

SPECIAL USE PERMIT APPLICATION

FOR MANUFACTURED HOME AND RECREATIONAL VEHICLE PARKS

INSTRUCTIONS

In applying for a **SPECIAL USE PERMIT** for Manufactured Home and Recreational Vehicle Parks the following information is required of all applicants:

1. A completed *Special Use Permit application* with *ownership legally notarized* where indicated.
2. A copy of the *recorded deed* or *sales contract* for the subject parcel(s).
3. Five copies of the *site plan* drawn to scale. (see attached site plan/supplemental requirements checklist).
4. A *recorded legal description* of the parcel.
5. A *letter of intent* indicating the *current zoning district classification*. Also express your *reasons for the proposed Special Use Permit* and *how it will be beneficial to the area*. Include and explanation of *your plans, the proposed use* and *a schedule for development*.
6. A Special Use permit-*filing* fee of \$600 plus \$50 per lot or space for a Manufactured Home or Recreational Vehicle Park (non-refundable).
7. A *letter of serviceability* from all *necessary utilities* (water, electric, sanitation, etc.).
8. A *letter of serviceability* from the *local fire district*. The letter must also indicate that the *Special Use Permit Site Plan has been reviewed* and that *the proposed fire protection are adequate* for the intended use.
9. All *other information* as may be required by the Navajo County Development Services Division Director in order to promote the public health, peace, safety, comfort and general welfare of the citizens of Navajo County.

PLEASE NOTE THE FOLLOWING:

Scheduling for public hearing before the Navajo County Planning & Zoning Commission and the Board of Supervisors will be based on current caseload and all required information and documents being complete and in place.

SPECIAL USE PERMIT SITE PLAN/SUPPLEMENTAL INFORMATION REQUIREMENTS FOR:

MANUFACTURED HOME AND RECREATIONAL VEHICLE PARKS

A. SITE PLAN REQUIREMENTS:

The following information shall be delineated on the Special Use Permit Site Plan for Manufactured Home and Recreational Vehicle Parks except those items determined by the Staff as not being pertinent to a particular tract:

1. The *size* of the *Special Use Permit Site Plan* shall be 24 x 36 inches and shall be drawn to a 50, 100 or 200 foot to the inch scale, whichever is most appropriate to clearly present necessary details.
2. The applicant shall file *two (2), full size, copies* of the Special Use Permit Site Plan or Plans in the office of the Planning Division.
3. One 8 ½” x 11” *copy* of the *Special Use Permit Site Plan* shall be also submitted.
4. The *Title of the map* and a *legal description* of the property.
5. The *name* and *address* of the *owner* and *developer*.
6. The *name* and *address* of the *person preparing* the Site Plan.
7. The *approximate acreage* and *overall dimensions* of the proposed development.
8. A *North Arrow*, the *drawing scale* and the *date* that the drawing was prepared.
9. The *development boundary line* and a *vicinity map*.
10. The *names, book* and *page number* of *adjoining parcels*.
11. The *names, locations* and *widths* of *adjoining streets*.
12. All *identifying landmarks* and *existing structures*, both above and below ground.
13. The *names, locations* and *widths* of *proposed streets*.
14. The *approximate grades* of *proposed streets*.
15. All *streets* and *rights-of-ways* providing *permanent access* to the property.
16. All *excavations* within 200 feet of the subdivision.

17. The approximate *radii of all curves*.
18. The *widths of alleys and easements* also identify the *function of the easements*.
19. The names of *utility companies* servicing the proposed development and the *locations of existing and proposed public utilities*.
20. The *elevations of the sewer* at the proposed main connections.
21. All *existing culverts and drain pipes*.
22. All *water courses and channels* including proposed facilities for control of storm waters. Two (2) copies of the *preliminary drainage report* are required.
23. All lands subject to *overflow, inundations or flood hazard*.
24. All *railroads and other rights-of-way*.
25. All *lands and parks* to be dedicated for public use.
26. *Dimensions of any reservations*.
27. All *adjoining properties* and *adjoining lot lines*.
28. Delineate all *proposed setbacks* from property lines, adjacent lots and internal roads.
29. Show *topographic contours** with maximum intervals as follows:

<u>Slope</u>	<u>Interval</u>
0-2%	1'
3-9%	2'
10% plus	5'

30. The *basis of elevation* i.e.; benchmarks, etc.
31. The *existing use* of property immediately surrounding the tract, along with assessors parcel numbers.
32. The *source of water supply, size and location of water lines*.
33. The *method of sewage disposal.***
34. The **approved** *method of fire protection*.
35. An *approval block* with area for signature of the *Chairman of the Planning & Zoning Commission* and the signature of the *Chairman of the Board of Supervisors*, include areas for dates.

36. All *preliminary* development proposals shall *identify the flood hazard areas* and the *elevation of the base flood*.
37. All *requested variances* to the Navajo County Zoning Ordinance must be *identified on the Site Plan*. This required identification must include the correct ordinance requirements, as well as, the proposed variance. The identification must also list the ordinance article, section, and item number, as well as, reference the Zoning Ordinance revision/amended dated.
38. *Any proposed open space for recreation*.
39. The *identity of the developer* and that he is the *owner of record* of the property or that the *owner of record* of the property consents to the filing of the map.

****Note:** All new and replacement *water supply* and *sanitary sewage* systems shall be designed to minimize or eliminate infiltration of flood waters into the system and discharge from systems into flood waters. ***Waste disposal systems shall not be installed wholly or partially in a floodway.***

B. SUPPLEMENTAL INFORMATION

Reports and written statements on the following matters shall accompany the Site Plan:

1. A *Master Development Plan* when the development is *developed in phases*.
2. A *written statement* from Navajo County Engineering stating that:
 - a. A water company, under permit, has agreed in writing to serve all lots in the development, or
 - b. The developer has an acceptable application for a water company permit on file with the State Department of Health, or
 - c. The developer has agreed, in writing, to form a domestic water company to serve the development. The method by which the operation and maintenance of the water company will be accomplished and financed.
 - d. Where the minimum lot size of all lots is in excess of 2 ½ net acres in area, the developer shall not be required to have a water company under permit or to furnish water to each lot, but shall furnish a statement of quantity and quality of any wells existing on the property or the estimated cost and feasibility of drilling wells if none exist.
3. A *written statement* for the Navajo County Engineer stating the type of Solid Waste Disposal and Sewage Disposal that will be permitted. To aid this determination the Engineer may require soil percolation tests or other pertinent information.

- a. If sanitary *sewer facilities* and a *sewage disposal plant* are proposed, the *method by which the operation and maintenance* will be accomplished and financed.
4. The *type of street improvement* shown in cross-section with material and construction specifications indicated.
5. The *proposed method of control of storm water*, including data as to grade and dimension (see attach: *Navajo County Informational supplement, "Subdivision Drainage and Floodplain Requirements – 1995"*).
6. The *method by which* the private streets *will be maintained*.
7. A *written statement* from the County Special District Coordinator stating that the proposed development is not encumbered by County Improvement District assessments.
8. Such other *supplemental information* as the Director or County Engineer may require **to insure that the development would protect the public health, safety and general welfare.**



**NAVAJO COUNTY
PLANNING & DEVELOPMENT SERVICES**

Post Office Box 668 - 100 W. Public Works Dr.
Holbrook, Arizona 86025
(928) 524-4100 FAX (928) 524-4122

**SPECIAL USE PERMIT
RV & MANUFACTURED HOME PARK
APPLICATION**

OWNER INFORMATION:

OWNER'S NAME: _____

CONTACT PHONE NO.: _____ E-MAIL: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

AGENT/POINT OF CONTACT INFORMATION:

CONTACT'S NAME: _____

COMPANY NAME: _____

CONTACT PHONE NO.: _____ E-MAIL: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

SITE & PROPOSAL INFORMATION:

PROJECT NAME: _____

PRESENT USE OF PROPERTY: _____

PROPOSED USE OF PROPERTY: _____

LEGAL DESCRIPTION: T _____ N – R _____ E, SECTION _____, ASSESSOR PARCEL NO.: _____

SUBDIVISION NAME: _____ LOT: _____

RURAL ADDRESS: _____ AREA: _____

PARCEL SIZE: _____ DATE OF OWNERSHIP: _____

CURRENT ZONING: (Please check appropriate Zoning Classification)

- | | | | | | | |
|--------------------------------|--------------------------------|--------------------------------|-------------------------------|-------------------------------|--|--------------------------------|
| <input type="checkbox"/> A-Gen | <input type="checkbox"/> RU-20 | <input type="checkbox"/> RU-10 | <input type="checkbox"/> RU-5 | <input type="checkbox"/> RU-1 | <input type="checkbox"/> R1-43 | <input type="checkbox"/> R1-10 |
| <input type="checkbox"/> R-2 | <input type="checkbox"/> R-3 | <input type="checkbox"/> C-R | <input type="checkbox"/> I-1 | <input type="checkbox"/> I-2 | <input type="checkbox"/> Special Development | |

PROPOSED ZONING:

- R-2 R-3 C-R

CALCULATED FEE: _____ (\$600.00 plus \$50 per space.)

OWNER'S AFFIDAVIT:

I, (print name) _____, being duly sworn, depose and say that I am an owner of the property involved in this application and that the information herewith submitted is true and correct to the best of my knowledge.

Owner's Signature

STATE OF ARIZONA)
) SS
COUNTY OF _____)

Sworn and subscribed before me on this _____ Day of _____, 20_____

Notary Public

My Commission Expires

FOR STAFF USE ONLY:

ACCEPTED BY: _____ DATE: _____

SUBMITTAL APPROVED: _____ DATE: _____

CASE NO.: SUP _____ ACTION: GRANT DENY WITHDRAWN

NOTES / STIPULATIONS: _____

