



**Planning & Development
Department
STATUS REPORT**
FOR A SPECIAL USE PERMIT OR MILITARY COMPATIBILITY PERMIT



SUBMITTAL FORMS INDEX

STATUS REPORT PROCESS
STATUS REPORT APPLICATION
STATUS REPORT PROCESS & TIMEFRAME
STATUS REPORT NARRATIVE EXAMPLE
WHAT TO EXPECT AT THE ONE STOP SHOP



Planning & Development Department

STATUS REPORT PROCESS



Status Reports may be required at set dates as a condition of Board of Supervisors approval of certain development applications, including Special Use Permits and Military Compatibility Permits.

FILING AN APPLICATION

To submit a Status Report, the following items are required:

1. A completed and signed application form – 5 copies
2. Verification of current ownership – 1 copy
3. Status Report narrative (see example) – 5 copies.
4. Current photographs of the site – 1 copy.
5. Filing Fee of \$60.00

Status Reports should be submitted to the Planning & Development Department at least one (1) month before the review deadline. Failure to submit a Status Report may be cause for revocation.

If the Status Report indicates substantial compliance with the intent of the original approval and staff can find no contrary evidence, the Status Report will be accepted. The applicant will be informed in writing of this acceptance. Staff may condition the acceptance with a requirement for an additional Status Report in the future.

If there are outstanding issues, staff will accept the status report, but advise the applicant in writing on how to resolve the issues within a certain timeframe. Staff will continue to monitor the project for resolution of the issue within the timeframe given and if necessary pursue alternative resolutions (for example, the original case may be scheduled for a Planning Commission hearing for revocation discussion or a violation case may be initiated).

REVIEW PROCESS

After a complete application is submitted, staff will forward copies of the Status Report to reviewing agencies. Reviewing agencies include the County's Planning, Transportation, Drainage Review, Environmental Services, and Flood Control District Departments. In addition, the application may be sent to representatives of the appropriate fire, school district(s), nearby cities or towns, homeowners' association, and any other appropriate department, agency or group with an interest in the application. Upon receipt of responses from the reviewing agencies, staff will evaluate the Status Report.



**Planning & Development Department
STATUS REPORT APPLICATION
APPLICATION MUST BE COMPLETED IN FULL**



ALL FEES ARE DUE AT TIME OF APPLICATION AND ARE NON-REFUNDABLE		
REQUEST		
Title of Project:		
Description of Request:		
Use of Property:		
Zoning District:	Status Report Deadline:	Original SUP OR MCP Case Number:
Related Case Number/s:		
Date SUP or MCP Approved:	Date SUP or MCP Expires:	
PROPERTY INFORMATION		
Address (if known):		
General location (include nearest city/town):		
Size in Acres:	Square Feet:	
Assessor's Parcel Number:		
Subdivision Name (if applicable):		
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		
<p>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 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.</p>		
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.		
Property Owner Signature: _____		Date: _____

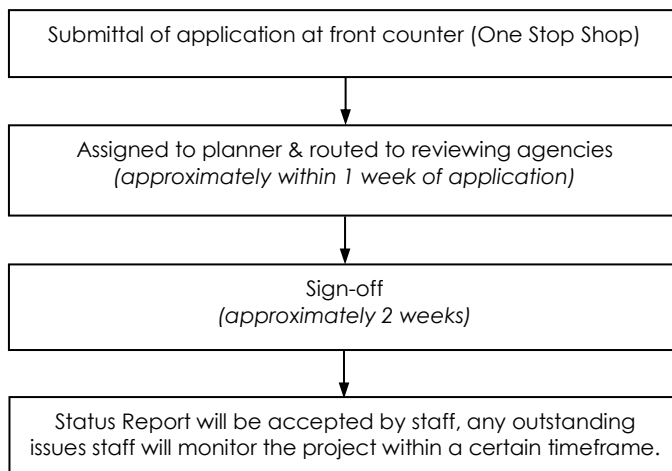




Planning & Development Department



STATUS REPORT PROCESS AND TIMEFRAME



Approximate timeframe of 1 month



Planning & Development Department



STATUS REPORT NARRATIVE (EXAMPLE)

The status report narrative should address each condition from the Board of Supervisors' approval, telling what has been done to meet each requirement. To assist in your preparation of the Status Report, following are representative conditions, with example answers. These examples are intended to give you an idea of the level of detail required. However, your answers should be individually tailored to the specific conditions in your case. In addition to addressing each condition, you should provide any additional information, which will help staff understand the current status of the development. If development is not complete, explain why and discuss time frame for completion.

- a. Development of the site shall comply with the Site Plan entitled "X", consisting of X full-size sheets, dated [May 23, 2008], and stamped received [May 23, 2008], except as modified by the following conditions.

The site has been developed in accordance with the approved site plan.

- b. Development of the site shall be in conformance with the Narrative Report entitled "X", consisting of X pages, dated [May 23, 2008], and stamped received [May 23, 2008], except as modified by the following conditions.

The site has been developed in accordance with the approved narrative report.

- c. Development of the site shall comply with the Landscape Plan entitled "X", consisting of X full-size sheets, dated [May 23, 2008], and stamped received [May 23, 2008], except as modified by the following conditions.. All trees shall be double-staked when installed.

The site has been developed in accordance with the approved landscape plan.

- d. All transformers, back-flow prevention devices, utility boxes and all other utility related ground mounted equipment shall be painted to complement the development and shall be screened with landscape material where possible. All HVAC units shall be ground-mounted or screened with a continuous parapet for commercial projects.

Complied with.

- e. Dedication of additional rights-of-way to bring the total half-width dedication to X' for X and X' for X shall occur within six (6) months of approval of this request by the Board of Supervisors, and prior to zoning clearance.

Complied with. Documentation submitted to MCP&D.

- f. Development of the site shall include half-street improvements (including paving, gutter and sidewalk) to ultimate width for X and X along the perimeter of the site.

Complied with.

- g. Prior to issuance of any permits for development of the site, the applicant/property owner shall obtain the necessary encroachment permits from the Maricopa County Department of Transportation (MCDOT) for landscaping or other improvements in the right-of-way.

Not required per discussions with MCDOT.

- h. All outdoor lighting shall conform to the Maricopa County Zoning Ordinance.

Complied with.

- i. Development of the site shall be in compliance with all applicable Maricopa County Air Quality rules and regulations.

Complied with.

- j. An archeological survey shall be submitted to and approved by the Arizona State Historic Preservation Office prior to issuance of a grading permit. The applicant must contact the State office prior to initiating disturbance of the site. The applicant shall provide the Planning and Development Department with written proof of compliance with this condition.

Complied with. Documentation submitted to MCP&D.

- k. Development and use of the site shall comply with requirements for fire protection measures as deemed necessary by the applicable fire department. Prior to issuance of zoning clearance or Final Plat approval, the applicant shall seek review and comment from the applicable fire protection agency, and shall provide written confirmation that the site will be developed in accordance with their requirements.

Complied with. Documentation submitted to MCP&D.

- l. Prior to zoning clearance or Final Plat approval, developer(s) and/or builder(s) shall establish emergency fire protection services, covering all real property contained within the project area during course of construction and shall obtain a 'will serve' letter substantiating coverage from the appropriate Fire Department servicing the site.

Complied with. Documentation submitted to MCP&D.

- m. The maximum height of the Wireless Communication Facility shall be limited to 55'.

The WCF is 55'.

- n. Development of the site shall be in conformance with all Federal and State requirements, including but not limited to, Federal Communications Commission (FCC), Federal Aviation Administration (FAA), National Environmental Policy Act (NEPA), and State Historical Preservation Office (SHPO). The applicant shall be responsible for obtaining all necessary approvals prior to construction, and shall be accountable to those agency requirements, and penalties.

Complied with.

- o. A Minor Amendment shall be required to co-locate future carriers on the monopole.

Not Applicable.

- p. The wireless communication tower stealthed as mono-palm, flag pole, mono-cactus, mono-pine, etc. shall be maintained to retain the stealth properties intended by the design. Any damaged or missing fronds or branches shall be replaced within 60 days of such damage occurring.



Planning & Development Department



STATUS REPORT NARRATIVE (EXAMPLE)

Complied with as of this date.

- q. This Special Use Permit shall expire X years from the date of approval by the Board of Supervisors, or upon expiration of the lease to the applicant, or upon termination of the use, whichever occurs first. All of the site improvements shall be removed within 60 days of such termination or expiration.

Applicant is aware of expiration.

- r. The applicant shall submit a written report outlining the status of the development at the end of X years from the date of approval by the Board of Supervisors. The status report shall be reviewed by staff to determine whether the Special Use Permit remains in compliance with the approved conditions.

Subject application satisfies this condition.

- s. Amendments to the site plan and narrative report shall be processed as a revised application in accordance with Maricopa County Zoning Ordinance Article 304.9.

Applicant is aware of this requirement.

- t. Noncompliance with the conditions of approval will be treated as a violation in accordance with the Maricopa County Zoning Ordinance. Further, noncompliance of the conditions of approval may be grounds for the Planning and Zoning Commission to take action in accordance with Chapter 3 (Conditional Zoning).

Applicant is aware of this requirement.

- u. Non-compliance with the regulations administered by the Maricopa County Environmental Services Department, Maricopa County Department of Transportation, Drainage Review Division, Planning and Development Department, or the Flood Control District of Maricopa County may be grounds for initiating a revocation of this Special Use Permit as set forth in the Maricopa County Zoning Ordinance.

Applicant is aware of this requirement.

- v. The granting of this change in use of the property has been at the request of the applicant, with the consent of the landowner. The granting of this approval is temporary and allows the property to enjoy uses in excess of those permitted by the zoning existing on the date of application, subject to conditions and conditions. In the event of the failure to comply with any condition or condition, and at the time of expiration of the Special Use Permit, the property shall revert to the zoning that existed on the date of application. It is, therefore, stipulated and agreed that either revocation due to the failure to comply with any conditions, or the expiration of the Special Use Permit, does not reduce any rights that existed on the date of application to use, divide, sell or possess the property and that there would be no diminution in value of the property from the value it held on the date of application due to such revocation or expiration of the Special Use Permit. The Special Use Permit enhances the value of the property above its value as of the date the Special Use Permit is granted and reverting to the prior zoning results in the same value of the property as if the Special Use Permit had never been granted.

Applicant is aware of this requirement.



One Stop Shop - Planning Application Submittal – *What to Expect at the One Stop Shop*



Purpose: Provide customers with information about what to expect when submitting a status report. 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).**

Status Report Submittal Documents	
	5 copies – Application
	1 copy – Recorded deed or unofficial deed
	5 copies – Status Report Narrative Report
	1 copy – Photographs of site

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**. We currently accept Visa and MasterCard for credit card payment. In August 2013, the County will also accept Discover and American Express. **Please note that proper payment in full, based upon the following fee schedule, is required at the time of application:**

Status Report Application Fee Schedule	
Filing Fee – Status Report	\$60