



COMMUNITY DEVELOPMENT  
PLANNING & ZONING

## Special Use Permit Application

Applicant Name \_\_\_\_\_

Applicant Mailing Address \_\_\_\_\_

Applicant Phone# \_\_\_\_\_ Cell Phone \_\_\_\_\_

Applicant Email address \_\_\_\_\_

Property Owner Name \_\_\_\_\_

Property Owner Mailing Address \_\_\_\_\_

Property Owner Phone# \_\_\_\_\_ Cell Phone \_\_\_\_\_

Property Location/address \_\_\_\_\_

Assessor's Parcel # \_\_\_\_\_ Current Zoning \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Property Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

Filing Fee: \$300.00

### Required Items for Submittal

This application must be submitted with the required *non-refundable* filing fee per the City of Bisbee Fee schedule and accompanied by the required documentation listed below.

1. **Letter of intent.** This should include an outline of the intended use including hours of operation, approximate number of customers or clients that will frequent the property. Also include any special tools or machinery that may produce noise or vibration above normal neighborhood levels.

2. **Site plan.** Showing basic overview of property and locations of requested uses.

## Procedure for Special Use Permit

- A public notice is posted and published in the City's newspaper of record at least 10 days, but not more than 25 days, prior to the public hearing. Notice by first class mail is sent to each real property owner, as shown on the last assessment of the property, within three hundred (300) feet of the subject property.
- At the public hearing, the Planning and Zoning Commission hears and considers the application request. The applicant or applicant's representative must be present to explain the request. Persons for or against the proposed request are heard. Submissions may be made in person or in writing. After the public hearing, City Staff makes a recommendation report on behalf of the Commission and forwards it to City Council.
- The recommendation of the Commission is presented at the next available regular meeting of the City Council. The meeting must be attended by the applicant or applicant's representative. Persons who sign up to speak for, or against the proposed action may speak at the Council meeting and the Planning and Zoning Commission recommendation is considered. City Council approves or denies the proposed action.

The Planning and Zoning Commission meets the third Thursday of each month. Please call the Planning and Zoning Department to confirm meeting dates. Meetings are held at City Hall, 118 Arizona Street, at 6:30 pm, in the Council chambers.

### **Contact information:**

John Charley, Planning and Zoning Director  
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