

# Use Permit Process Flow Diagram

[Note: These timeframes apply unless the applicant and Town mutually agree to an extension pursuant to A.R.S. § 9-835(1)]

**Pre-Application Conference**

**One (1) Week Prior to Application Submittal**

**Application Submittal (Including Citizen Participation Plan)**  
(1<sup>st</sup> Thursday after 1<sup>st</sup> Tuesday of each month)

**30 Days**

**Administrative Completeness Review Finished**

If deficiencies are found, written or electronic notice is provided to the applicant and the administrative review timeframe (and the overall timeframe) is suspended from the date the notice is issued until the date the municipality receives the missing information from the applicant. If the missing information is not received by the Town within 15 days of the notice, the Town may consider the application withdrawn.

**60 Days**

**Substantive Review Finished and Citizen Participation Meeting Completed and Report Submitted**

The Town may make one comprehensive written or electronic request for corrections. If it does, the substantive review timeframe and the overall timeframes are suspended until the day the applicant provides the corrections

**90 Days Total Time Frame**

**P&Z Hearing**

**Two (2) Weeks**

**Council Hearing**

# Permit & License Application Process

1

Customer receives application, Bill of Rights, Time Frames & Checklists online or at Town

2

Customer submits complete Application and Fees to Front Counter Representative

3

Staff reviews for initial completeness and accepts application within established time

4a

Town accepts application & provides Substantive Review within overall time frame.

4b

Town rejects incomplete application within Completeness Review time frame—notice of deficiencies issued to applicant

5a

Town approves application and issues electronic or written approval to applicant

5a

Town denies application OR mutually agree to subsequent re-submittal(s). All subsequent reviews occur within 25% of the overall time

6

Town issues a written or electronic notice granting or denying a license to applicant. If denied, written notice shall include justification for denial with specific references and an explanation of applicants right to appeal the denial including deadline to submit protest and contact information for questions on appeal process.

## Town of Dewey-Humboldt Permit (License) Permitting Time Lines

Pursuant to ARS 9-835, the Town establishes overall permitting time frames during which the Town will either grant or deny each type of permit (license) that it issues. The time frame includes an administrative completeness review period to accept or reject the application, and a substantive review period to provide a technical review of the request. The Town shall approve or deny the request within the overall time frame listed below, however, should the Town extend the review period for additional submittal(s), said extension shall not exceed 25% of the overall time frame.

*Please note: These are projected time frames only and may change due to workload and staffing considerations.*

Application Type	Administrative Completeness Review	Substantive Review	Total Time Frame
Addressing Request	10 days	20 days	30 days
Administrative Review Application	10 days	20 days	30 days
Special Event Permit	10 days	20 days	30 days
Minor Land Division Application	10 days	20 days	30 days
Sign Permit Application	10 days	20 days	30 days
Temporary Sign Application	10 days	10 days	20 days
Variance Application	10 days	20 days	30 days
Use Permit Application	30 days	60 days	90 days
Zone Map Change Application	30 days	60 days	90 days
Zone Text Change Application	30 days	60 days	90 days
Major General Plan Amendment	30 days	60 days	90 days
Minor General Plan Amendment	30 days	60 days	90 days
Planned Area Development Application	30 days	60 days	90 days
Preliminary Plat Application	20 days	30 days	50 days
Sketch Plan Application	10 days	20 days	30 days
Final Plat Application	20 days	30 days	50 days
Final Plat Amendment/Abandonment Application	20 days	30 days	50 days

## REGULATORY BILL OF RIGHTS

During the Fiftieth Legislature, First Regular Session, the Arizona Legislature passed Senate Bill 1598. This "Regulatory Bill of Rights" went into effect on July 20, 2011 (with full implementation on December 31, 2012). The rights afforded private regulated parties under the new law are provided below.

### **ARS 9-832. Regulatory bill of rights**

TO ENSURE FAIR AND OPEN REGULATION BY MUNICIPALITIES, A PERSON:

- Is eligible for reimbursement of fees and other expenses if the person prevails by adjudication on the merits against the Town in a court proceeding regarding a Town decision as provided in section 12-348.
- Is entitled to receive information and notice regarding inspections as provided in section 9-833.
- Is entitled to have the Town not base a licensing decision in whole or in part on licensing conditions or requirements that are not specifically authorized as provided in section 9-834, subsection A.
- May have the Town approve or deny the person's license application within a predetermined period of time as provided in section 9-835.
- Is entitled to receive written or electronic notice from the Town on denial of a license application that:
  - Justifies the denial with references to the statute, ordinance, and code or authorized substantive policy statements on which the denial is based as provided in section 9-835.
  - Explains the applicant's right to appeal the denial as provided in section 9-835.
- Is entitled to receive information regarding the license application process at the time the person obtains an application for a license as provided in section 9-836.

- May inspect all ordinances, codes and substantive policy statements of the Town, including a directory of documents, at the office of the Town or on the Town's website as provided in section 9-837.
- Unless specifically authorized, may expect the Town to avoid duplication of other laws that do not enhance regulatory clarity and to avoid dual permitting to the maximum extent practicable as provided in section 9-834.
- May file a complaint with the Town concerning an ordinance, code or substantive policy statement that fails to comply with this section.
- As provided in section 9-834, is entitled to have the Town not request or initiate discussions about waiving any of the rights prescribed in this section.

# TOWN OF DEWEY-HUMBOLDT

## DEVELOPMENT APPLICATION

**PROJECT DESCRIPTION:**

---



---

<input type="checkbox"/> General Plan Amendment - Major	<input type="checkbox"/> General Plan Amendment – Minor	<input type="checkbox"/> Pre-Application
<input type="checkbox"/> Community Master Plan	<input type="checkbox"/> Major Use / Site Plan	<input type="checkbox"/> Preliminary plat
<input type="checkbox"/> Commercial Design Review	<input type="checkbox"/> Annexation	<input type="checkbox"/> Zoning Clearance
<input type="checkbox"/> Conditional Use Permit	<input type="checkbox"/> Abandonment	<input type="checkbox"/> Rezone
<input type="checkbox"/> Land split (3 parcels max)	<input type="checkbox"/> Lot Combine	<input type="checkbox"/> Variance
<input type="checkbox"/> Area Plan / Amendment	<input type="checkbox"/> Final Plat / Amendment	<input type="checkbox"/> Land Use District
<input type="checkbox"/> Other _____		

**LEGAL DESCRIPTION:**

Property Address: \_\_\_\_\_

Number of Lots / Units Proposed: \_\_\_\_\_

Assessor's Parcel Number: \_\_\_\_\_ Parcel Size (Acres): \_\_\_\_\_

Existing Land Use District: \_\_\_\_\_ Proposed Land Use District: \_\_\_\_\_

Plat Name: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Tract: \_\_\_\_\_

**DESCRIBE UTILITIES AVAILABLE TO PROPERTY:**

<input type="checkbox"/> Water _____	<input type="checkbox"/> Gas _____	<input type="checkbox"/> Sewer _____
<input type="checkbox"/> Phone _____	<input type="checkbox"/> Electric _____	<input type="checkbox"/> Cable _____

**Describe Public Access to Property:**

\_\_\_\_\_

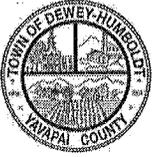
**FEES**

Base Fees: \_\_\_\_\_ Other Fees: \_\_\_\_\_ Other Fees: \_\_\_\_\_ Subtotal: \_\_\_\_\_ Total: \_\_\_\_\_

<p style="text-align: center;"><b>*APPLICANT / CONTACT INFORMATION:</b></p> <p>Name: _____</p> <p>Address: _____</p> <p>Phone: _____</p> <p>Email: _____</p>	<p style="text-align: center;"><b>OWNER INFORMATION:</b></p> <p>Name: _____</p> <p>Address: _____</p> <p>Phone: _____</p> <p>Email: _____</p>
--	---

**Signature of owner or representative** \_\_\_\_\_

\*If application is being submitted by someone other than the owner of the property under consideration, a letter of authorization or other corresponding information must be provided.



**TOWN OF DEWEY-HUMBOLDT**  
"Arizona's Country Town"

**Use Permit Checklist**  
Community Development  
P.O. Box 69  
Humboldt, AZ 86329

[www.dhaz.gov](http://www.dhaz.gov)

Phone: 928-632-8645, Fax: 928-632-7365

APPLICANT: \_\_\_\_\_ PARCEL#: \_\_\_\_\_

- 1. A mandatory pre-application meeting with the Development Services representatives on (DATE) \_\_\_\_\_;
- 2. Development application submittal form filled out completely;
- 3. Letter of Intent detailing the proposed use(s) and time period requested (if applicable);
- 4. A legal description of the property/lease area identified on the application;
- 5. The address and directions to the subject parcel for purposes of preparing the hearing notice and posting the property;
- 6. Permission to enter property statement;
- 7. Letter of authorization signed and notarized if required;
- 8. A copy of deed restrictions that may apply to the subject property;
- 9. Citizen participation completed. Including:
  - Attendees list, minutes, and information obtained from community meeting, if required
  - Affidavit of Notification
  - Mailing list of all property owners notified of the application
  - Citizen Participation Report (may be submitted up to the date of advertising)
- 10. Requested variances and waivers or known deviations from design standards;
- 11. One (1) copy of a site plan (up to 11"x 17" in size) showing: Parcel boundaries, zoning classification, adjacent roadways/legal access, setbacks from parcel boundaries, method of fencing, signage, and landscaping, if applicable. If plan is larger than 11"x 17", then applicant must provide thirty (30) copies upon submittal;
- 12. Conformance with General Plan and respective Community Plan;
- 13. Does the request require a Community Plan Amendment?
- 14. Does the request require a Major or Minor General Plan Amendment?
- 15. Flood/drainage status check from the Yavapai County Flood Control District;
- 16. Environmental Unit status check;
- 17. Traffic study if required;
- 18. A filing fee in the amount of \$ \_\_\_\_\_. (Determined by the Development Services fee schedule as adopted by the Town Council).

**NOTE:** The applicant or his representative must be present at scheduled Planning and Zoning Commission and the Town Council meetings in order to answer questions. A building permit will be required for the construction of any structure after approval of a Use Permit. If such construction is planned, the applicant(s) should obtain a Zoning Clearance Package and familiarize themselves with both those requirements, as well as the requirements of the Building Safety Code.

Town of Dewey-Humboldt – Community Development Department

Town of Dewey-Humboldt Development Services  
Public Works – Community Development

DATE: \_\_\_\_\_

TO WHOM IT MAY CONCERN:

This letter will serve as authorization for \_\_\_\_\_, to act as an agent on behalf of \_\_\_\_\_, including, but not limited to, power of attorney for the purpose of obtaining a \_\_\_\_\_, for \_\_\_\_\_.

Located on Assessor Parcel Number: \_\_\_\_\_

Landowner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

State of Arizona ss County of Yavapai

On this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ before me, the undersigned Notary Public, personally appeared \_\_\_\_\_ who executed the foregoing instrument for the purpose therein contained.

In witness whereof, I hereby set my hand and official seal

\_\_\_\_\_  
\_\_\_\_\_  
NOTARY PUBLIC

## Use Permit/Zoning Map Change Site Plan Checklist

APPLICANT: \_\_\_\_\_ PARCEL#: \_\_\_\_\_

---

- 1. Name of project with associated parcel number;
- 2. Site plan drawn to scale using standard engineering intervals such as 1" = 50' or similar as required by project size;
- 3. North arrow;
- 4. Boundaries of parcel and development clearly identified;
- 5. Date of preparation plus date of any amendments since original submittal;
- 6. Proposed land uses and densities by area, as well as ownership patterns surrounding land uses and zoning within three hundred feet (300');
- 7. For projects with development constraints such as difficult topography, FEMA flood plains or numerous washes/arroyos exhibiting unique drainage constraints, topography shall be shown by contours relating to USGS survey datum (shown on the same map as proposed development) including benchmark used. Topography shall be depicted three hundred feet (300') beyond project boundary;
- 8. Adjacent roadways and proposed means of legal access. Include location and status of all easements and private roads;
- 9. Appropriate vehicle access, parking and traffic circulation as required by the Code of Ordinances, Section 153.110 (Parking and Off-Street Loading);
- 10. Size, location, setback dimensions and separation of any existing and proposed structures with distances from property lines noted. Also note location and size of any septic tanks and leach fields;
- 11. Size, location and height of any proposed or existing signs, lighting, screening (i.e., fences, berms, walls and live vegetative screening);
- 12. Label all structures, proposed or existing, with intended use;
- 13. Identify in chart or note form on the site plan the following:
  - Parcel size
  - Existing or proposed utilities (water, wastewater, electric, gas, refuse removal)
  - Fire District
- 14. Identify on the plan any unique site conditions (rock outcroppings, major drainage, etc.).

*\*The above referenced list is for the submittal of information to the Planning Division to review for the requested proposal. If the application is approved, Zoning Clearances/Building Permits will need to be applied for before construction can commence. Full construction drawings may not be necessary. Please contact the Building Official at (928) 632-8643 to determine what type of information will be required on the plans prior to initiating any drawings.*

## Use Permit/Zoning Map Change Process Summary

**APPLICATION REVIEW:** Once it has been determined by staff that your application is complete, a copy of your site plan, letter of intent, and other pertinent information such as drainage, traffic, etc., will be forwarded to various reviewing agencies for their review and comment. If those reviewing agencies find that the information submitted is complete enough for them to assess your proposal and find the proposal to be acceptable, your request will be scheduled for the next available Planning and Zoning Commission public hearing.

**NOTIFICATION:** Prior to the Planning and Zoning Commission hearing, a notification that your Use Permit/Zoning Map Change request will be considered by the Planning and Zoning Commission will appear in the local newspaper. A poster, announcing the date and time of the Commission's hearing where your request will be considered, will be placed on your property and notification letters will be sent to surrounding property owners within three hundred feet (300') of your property. Even though you are fulfilling the application's citizen participation requirements, all of these notifications are intended to allow members of the public the opportunity to express their support for, or opposition to, your application as part of the public hearing process.

**ISSUES CONSIDERED:** When the Planning and Zoning Commission considers your request, the following items may be considered:

1. Does your request conform to, or conflict with, the Town of Dewey-Humboldt General Plan and the specific Community Plan for the area (if a Community Plan has been adopted for the subject area);
2. Does the surrounding neighborhood support or oppose your request;
3. Have all health and safety issues been addressed;
4. Is the use compatible with, and adequately buffered from, surrounding land uses (if necessary);
5. There could be other issues that are specific to your application that the Commission may consider as well.

**APPROVAL/DENIAL:** The Planning and Zoning Commission will forward a recommendation to the Town Council to approve or deny your application; however, they may postpone (defer) consideration of your request until such time as you have submitted additional information, if necessary to make an informed decision. Use Permits and Zoning Map Changes are approved by the Town Council, at a separate hearing, after the Planning and Zoning Commission has reviewed the request and offered a recommendation of approval or denial. Approvals may be subject to a number of conditions, if the Commission feels they are warranted, in order to address any impacts as well as public health, safety and welfare issues.

*\*To assist with insuring that your application is processed in as timely and efficient manner as possible, you should stay in contact with the planner that has been assigned to your application, as your application is being processed.*



## Notice of Inspection Rights

Company/Permit Holder/Notification Recipient: \_\_\_\_\_

Address: \_\_\_\_\_

Permit/License No.: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_ Time: \_\_\_\_\_ am/ pm

Inspector(s): \_\_\_\_\_ Phone: \_\_\_\_\_

Type of Inspection: \_\_\_\_\_

The legal authority granting this inspection is the Town of Dewey-Humboldt Town Code.

The Inspector(s) listed above were present at the above location at the date and time stated. Upon entry to the premises, the inspector(s) met with me, presented photo identification and explained the purpose of this inspection:

- Necessary for issuance of a permit
- Determine compliance with a permit and/or Town Code requirements.

I understand that as related to this inspection:

- I may accompany the inspector(s) on the premises, except during confidential interviews.
- I have the right to copies of any original documents(s) taken from the premises by the inspector(s) if the Town is permitted by law to take the original document(s).
- I have the right to a split or duplicate of any sample taken by the inspector(s) if the split or duplicate of the sample, where appropriate, would not prohibit an analysis from being conducted or rendered inconclusive.
- I have the right to copies of any analysis performed on samples taken during the inspection by the inspector(s).
- Each person whose conversation with the inspector(s) is tape-recorded will be informed that the conversation is being recorded.

- Each person interviewed by the inspector(s) will be informed that statements made may be included in the inspection report.
- An appeal of a final decision by the Town based on the result of the inspection may be brought in accordance with the applicable right of appeal provisions set forth in the Dewey-Humboldt Town Code and/or by way of a special action lawsuit in Yavapai County Superior Court.

If I have any questions regarding the inspection or the process or rights to appeal the decision based on the inspection, I may contact \_\_\_\_\_, at (928)-\_\_\_\_\_ or by email at \_\_\_\_\_@dewey-humboldt.net.

I acknowledge that I am the regulated person or on-site representative of the regulated person and that I have read this Notice and am now informed of my inspection rights. If I decline to sign this form, the Town inspector(s) may still proceed with the inspection.

\_\_\_\_\_  
Signature of Regulated Person on On-Site Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Regulated Person or On-Site Representative

**Note to Inspector:** If the regulated person or on-site representative of the regulated person is not at the site or refuses to sign this Notice, please indicate below.

- Regulated person or on-site representative not on site
- Regulated person or on-site representative refused to sign Notice but was informed of the information in this Notice either verbally by me or by reading this Notice.

\_\_\_\_\_  
Inspector



instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

\_\_\_\_\_  
Notary Public

My Commission Expires:

## Town of Dewey-Humboldt

### Directions to Site

Instructions: An actual detailed line map is needed, not written instructions, adding any significant buildings, land marks, main highway, street names, and north arrows. If the map is not adequate it could cause a delay in issuing your permit.

Assessor's Parcel Number \_\_\_\_\_ Address \_\_\_\_\_



**TOWN OF DEWEY-HUMBOLDT  
Plot Plan Sketch and Affidavit**

I certify that I am authorized by the property owner to make this application, that all information provided for this application is correct and that this plot plan, as part of the permit, indicates all structures (including fences, walls, and pads), correct property and building dimensions; setback distances; legal access and easements; road cuts; walls and/or any water course (including washes, drainage ditches etc.) on or within 50'; 100' and 200' respectively of the property. We agree to conform to all applicable laws of this jurisdiction.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Orientation of Plot Plan**

Dimension & Lettering ↕				
Dimension & Lettering ↔				

Document #

Sec

Twn

Rng

A P N

Zoning:

Stories:

Height:

Slope: %

FY:

RY:

EY:

IY:

LC:

Lot Area

Lot %

Density  
Used:

Scale:

North  
Arrow

**MUST BE DRAWN TO SCALE PER CHECKLIST.** An additional 8 1/2" x 11" sheet may be used to provide an area map for a parcel which exceeds 2 acres or dimensions of 300 feet.

Use Permit Application



TOWN OF DEWEY-HUMBOLDT  
P.O. BOX 69  
HUMBOLDT, AZ 86329  
Phone: 928-632-7362 • Fax: 928-632-7365

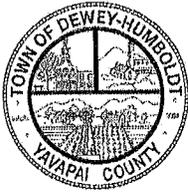
### Instructions for Drawing a Plot/Site Plan

**Plot Plans** must be drawn in Black Ink to scale on the form provided and must include all of the following information. An additional 8 ½" x 11" form may be used to provide an area map for a parcel which exceeds 2 acres or dimensions of 300 feet.

**Site Plans** must contain the following information and be drawn on the same size sheet as your construction drawings (minimum paper size is 18" X 24").

1. Indicate "North" with directional arrow.
2. Property Dimensions. (see Orientation of Dimension and Lettering as indicated on the Plot Plan Form).
3. Indicate scale used (Engineer's Scale ONLY – Not Smaller than 1" = 60').
4. Proposed structure(s) with all dimensions, including POOLS.
5. Existing structure(s) with all dimensions, including POOLS.
6. Distance(s) between structures.
7. Distances all structure(s) to all property lines.
8. Description of each structure's use.
9. Adjacent streets/roads.
10. Location of driveway(s) and material used (i.e., gravel, concrete...).
11. Location, size, dimensions of septic system with leach area (show perc test holes, 100% expansion area [minimum distance from septic & leach], length & slope of outlet lines [5' minimum], distribution box/diversion valve, inspection pipe(s) length, width & number of leach lines [distance between trenches], degree of slope in leaching area, length & slope of building sewer lines, setbacks from property lines, buildings, wells, dry washes, other sewage systems, water lines).  
*Note: If individual wells provide water, maintain minimum septic setbacks of 50' from property lines and 100' from all wells including neighboring wells.*
12. Locations of all utility poles, meters, and lines.
13. All easements regardless of purpose must be displayed.
14. Slope information: slope information may be given in feet or percentage of slope
  - a. Indicate high and low point of lot if lot slopes
  - b. Indicate by arrows the direction of slope
  - c. Indicate how much difference there is in elevation (in feet) between high and low point.
15. Any watercourse(s) on the parcel or within 200 feet of existing or proposed structure(s); wells within 100 feet of the parcel; and road-cuts within 50 feet of the parcel (A watercourse is defined as any topographic feature that carries water periodically. Other appropriate terms might be wash, creek, river arroyo, slew or drainage way.) Indicate elevation difference of proposed building site to the lowest wash elevation adjacent to the building site.
16. Location of existing roadside ditches and road culverts with size.
17. Layout of parking spaces, including handicapped, per use requirements (pertains to all except single family dwelling permits).
18. Signage must be identified but requires a separate permit.
19. Location and type of exterior lighting.
20. Location where orange card will be posted.
21. **Full size SITE PLAN must also include existing and proposed grades, building pad elevations, drainage, and, cut and fill amounts.**

**Drainage Report/Plans** (if required) must be in accordance with the Yavapai County Drainage Criteria Manual (See the Flood Control District with any questions).



## **PUBLIC PARTICIPATION PLANS AND REPORTING GUIDELINES**

---

### **Introduction:**

The purpose of the Citizen Participation Plan is to ensure early and effective citizen participation in the land use entitlement process and to afford potentially affected citizens an adequate opportunity to learn about such applications. Citizen Participation Plans and Citizen Participation Reports are required for applications for the following:

- Use Permits
- Variance
- Rezoning and PAD Overlay
- General Plan Amendments

Citizen Participation Plans are due at the time the formal application is submitted and describe what are going to do to contact citizens and tell them about your project. At least one neighborhood meeting is required to be held prior to the public hearing.

Citizen Participation Reports document the results following the implementation of the plan.

### **Citizen Participation Plan**

Because the level of citizen interest and area of involvement may vary depending upon the nature of the application, location, and size, the applicant shall consult with the Zoning Administrator to determine the target area for notification. At a minimum, the Citizen Participation Plan shall include at least the following:

1. A notification target area including at least:
  - A. Property owners within the public hearing notice area;
  - B. The head of any homeowners association or community or neighborhood within at least 1000 foot radius of the project site, unless a greater distance is required by the Zoning Ordinance;
  - C. Other interested parties who have requested to be placed on the interested parties notification list maintained by the Zoning Administrator; and
  - D. Those residents, property owners, interested parties, political jurisdictions and public agencies that may be affected by the application; and
  - E. Any other parties that may be determined by the Zoning Administrator.
  
2. The Plan shall include the following information:
  - A. How interested and potentially affected persons will be notified of the application;
  - B. How interested and potentially affected persons will be informed of the substance of the changes, development, or amendment proposed;

- C. How interested and potentially affected persons will be provided an opportunity to discuss the proposal with the applicant and express any concerns, issues, or problems they may have with the proposal in advance of the public hearing (such as neighborhood meetings, phone contacts, or door-to-door visits);
- D. The applicant's schedule for implementation of the Citizen Participation Plan;
- E. How the applicant will keep the Zoning Administrator informed on the status of implementation of the plan.

**Citizen Participation Report**

1. The Citizen Participation Report shall be provided to the Zoning Administrator prior to the notice of public hearing being mailed, published and posted. The Zoning Administrator will provide the report to the Planning and Zoning Commission and the Town Council prior to any public hearing or action on the proposal.
2. The Citizen Participation Report shall include the following information:
  - A. Details of techniques the applicant used to involve the public, including:
    - i. Dates and locations of all meetings where citizens were invited to discuss the applicant's proposal;
    - ii. Content, dates mailed, and numbers of mailings, including letters, meeting notices, newsletters and other publications;
    - iii. Where residents, property owners, and interested parties receiving notices, newsletters or other written materials are located;
    - iv. The number of people who participated in the process;
    - v. A summary of citizen concerns, issues and problems expressed during the process including the substance of the concerns and how the applicant addressed or intends to address them; and
    - vi. Citizen concerns that the applicant is unwilling or unable to address and the reasons why.
  - B. Copies of comment letters, petitions, and other pertinent information received from the residents and other interested parties.

***Failure to comply with the Citizen Participation Plan and Report provisions herein may result in postponement, rescheduling or denial of an application.***

**Considerations for preparing Citizen Participation Plans and Reports:**

1. Start to develop the Citizen Participation Plan prior to the Pre Application Meeting.
2. Note that the Citizen Participation and Property Owner Notification are two separate requirements. Do not limit citizen contacts to property owners within 300 feet of the boundary of the proposed change: Consider also the neighborhoods' residents who may be directly or indirectly impacted.
3. If the application is for family-oriented housing, include the appropriate school district on the contact list.
4. Hold at least one neighborhood meeting. Give the contacts at least a full week notice prior to holding the meeting. Hold the meeting within a half-mile of the site if possible. Have sign-in sheets and have someone take notes. Always invite Town of Dewey-Humboldt staff to the neighborhood meetings.

§ 153.023 CITIZEN PARTICIPATION.

(A) *Citizen participation plan.*

(1) Every applicant who is proposing a project which requires a public hearing shall include a citizen participation plan, which shall be implemented prior to the first public hearing. This process shall be started prior to submitting a rezoning, general plan major amendment or use permit application.

(2) Purpose:

(a) Ensure that applicants pursue early and effective citizen participation in conjunction with their applications, giving them opportunity to understand and try to mitigate any real or perceived impacts their application may have on the community;

(b) Ensure that the citizens and property owners within the community have an adequate opportunity to learn about applications that may affect them and to work with applicants to resolve concerns at an early stage of the process; and

(c) Facilitate ongoing communication between the applicant, interested citizens and property owners, town staff, Planning Commissioners and elected officials throughout the application review process.

(3) The citizen participation plan is not intended to produce complete consensus on all applications, but to encourage applicants to be good neighbors and to allow for informed decision-making.

(4) The level of citizen interest and area of involvement will vary depending on the nature of the application and the location of the site. The target area for early notification will be determined by the applicant after consultation with the Zoning Administrator. At a minimum, the target area shall include the following:

(a) Property owners within the public hearing notice area required by other sections of this chapter;

(b) The head of any homeowners' association or community/neighborhood within at least 1,000 feet radius of the project site, unless a greater distance is required by other sections of this chapter;

(c) Other interested parties who have requested that they be placed on the interested parties' notification list maintained by the Zoning Administrator;

(d) Those residents, property owners, interested parties, political jurisdictions and public agencies that may be affected by the application; and

(e) The Zoning Administrator may determine that additional notices or areas be included.

(5) At a minimum, the following information regarding the involvement of the target area must be included:

(a) How those interested in and potentially affected by an application will be notified that an application has been made;

(b) How those interested and potentially affected parties will be informed of the substance of the change, amendment or development proposed by the application;

(c) How those affected or otherwise interested will be provided an opportunity to discuss the applicant's proposal with the applicant and express any concerns, issues or problems they may have with the proposal in advance of the public hearing;

(d) The applicant's schedule for completion of the citizen participation plan; and

(e) How the applicant will keep the Zoning Administrator informed on the status of his or her citizen participation efforts.

(6) These requirements are in addition to any notice provisions required by state statute and the Planning and Zoning Ordinance.

(7) Extenuating circumstances may warrant the Zoning Administrator to cause the applicant to hold additional citizen participation meetings, including but not limited to:

(a) Timeframe between the last meeting and the date of the submittal; and

(b) Any substantial changes that have occurred to the development proposal since the last citizen participation meetings were held.

(B) *Citizen participation report.*

(1) The applicant shall provide a written report on the results of his or her citizen participation effort prior to the notice of public hearing. This report will be included in the information provided to the Planning and Zoning Commission by the Zoning Administrator at the public hearing on the matter.

(2) The citizen participation report will include the following information:

(a) Details of techniques the applicant used to involve the public, including:

1. Dates and locations of all meetings where citizens were invited to discuss the applicant's proposal;

2. Content, dates mailed and numbers of mailings, including letters, meeting notices, newsletters and other publications;

3. Where residents, property owners, and interested parties receiving notices, newsletters or other written materials are located; and

4. The number of people that participated in the process.

(b) A summary of concerns, issues and problems expressed during the process, including:

1. The substance of the concerns, issues and problems;

2. How the applicant has addressed or intends to address concerns, issues and problems expressed during the process; and

3. Concerns, issues and problems the applicant is unwilling or unable to address and why.

(Ord. 08-44 § 209, passed 10-21-2008)

# How to Apply!

Before applying for a Use Permit, a pre-application meeting with Town staff and submission of a Citizen Participation Plan are required.

When submitting an application for a Use Permit, the following information is required.

1. Completed Town of Dewey-Humboldt Development Application.
2. Letter of Intent detailing the proposed use(s) and time period requested. Use Permits are limited to a 5-year duration.
3. Legal Description of the property.
4. Address and directions to the property.
5. Signed and notarized Permission to Enter Property form to allow Town staff to enter the property for inspection and compliance purposes.
6. Letter of Authorization, signed and notarized.
7. A copy of deed restrictions or CC & Rs if any that are applicable to the property.
8. Citizen Participation Report
9. Details of all requested variances, waivers or deviations from design standards.
10. One (1) copy of site plan (up to 11" x 17" in size) showing all the information required by Use Permit application.
11. Environmental Unit status check if required.
12. Traffic study if required.
13. Flood/drainage status check from the Yavapai County Flood Control District.
14. Filing fee (See Community Development Department fee schedule for amount).

[Recipient Name]  
[Address]  
[City, ST ZIP Code]

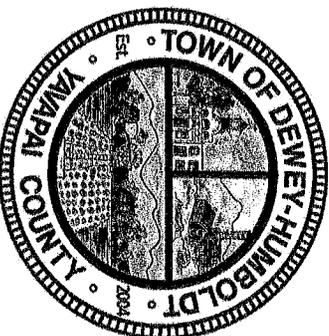
Town of Dewey-Humboldt

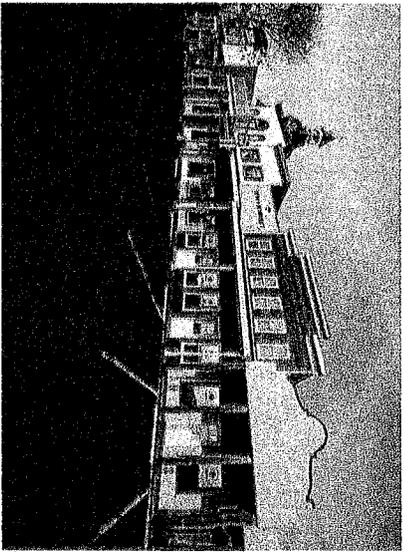
P.O. 69  
Humboldt, AZ 86329

## What is a Use Permit? (A Guide)

---

A Use Permit allows a conditional use which is not permitted outright in a zoning district and may be granted at the discretion of the Town Council, when criteria are met.





## Why Do We Have Use Permits?

The Use Permit process is established to ensure the orderly use of land for uses that may require special limitations and conditions.

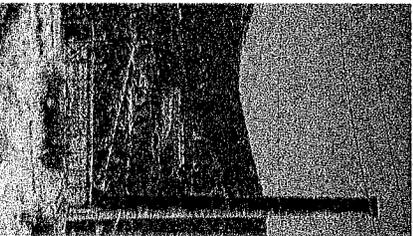
The findings for the approval of a Use Permit include:

- 1) It is compatible with permitted uses in the underlying zoning district; and
- 2) It is in compliance with the town's General Plan and applicable town regulations; and
- 3) It meets or exceeds the conditions and criteria in the Town of Dewey-Humboldt Zoning Ordinance.

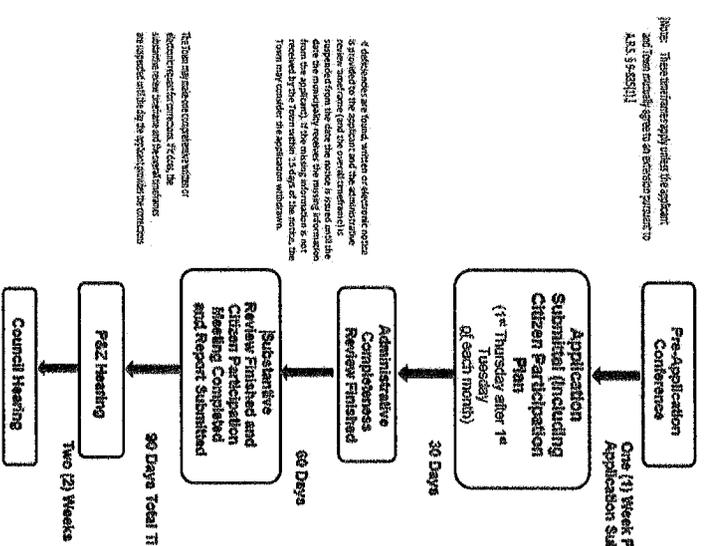
*(The Granting of a Use Permit by the Town Council does not constitute a permanent use nor does it grant a vested right beyond the term of the permit)*

Issues Considered: When the Town considers your request, the following items may be considered:

1. Does your request conform to, or conflict with, the Town of Dewey-Humboldt General Plan and the specific Community Plan for the area (if a Community Plan has been adopted for the subject area);
2. Does the surrounding neighborhood support or oppose your request;
3. Have all health and safety issues been addressed;
4. Is the use compatible with, and adequately buffered from, surrounding land uses (if necessary);
5. There could be other issues that are specific to your application that the Commission may consider as well.



### Use Permit Process Flow Diagram



## Contact Us

Town of Dewey-Humboldt  
 P.O. Box 69  
 Humboldt, AZ 86329  
 (928) 632-7362  
 [Email]  
 Visit us on the Web:  
[www.dhwaz.gov](http://www.dhwaz.gov)