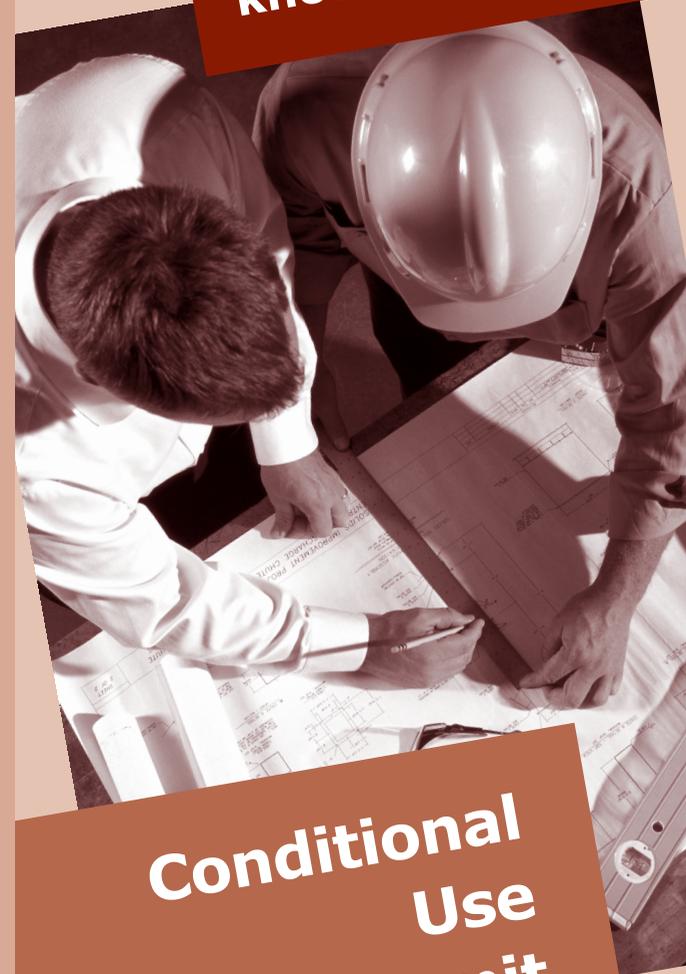




what you need to know about....



Conditional Use Permit

Where do I begin?

If you are considering opening a new business, you should first check with the Planning Department to determine what requirements may be required for the business.

If the project is for a property within the Glendale city limits, your first step is to submit a **service request** with the Development Services Center, located on the second floor of City Hall (5850 West Glendale Avenue).

A Development Services Center staff member can help you complete the request form and will ask you for information regarding the project, including a contact name and address, and the details of the request. You will also be asked the address or location of the property in question. After your request is submitted, it will be assigned to a planner and you will be contacted within five working days* to schedule a pre-application meeting to discuss your proposal.



What is a conditional use permit?

A Conditional Use Permit is required for uses typically having unusual site development features or operating characteristics requiring special consideration and conditions so they may be designed, located, and operated compatibly with neighboring properties. Some types of uses that require review under the conditional use permit provisions include: convenience uses, child day care centers, drive-through for restaurants or business and businesses that offer live entertainment.



More information can be obtained by calling **(623) 930-2800** between 8 a.m. and 5 p.m., Monday through Friday.

Note: The information in the pamphlet summarizes portions of the Glendale Zoning Ordinance. Copies of the Zoning Ordinance are available for purchase at the Development Services Center or can be accessed at the City's web site at www.glendaleaz.com

**City of Glendale
Planning Department**
5850 West Glendale Avenue
Suite 212
Glendale, Arizona 85301
(623) 930-2800





For further information...

call the
Development Services Center
at (623) 930-2800

When is a conditional use permit needed?

Each zoning district has a list of permitted uses; uses subject to conditions; and uses subject to a conditional use permit.

For all uses that are subject to a conditional use permit, a review process must be followed ending with a public hearing before the Planning Commission.



How do I apply for a conditional use permit?

Based on your request for information a planner will contact you to schedule a “planner pre-application meeting”. At this meeting, the planner will explain the conditional use permit process. You will then be given the submittal requirements for a “team pre-application meeting”. The team pre-application meeting provides an opportunity for several city departments to comment on your proposal and let you know what requirements may be necessary to complete your project, should you move forward. You will be under no obligation to file a formal application until after this meeting. Should you decide not to move forward with the project, your team pre-application fee will be forfeited to the City. Should you decide to move forward, the pre-application fee will be credited towards your filing fee.



What items are necessary to submit for a conditional use permit?

The planner will let you know what items are required as part of the conditional use permits application. At a minimum, you will need the following:

- Completed application form (original – no faxed copies) and filing fee.
- Project narrative
- Citizen participation plan
- Property owners list
- Legal description
- Parcel map
- Deed or title
- Floor plans
- Site plans

Your planner may require additional items based on the project proposed. Your planner will also determine the number of copies needed for each of the plans listed above.



How much does a conditional use permit cost?

A current fee schedule is available in the Planning Department at the Development Services Center.



How long does a conditional use permit take?

When your application is submitted, it will be reviewed for completeness to make sure all items needed to process the application are included. This review can take up to ten working days.* The applicant will then either receive a letter stating that the application is complete, or one noting which items are missing.

Once the application is complete, it will be forwarded to the assigned planner for processing. The planner will route the plans to the various team members for their review and comment. The first review will take approximately 24 working days.* The applicant will receive an approval letter or a letter noting which items need to be corrected or addressed further.

If subsequent reviews are necessary, the review time will be approximately 19 working days.* The applicant will receive a letter at the conclusion of each review noting which items need to be corrected or addressed further. Once all items have been resolved, the assigned planner will schedule the item for a public hearing before the Planning Commission. The decision of the Planning Commission is final, unless appealed to the City Council.

The timeline for processing most applications is approximately four to six months from the date that the application is deemed complete.

**Working days are defined as days that City Hall is open for business.*