

Use Permit and Special Use Permit Process & Submittal Guide

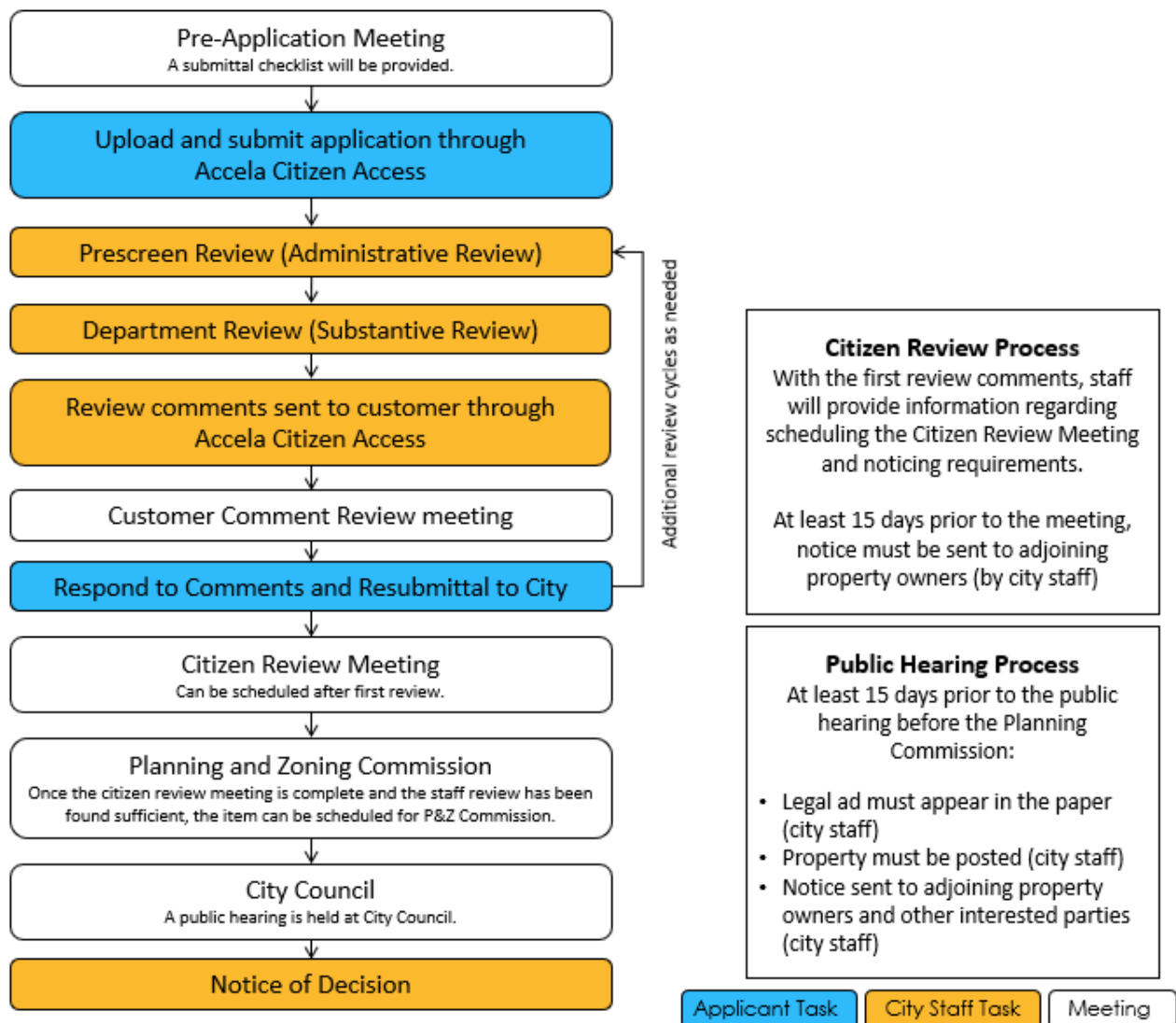
This document serves as a reference to submitting use permit and special use permit applications to the Planning and Zoning Division of the Development Services Department.

Pre-Application Meeting

All cases require a pre-application meeting. A pre-app can be scheduled through our Electronic Plan Review system, visit <https://www.goodyearaz.gov/development> for more information.

Processing


A use permit and special use permit requires public review and approval by the Planning and Zoning Commission and City Council.



Submittals to Accela

All submittals to the city of Goodyear are done through [Accela Citizen Access](#).

Once you create an account, you can submit an application with the submittal documents outlined below. After Starting an Application, select Planning & Zoning Applications > Planning & Zoning > Type: Special Use Permit OR Use Permit



Planning & Zoning Applications

Use this service to make a Planning & Zoning application including Zoning Verification, Site Plans, Preliminary Plats and Rezone as well as COMBO applications (i.e. New Ground Up, Combo Bldg & Civil).

Fees

The City's user fee schedule can be found on the city's website.

Submittal Documents

At the pre-application meeting, a submittal checklist unique to your project will be created and given to you. The information below provides general guidance in the creation of a rezone application.

Project Narrative providing a general, but thorough, description of what is being proposed on the property, including:

1. A description of the uses taking place inside and outside the building,
2. A description of noise, lighting, odors and that are unique to the proposed use and how the proposal mitigates these potential concerns,
3. Hours of operation,
4. Use Permits – a statement of conformance with section [1-3-2 of the Zoning Ordinance](#) that the use permit will:
 - a. will not be materially detrimental to persons residing or working in the vicinity adjacent to the property, to the neighborhood, or to the public welfare; and
 - b. that the proposed use is reasonably compatible with uses permitted in the surrounding area.
5. Special Use Permits – a statement of conformance with section [1-3-4 of the Zoning Ordinance](#) that the special use permit:
 - a. Will be desirable or necessary to the public convenience or welfare; and,
 - b. Will be harmonious and compatible with other uses adjacent to and in the vicinity of the selected site or sites;
 - c. Is in conformance with the adopted General Plan and any adopted Area Plans; and,
 - d. Will not be detrimental to surrounding properties or persons in the area due to:
 - i. Impact on the circulation system of the adjacent neighborhood;
 - ii. Excessive noise or light generated from within the site;
 - iii. Excessive scale or height in relationship to surrounding properties;
 - iv. Hours of operation;
 - v. Inadequate parcel size to provide adequate buffers or mitigation measures to surrounding properties;
 - vi. Inconsistency with the development character or architecture of the adjacent properties.

Legal Description of the property.

Conceptual Site Plan. 24x36 in size.

Conceptual Landscape Plan. 24x36 in size, including:

1. The location and identification of all proposed landscape areas on the site;
2. The ground floor areas of all proposed buildings;
3. The amount of all proposed landscaped areas, required and provided.

4. The location of all proposed trees, shrubs, and other landscape materials and improvements.
5. Notes or graphical representations adequately showing the intent of the proposed plans and materials.
6. The location, height, type, and general design and finish of all proposed walls and other screening (if applicable).
7. The location of all proposed storm water retention areas.
8. A specific schedule of all trees, shrubs, and other landscaping materials identified by common and botanical name and the quantity and size of each of the landscape materials to be installed.

Conceptual Building Elevations (Both Color and Black and White) 24x36 demonstrating conformance with the zoning ordinance and design guidelines.

Conceptual Floor Plans 24x36 showing the proposed uses and areas inside of the building.

Traffic Impact Study (prepared in compliance with the Engineering Standards) for the property based on the proposed use of the property.

Mailing List in excel format with the mailing addresses of the properties within 500 feet of the subject property that are subject to neighborhood meeting and public hearing notifications.

Additional information specific to your project that is identified at the pre-application meeting.

Contact Us

www.goodyearaz.gov/development

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