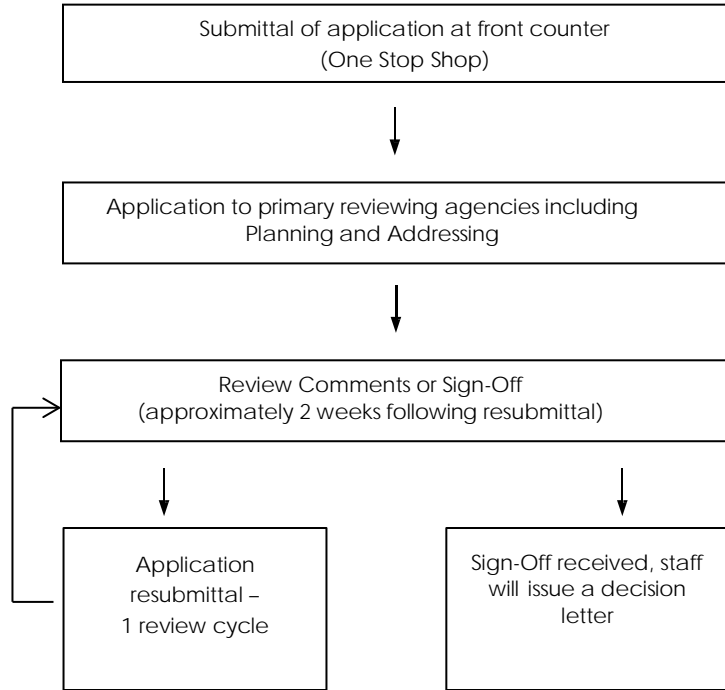
Application Document	Required Naming Convention for the Adobe PDF documents
Completed Application	APPL-FORM
Official recorded or unofficial deed	DEED-DETL
Site Plan	SITE-PLAN
Narrative Report	NARR-RPTS
Photographs	PHOT-DETL

7. **Fees**
 - Zoning Clearance (Commercial - **\$250***)
 - Addressing Review Fee of **\$10** to verify an existing address or **\$50** to assign an address (This fee is a separate fee but can be combined with the zoning clearance fee).
 - Change to an application for a license in progress - **\$50**
 - For an application to be added to an application for a license in progress - **\$50**
 - To re-initiate application for a license administratively denied due to time (within 180 days) - **\$50**
 - Appeal of administrative denial of a license due to time (within 30 days) - **\$150**

*** All Wireless Communication Facilities require Commercial zoning clearance fee of \$250 + Addressing Review Fee.**



PROCESS FLOW CHART & PROJECTED TIMEFRAME



Approximate timeframe of 1 month



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CUP – WCF APPLICATION

REQUEST			
Title of Project:			
Description of Request:			
Existing Use of Property:			
Existing Zoning District:			
Related Case Number:			
PROPERTY INFORMATION			
Address (if known):			
General Location (Include nearest city/town):			
Size in Acres:		Square Feet:	
Legal Description Section:	Township:	Range:	
Assessor's Parcel Number:			
OWNER'S AUTHORIZED AGENT INFORMATION			
Name:		Contact:	
Address:			
City:	State:	Zip:	
Phone #:	Fax #:		
E-mail Address:			
PROPERTY OWNER INFORMATION			
Name:		Contact:	
Address:			
City:	State:	Zip:	
Phone #:	Fax #:		
E-mail Address:			
PROPERTY OWNER AND OWNER'S AGENT AUTHORIZATION			
I (property owner) _____ authorize (owner's agent) _____ to file this application on all matters relating to this request with Maricopa County. By signing this form as the property owner I hereby agree to abide by any and all conditions that may be assigned by the Maricopa County Board of Supervisors, Maricopa County Planning and Zoning Commission, or Maricopa County Planning and Development Department staff as applicable, as part of any approval of this request, including conditions, development agreements, and/or any other requirement that may encumber or otherwise affect the use of my property.			
INSPECTIONS			
By submitting this application, I am inviting County staff to conduct all site inspections they deem necessary.			
PROPOSITION 207 WAIVER			
The property owner acknowledges that the approval being sought by this application may cause a reduction in the existing rights to use, divide, sell or possess the private property that is the subject of this application. The property owner further acknowledges that it is the property owner who has requested the action sought by the filing of this application. Therefore, pursuant to A.R.S. §12-1132 through 1138, the property owner does hereby waive any and all claims for diminution in value of the property with regard to any action taken by Maricopa County as result of the filing of this application.			
Property Owner Signature: _____ Date: _____			
VERIFICATION OF APPLICATION INFORMATION			
I certify that the statements in this application and support material are true. Any approvals or permits granted by Maricopa County in reliance upon the truthfulness of these statements may be revoked or rescinded.			
Owner or Authorized Agent Signature: _____ Date: _____			
ARS § 1605 TIMEFRAME EXTENSION			
I authorize a 50% timeframe extension for the review of my application as adopted by the Board of Supervisors per ARS § 1605 and as amended.			
Property Owner Signature: _____ Date: _____			

ALL FEES ARE DUE AT TIME OF APPLICATION AND ARE NON-REFUNDABLE



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AFFIDAVIT FOR WIRELESS COMMUNICATION FACILITIES STANDARDS

Affidavit for Wireless Communication Facilities (WCF) outlines the requirements for receiving zoning clearance for a WCF. This Affidavit is to denote proposed or existing conditions, and must be completed with dimensions/setbacks. A WCF qualifies for a Conditional Use Permit (CUP) if it meets the following criteria (answer as applicable):

1.	<p><u>Height of WCF tower/structure:</u></p> <p>Rural, Single Family Residential and Multiple Family zoning districts maximum height of 80 feet.</p> <p>Proposed/Existing Height: _____</p> <p>Commercial and Industrial zoning districts maximum height of 120 feet for WCF tower/structure.</p> <p>Proposed/Existing Height: _____</p> <p>Maximum of 15 feet above height of structure (other than WCF tower) to be attached.</p> <p>Proposed/Existing Height: _____</p>
2.	<p><u>Building mounted WCFs:</u> May have up to 2 WCFs and not more than 2 microwave antennae dishes with diameter of not more than 4.9 feet and must be 15 feet or less in height above the roofline with supporting structure screened in Rural, Single Family Residential and Multiple Family Zoning Districts.</p> <p>Proposed/Existing Number: _____, Diameter: ____; Height: _____</p> <p>Commercial and Industrial Zoning Districts: No limit to the number of WCFs, including microwave dishes located on a building/structure.</p> <p>Proposed/Existing Number: _____, Diameter: ____; Height: _____</p>
3.	<p><u>Diameter of the WCF tower/structure:</u> Maximum diameter of 2.5 feet.</p> <p>Proposed/Existing Diameter: ____</p>
4.	<p>The <u>proposed color palette</u> of the proposed WCF must be compatible with the surrounding environment. Exposed areas of the WCF must be non-reflective.</p> <p>Proposed/Existing Color/Reflectivity: _____</p>
5.	<p><u>Removal of mature trees or cacti</u> requires a Relocation Plan to be submitted with CUP application.</p> <p>Any plants to be removed: _____</p> <p>Explain: _____</p> <p>_____</p> <p>_____</p>
6.	<p><u>Hillside</u>, proposed WCF is not within a hillside and not within 500 feet of hillside properties.</p> <p>Hillside proximity: _____</p>



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7. Setbacks for proposed WCF are based upon the on-site and surrounding zoning districts (setbacks does not include the architectural features for stealth design):

2:1 setback in Rural, Single Family Residential and Multiple-Family zoning districts. Exception is when co-locating on building/structure other than WCF tower.

Proposed/Existing Height: _____

Proposed/Existing Setbacks:

North: _____ **South:** _____ **East:** _____ **West:** _____

Commercial and Industrial zoning districts requires a 1:1 setback for WCFs that exceed the zoning district height requirements for properties that abut Rural and Residential zoning districts.

Proposed/Existing Height: _____

Proposed/Existing Setbacks:

North: _____ **South:** _____ **East:** _____ **West:** _____

Structures not greater than the maximum zoning building height may be permitted at a minimum 3 feet setback and shall not be located within required front yard.

Proposed/Existing Height: _____

Proposed/Existing Setbacks:

North: _____ **South:** _____ **East:** _____ **West:** _____

8. Diameter of the antennae arrays: **Maximum of 8 feet** in diameter.

Proposed/Existing Diameter: _____

9. Diameter of the microwave dish: **Maximum of 4.9 feet** in diameter.

Proposed/Existing Diameter: _____

10. All ground-mounted equipment shall be screened visually and mitigate noise.

Solid screening around ground equipment of a **minimum 6 feet high** or to the **height of the intake/exhaust for HVAC and other equipment if higher**. Solar generation panels do not require screening.

Proposed/Existing Height of screen wall: _____

Explain: _____

11. Ground equipment shall be setback **at least 3 feet from a lot line** and shall not be located within the required front yard.

Proposed/Existing

North: _____ **South:** _____ **East:** _____ **West:** _____

12. Separation distances: **1,000 feet distance (radius)** from other WCFs if meeting the maximum building height of the zoning district or stealth design in the Rural, Single-Family Residential and Multi-Family Residential zoning districts. A map showing other WCFs shall be included with the CUP application.

Proposed/Existing Separation Distances:

North: _____ **South:** _____ **East:** _____ **West:** _____

An exception may be made for WCF with stealth design concealment element.

- No separation distance is required for WCFs in Commercial/Industrial zoning districts.
- No separation distance is required for WCF mounted on building/structure.



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13. **Generators** will be for emergency use only.

Proposed/Existing Generator: _____ **Indoor:** _____

14. WCFs proposed on tower or poles for the transport, receiving or distribution of electricity, water or wastewater treatment facility are limited to **125 feet** or height of the tallest existing structure, whichever is less. Antennas attached onto structures other than WCF towers are limited to a maximum of **15 feet** above height of structure to be attached.

Proposed/Existing Height: _____ **Explain (if over 125 feet):** _____

Ground equipment may be located on another parcel, but must be setback at least **3 feet** from any lot line.

Proposed/Existing Setbacks: **North:** _____, **South:** _____, **East:** _____, **West:** _____

12kV transmission lines, guy/sub poles, light poles or tower may have close mount antennas (less than **12 inches** radius and pole mounted equipment).

Proposed/Existing Radius: _____

If any of the Wireless Communication Facilities Regulations cannot be met, then a Special Use Permit will be required.

I have read the above listed Wireless Communication Facility Standards and by signing below agree to the Maricopa County Zoning Ordinance – Wireless Communication Facility Standards and confirm the Conditional Use Permit application adheres to the Wireless Communication Facility Standards.

Owner or Authorized Agent's/ Signature: _____

SUBSCRIBED AND SWORN before me this _____ day of _____, _____

(Notary Public)

My Commission Expires:

Project Name: _____



**CONDITIONAL USE PERMIT
SUPPLEMENTAL QUESTIONNAIRE FOR
WIRELESS COMMUNICATION FACILITIES**

The following is supplemental information required to be **submitted and addressed in the narrative report** for the Conditional Use Permit. (Provide answers on a separate sheet, if needed)

1. What is the height of the proposed/existing WCF? _____

2. Provide a map showing all the existing WCFs within a 1,000 feet radius for sites within Rural, Single-Family Residential or Multiple-Family zoning districts (Regardless of provider).
3. Provide a list with locations and approximate height of all existing vertical structures (of a height approximately equal or greater than the requested tower) within the WCF's search area. This includes church spires and steeples, light standards, water towers, transmission lines, buildings, or other similar structures.

4. Provide a map showing the service areas which the proposed facility will serve.
5. Explain any attempts or possibilities that have been investigated relating to co-location with another provider or existing facility.

6. Explain how this request can facilitate co-location with other users.

7. Will the request involve removal of mature trees or cacti? If so, discuss plans for relocation of such vegetation. ***If yes, a relocation plan is also required with submittal***

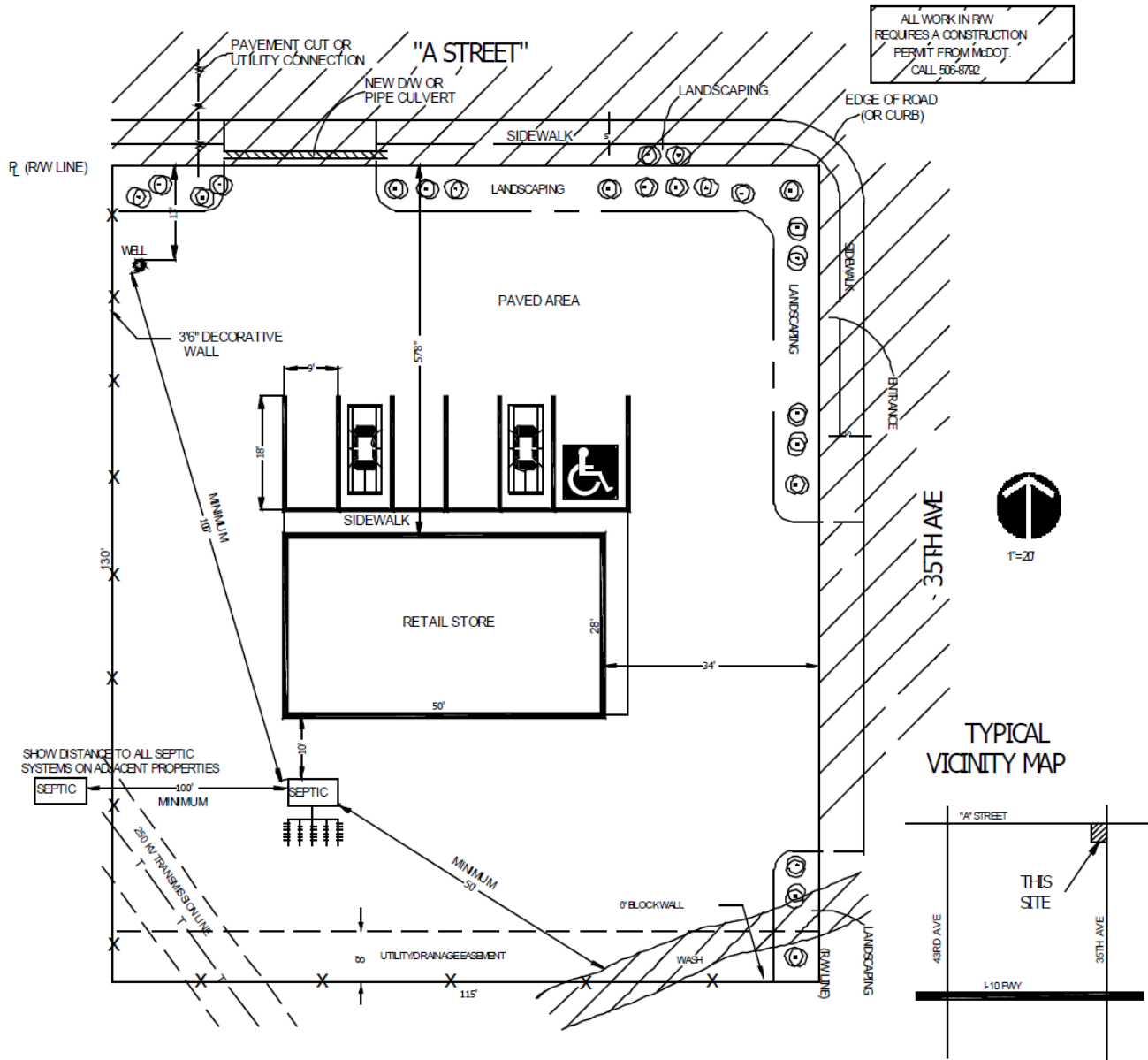
8. Discuss the following compatibility issues for proposed/existing facilities:
 - a. Setbacks from residential uses: _____
 - b. Setbacks from all property lines: _____
 - c. Setbacks from uses/structures on adjacent property: _____
 - d. Setbacks from public and private streets or access easements: _____
 - e. Future additional appurtenances or expansion plans: _____
 - f. Color and type of tower, landscaping, and fence screening: _____
 - g. Surrounding non-residential uses (if applicable): _____
9. If a stealth design is not being proposed, please explain why.



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EXAMPLE OF A TYPICAL COMMERCIAL SITE PLAN



VERIFY ALL REQUIREMENTS FROM THE FOLLOWING MARICOPA COUNTY AGENCIES PRIOR TO DRAWING SITE PLAN:

PLANNING AND DEVELOPMENT
ENVIRONMENTAL SERVICES

DRAINAGE REVIEW
DEPARTMENT OF TRANSPORTATION

SAMPLE ONLY (DRAWING SHOWN IS NOT TO SCALE)
ADDITIONAL DETAILED PLANS MAY BE REQUIRED



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WHAT TO EXPECT AT THE ONE STOP SHOP

Purpose: Provide customers with information about what to expect when submitting a CUP - WCF application. This information sheet includes the application material checklist, fee schedule, and a three step process for application submittal.

Location: Maricopa County Planning & Development Department
501 N. 44th Street, Suite 200 Phoenix, AZ 85008

Business Hours: 8:00 a.m. – 5:00 p.m. Monday through Friday, except holidays (to ensure adequate time for application submittal, projects should be submitted no later than 4:30 p.m.)

STEP 1 - Reception: Proceed to the One Stop Shop Reception desk to obtain a call ticket for the application submittal. Provide the receptionist your name and specify the type of planning application.

STEP 2 - Intake Counter: One Stop Shop customer service will call your ticket number and evaluate the application materials for completeness. Once the application materials are accepted a tracking number will be provided and staff will advise you to proceed to the cashier to process application payment. The following is a list of required application materials: **(Please note, if any documentation is missing your application may not be accepted during the intake process, please be sure to follow this checklist).**

Conditional Use Permit – Wireless Communication Facility	
	2 copies – Land Use Application – completed & signed
	1 copy – Recorded deed or unofficial copy
	2 copies – Site Plan 24" x 36"
	2 copies – Narrative
	1 copy – Photographs
	1 CD or jump drive with electronic copies of application materials

STEP 3 - Cashier - Processing Payment: The cashier will call your ticket number, request your application tracking number, advise you of the total application fees and request your method of payment. Maricopa County accepts cash, check, or credit card. Please make checks payable to: **MARICOPA COUNTY**. **Please note that proper payment in full, based upon the following fee schedule, is required at the time of application:**

Conditional Use Permit Wireless Communication Facility Fee Schedule	
Zoning Clearance	Commercial/Industrial \$250
Addressing	\$10 verify existing address or \$50 assign address