



Development Services / [MaranaPlanning@maranaAZ.gov](mailto:MaranaPlanning@maranaAZ.gov)

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## APPLICATION CHECKLIST

## CONDITIONAL USE PERMIT

### SUBMITTAL REQUIREMENTS

- Completed [Project Application](#)
- Owner authorization letter or [Owner/Applicant Authorization Form](#) if applicable
- Review fees, due at time of submittal ([see comprehensive fee schedule](#))
- Project narrative - describe the proposed use and pertinent data required to evaluate the use, including but not limited to:
  - o Hours of operation
  - o Number of employees and shifts
  - o Times when operations or activities may vary
  - o Details of the process and materials involved in the use
  - o Types and volume of traffic generated
- Site Plan
  - o Property boundaries and dimensions
  - o Adjacent streets/right-of-way
  - o Existing and proposed structures with dimensions
  - o Existing and proposed land use
  - o Adjacent land use and structures with dimensions
  - o Existing and proposed utilities including septic systems and wells
  - o Easements
  - o Setbacks
  - o Parking and loading areas
  - o Driveways and circulation
  - o Walls and Fences

*Note: Additional information may be requested based on the complexity and impact of the proposed project*

**FOR OFFICIAL USE ONLY**

Revision Date 08/08/2022

Project No. \_\_\_\_\_

Date Received \_\_\_\_\_