Zoning Clearance Distance Verification Application Packet

City of Glendale •Development Services • Planning Division
5850 W. Glendale Ave., Glendale, AZ 85301 • (623)930-2800

1. No application request shall be accepted unless it includes the required information and plans detailed below and is accompanied by the appropriate fee.

2. An application may be filed by the owner of the property or his/her authorized agent, or by a lessee who holds a lease with terms that permit the uses/structures applied for. Regardless of who is submitting the application, the property owner shall sign the application.

3. For your convenience, a checklist of required application materials is attached to this Zoning Clearance Distance Verification Application.

4. Issuance of a Zoning Clearance Distance Verification does not guarantee issuance of a Building Permit from the Building Safety Division, or related permits and/or licenses from other local and state agencies.

5. The applicant is responsible for conducting their own field investigation to verify the desired land use is compliant with the required distance area.

6. Prior to filing a Zoning Clearance Distance Verification, you are required to submit a Planning Service Request through the Planning Portal.

7. Requests for Marijuana Facilities or Group Homes are not processed through this application. A separate administrative process is required for these types of requests.

   PLANNING SERVICE REQUEST

8. The processing of Zoning Clearance Distance Verification may take up to 15 business days from time of payment to completion of application.

Zoning Clearance Distance Verification Application Process:

1. The assigned project planner, through the initial call and email will provide the applicant with the following:
    - Zoning Clearance Distance Verification requirements, with respect to the proposed use and property's zoning designation.
    - The **x** distance verification area map/(s) for the applicant's required research. The **x** refers to the distance in feet.
    - Electronic application submittal instructions.

2. Upon receiving the submitted application packet, the project planner will review for completion, and accordingly issue an application complete, or incomplete letter.
    - The application compete letter will include the fee payment instructions.
    - An application incomplete letter will contain information important for applicants, to complete their submittal.

3. Upon fee processing, the project planner in coordination with other city staff, will complete their planner research and provide the applicant with either, a review comment letter, or an approval letter, or a denial letter.

4. The planner research mentioned above, consists of project planner conducting a drive through the Zoning Clearance Distance Verification area, per the Zoning Clearance Distance Verification Map provided to the applicant. This is to ensure that the applicant's research verifying compliance with the Unified Development Code (UDC) distance requirement, is correct and the planner can verify of a similar result. In addition, the GIS team prepares a map verifying compliance with the UDC required distance verification.

The Unified Development Code (UDC) applies specific use conditions and regulations for some of the city's land uses. These regulations may entail a distance requirement for the same use or other uses. Below are land uses required to meet a distance requirement with their specific distance regulations:

Adult Businesses

Per Section 35.3.103.A.2 of the Unified Development Code:

In addition to being located in a proper zoning district, an operator commits a violation if the adult business is operated within one thousand (1,000) feet of an existing:

i. Church
ii. Public or private school
iii. Public park
iv. Agricultural or residentially zoned property
v. Childcare center
vi. Designated historic district; or
vii. Other adult business

The measurement of the one thousand (1,000) foot distance shall be made in a straight line, without regard to intervening structures or objects, from the nearest portion of the property line of an existing church, school, child care center, or adult business, or from the boundary line of a public park, agricultural or residentially zoned property or designated historic district, to the nearest property line of the property sought to be used as a sexually oriented business.

The measurement of the one thousand (1,000) foot distance shall also include churches, schools, childcare centers, agricultural or residentially zoned properties, public parks, or other adult uses which are located in an adjoining city or county which are within the one thousand (1,000) foot distance of the nearest property line of the property sought to be used for an adult use or sexually oriented business within the City of Glendale.

Bar or Cocktail Lounge

Per Section 35.3.103.I of the Unified Development Code:

1. Use shall be located no closer than 1,000 feet from a state-designated *local alcohol reception center.

2. Use shall be located no closer than 100 feet from a property zoned for single-family residential use, excluding rights-of-way.

3. Outdoor seating and patio spaces shall be no closer than 200 feet from a property zoned for residential use, excluding rights-of-way.

**Arizona Revised Statutes, Section 36-2021.12 defines a local alcoholism reception center as:*

> *An initial reception agency for a person who is intoxicated or who is incapacitated by alcohol to receive initial evaluation and processing for assignment for further evaluation or into a treatment program.*

Deferred Presentment Companies (for Check Cashing or Wire Transfers)

Per Section 35.3.103.L of the Unified Development Code:

1. The use shall be a minimum of three hundred (300) feet from any agricultural or residentially- zoned property located in the City of Glendale or in an adjoining city or county, measured from property lines.

2. The use shall be a minimum of one thousand three hundred twenty (1,320) feet from any other deferred presentment company located in the City of Glendale or in an adjoining city or county, measured from the property lines.

Microbrewery, Craft Distillery or Tasting Room

Per Section 35.3.103.U of the Unified Development Code:

1. Use shall be determined by Arizona State Liquor License type.

2. Building shall be located no closer than 1,000 feet from a state-designated *local alcohol reception center.

3. Outdoor dining and patio spaces shall be no closer than 200 feet from a property zoned for residential use, including rights-of-way.

Pawn Shops

Per Section 35.3.103.X of the Unified Development Code:

1. The use shall be a minimum of three hundred (300) feet from any agricultural or residentially- zoned property located in the City of Glendale or in an adjoining city or county, measured from property lines.

2. The use shall be a minimum of one thousand three hundred twenty (1,320) feet from any other pawn shop located in the City of Glendale or in an adjoining city or county, measured from the property lines.

Tattoo and Piercing Studio

Per Section 35.3.103.CC of the Unified Development Code:

1. Use shall not be located within one thousand (1,000) feet of another Tattoo or Piercing Studio, a Pawn Shop or **Non-Chartered / Non-Traditional Financial Institution, Liquor Store, or Adult Business.

**Arizona Revised Statutes, Section 36-2021.12 defines a local alcoholism reception center as:*

> *An initial reception agency for a person who is intoxicated or who is incapacitated by alcohol to receive initial evaluation and processing for assignment for further evaluation or into a treatment program.*

*** A Non-Chartered / Non-Traditional Financial Institution refers to a Deferred Presentment Companies. Per Section 35.8.003 of the UDC, Deferred Presentment Companies are defined as*

> *Any person(s) or establishment engaged in the business of cashing checks or accepting deferred deposits for a fee, service charge, or other consideration. This includes payday or check-cashing facilities and bail bond services. Such uses are not licensed banks, trust companies, savings and loan associations, credit unions, development corporations, mortgage brokers, thrift companies, pawn brokers, or insurance companies.*

PLANNING APPLICATION

Zoning Clearance for Distance Verification Application

SR#_____

Project Name:	**Select Land Use Type:** ☐ Adult Business ☐ Bar or Cocktail Lounge ☐ Deferred Presentment Company ☐ Microbrewery, Craft Distillery, or Tasting Room ☐ Pawn Shop ☐ Tattoo and Piercing Studio
Property Address:	
Gross Acres: / Assessor's Parcel No.:	
Property Zoning: / Council District:	
Property Owner Information:	
Name:	
Mailing Address:	
Phone #: / Alternative Phone #:	
Email Address:	
Applicant Information (If Not the Property Owner):	
Name:	
Mailing Address:	
Phone #: / Email:	**Application Fee: $144.00**
Assigned Planner:	
Planner Email: / Phone:	

Applicants acknowledge that the City of Glendale requires the following items to be submitted before the application can be processed, and that Planning will not accept the submittal unless all of the following items are included:

PROVIDE ALL OF THE FOLLOWING:

1.	☐	Zoning Clearance Application (this page)
2.	☐	Detailed Project Narrative (should include proposed operation)
3.	☐	Field Investigation Confirmation Sign-Off

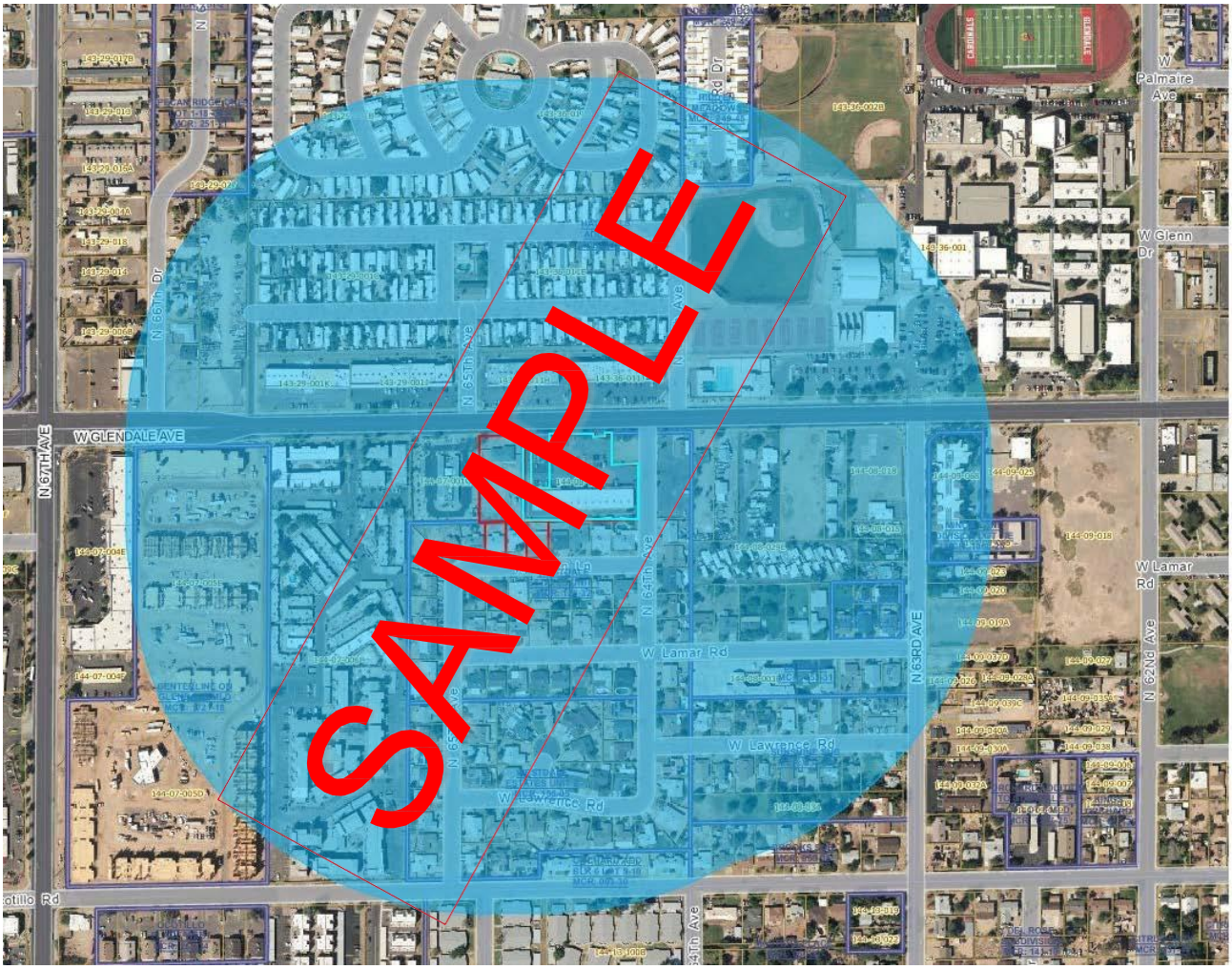
I have read and understood the item listed in the Zoning Clearance Distance Verification Packet. Upon approval of this zoning clearance form, please proceed and communicate with Tax and Licensing Department.

Property Owner Signature: **Date:**

Glendale
ARIZONA

ZONING CLEARANCE DISTANCE VERIFICATION AREA MAP

Business Name:	
Location Address (Mention suite number, if applicable.):	
Property Zoning District:	**Proposed Use:**
Required Distance Verification (In Feet):	



Glendale
ARIZONA

Field Investigation Confirmation Sign-Off

I _____, confirm that Planning Staff provided me with a radius map(s) depicting the subject property and the minimum required distance area(s). I have completed my required field investigation to confirm that the property complies with the use conditions and regulations specific to the proposed use.

Print Name:_____
Owner

Signature:_____ Date: _____