

**Submit construction plans with site plan to the
ACC.CCRpoa@gmail.com PRIOR to beginning construction
activities and obtain written approval**

6.07 Construction.

- No building or structure intended for, or adapted to business purposes, multiple family dwellings, medical facilities, or any dwelling which may be used for the lodging of paying guests, shall be erected, placed, permitted, or maintained on said property.
- Construction shall be limited to conventional, prefabricated, or precut type

with the following exceptions.

- ***Mobile or module homes***
 - no older than five (5) years as evidenced by certificate of title, at the time of its installation.
 - The units must exceed **720 square feet of living space plus a minimum of 280 square feet of covered patio and/or carport area**, affixed to permanent foundation and for which an Affidavit of Affixture has been issued by the Office of the Gila County Assessor.
 - No reflective roof or sidings are allowed.
 - All mobile type homes must be skirted.
 - All construction, including alteration and remodeling in all mobile homes are subject to **Architectural Control Committee approval prior to commencing of any construction or installation of any such improvement.**
- **A camping trailer, motor home, travel trailer, or tent shall be permitted on the lot only for the purposes of vacations by the Parcel Owner.**

SUBURBAN RANCH

2h. Construction: Shall be limited to conventional, prefabricated, or precut type with the following exceptions: Mobile or modular homes exceeding seven hundred twenty (720) square feet of living space, affixed to permanent foundation and for which an Affidavit of Affixture has been issued by the office of the Gila County Assessor.

2i. Setbacks: Fifty (50) feet front and street side yards; twenty (20) feet rear and interior side yards.

2j. No structure may be erected closer than six (6) feet from any other structure unless joined by a breezeway

3. PERMITTED USES:

3a. One main residence

3b. Aviaries and Apiaries provided such are confined to the rear one-half of the property and are located no closer than thirty (30) feet from the nearest property line.

3c. Home Occupations within residence or other fully enclosed structures:
See Suburban Ranch for list

2f. Where public or semi-public uses are established adjacent to residential uses, an opaque wall or fence up to six (6) feet in height may be required to be erected.

- a. One main residence and one detached, non-rental guest house with separate kitchen and sanitary facilities

GILA COUNTY

- **OBTAIN PERMIT(s) FROM GILA COUNTY FOR THOSE ACTIVITIES THAT REQUIRE A PERMIT.**
- **SEND COPY OF GILA COUNTY PERMIT(s) to Architectural Committee**
ACC.CCRpoa@gmail.com

SYNOPSIS

Construction:

- No building or structure intended for: or adapted to
 - business purposes,
 - multiple family dwellings,
 - medical facilities, or
 - any dwelling which may be used for the lodging of paying guests, shall be erected, placed, permitted, or maintained on said property.
- Module homes are not to be older than 5 years, by certificate of title at installation on property.
- A camping trailer, motor home, travel trailer, or tent shall be permitted on the lot only for the purposes of vacations by the Parcel Owner.
- Construction shall be limited:
 - conventional
 - prefabricated
 - precut type
- Mobile or modular home
 - Minimum 720 ft², plus a minimum of 280 square feet of covered patio and/or carport area,
 - Affixed to permanent foundation and for which an Affidavit of Affixture has been issued by the office of Gila County Assessor.
 - No reflective roof or sidings allowed.
 - All mobile type homes must be skirted.
- **PRIOR to All construction, is subject to Architectural Control Committee APPROVAL**

BINDER INCLUDES (INFORMATION SENT TO OWNERS):

- DESIGN APPLICATION FILLABLE
- SAMPLE SITE PLAN W/ CHECKLIST
- GILA COUNTY RESIDENTIAL BUILDING PLAN REQUIREMENTS
- GILA COUNTY MANUFACTURED HOME INSTALLATION REQUIREMENTS
- GILA COUNTY FACTORY BUILT BUILDING REQUIREMENTS
- GILA COUNTY EXEMPT FROM BUILDING PERMIT
- GILA COUNTY TEMPORARY USE PERMIT APPLICATION, CHECKLIST
- GILA COUNTY PRE-ENGINEERED CARGO CONTAINERS REQUIREMENTS

Copper Canyon Ranches Property Owners Association, Inc

Application for Design Review

Copper Canyon Ranches Architectural Control Committee

All applications for changes or improvements to any parcel/lot, changes in grade, buildings, etc. of any area within Copper Canyon Ranches must be submitted by the homeowner to the Architectural Committee for approval in accordance with the Covenants, Conditions, Easements, and Restrictions (CC&Rs) for Copper Canyon Ranches Property Owners Association, Inc.

Submit applications to:

Copper Canyon Ranches
Property Owners Association, Inc.
PO Box 1593
Globe, Arizona 85502

Name of applicant (homeowner): _____
Property address: Parcel/Lot#: _____
Mailing address (if different): _____
Day phone # & best time to contact: E-mail: _____

Reason for review: (Please check as necessary and provide specific information where indicated)

Addition of _____ to/on the residence (building)
Addition of _____ to/on the lot (property/land)
Other* _____

**** Attached drawings are REQUIRED for grading, buildings, septic, etc.**

Please see 'ATTACHMENTS' below.

Specifics of review: (Attach additional sheets describing plans and/or specifications of the reason shown above.)

☐ Indicate dimensions (height, width, length) _____
☐ Type of material to be used: _____
Check if applicable: Resubmitted application ___ Violation letter received ___ Courtesy letter received ___

☐ **ATTACHMENTS:** Indicate number of attachments _____ the attachments should include, where appropriate; property plat**;
drawings of project**; proposed location on property**; samples or colored pictures or contractor drawings.

Person or contractor doing the work: _____ Licensed contractor ___ Yes ___ No

Contact person for job: _____ Contact #: _____

Estimated length of time for construction: _____ Estimated date of completion: _____

I certify that all the information contained here and in my attachments is accurate to my plans and. I submit this application and attachments to the Copper Canyon Ranches Property Owners Association, Inc Architectural Committee for review and approval. If the application is disapproved it will be returned to me with the reason for the disapproval.. **I further understand that anyone may appeal the Committee decision within 15 days following the date on the written notification once reviewed. I understand that any approval is only applicable for 60 days after the Committee signed approval.** I will comply with all county and state laws, and will obtain all necessary permits prior to the start of construction.

Owner Signature: _____ Print Name: _____ Date: _____

Architectural Committee

Copper Canyon Ranches Owners Association, Inc

ACC.CCRpoa@gmail.com

CopperCanyonRanches@gmail.com

www.globecoppercanyonranches.com

THIS SIDE FOR OFFICE USE ONLY

Parcel/Lot #: _____
Date of initial Committee review: _____
This Application for Design Review by the Copper Canyon Ranches Property Owners Association, Inc Architectural Committee has been submitted regarding the indicated parcel/lot #, as described on the front part of this document. The Committee has presented this application for discussion and review by a quorum of the Committee; has heard any presentations and/or rebuttals as brought forth by any homeowner by presenting themselves at the scheduled meeting and announcing themselves as interested parties.

It is the decision of this Committee that this review is:

Approved _____ Disapproved _____ Insufficient Information _____
(Resubmit with additional information as indicated)

Conditionally Approved _____ Subject to the following: The Committee reserves the right to provide a typed statement of directives regarding this Application.

We the undersigned verify these findings regarding this application.

Signature (Architectural Committee Mbr.): _____	Date: _____
Signature (Architectural Committee Mbr.): _____	Date: _____
Signature (Architectural Committee Mbr.): _____	Date: _____

The construction of this modification should commence within 45 days of approval and be completed within 60 days from the start of construction unless specifically extended by the Architectural Committee. The homeowner has the right to appeal disapproved applications to the Copper Canyon Ranches Property Owners Association, Inc Board of Directors. Contact a Board member to be put on the next meeting agenda.
Construction/installation may not commence until the termination of the appeal period (15 days) or the completion of an appealed request.

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☐ Appeal filed – Appeal #: \_\_\_\_\_ Date appeal is to be presented: \_\_\_\_\_

☐ Applicant notified of appeal pending and provided date of scheduled presentation: \_\_\_\_\_

☐ Initials: \_\_\_\_\_ Date: \_\_\_\_\_

# RESIDENTIAL BUILDING PLAN REQUIREMENTS

## GILA COUNTY COMMUNITY DEVELOPMENT

(To be used as a guide for meeting minimum plan submittal requirements)

### **BUILDING PLAN GENERAL REQUIREMENTS**

- ☐ Drawn to Scale @ 1/4"=1'-0" Min.
- ☐ 18" x 24" Minimum or 24" x 36" Maximum
- ☐ 2 Sets Residential (including 2 copies of Site Plan)
- ☐ Notes should be on the page they pertain to (i.e.: foundation-related notes on foundation plan, etc.)
- ☐ Steel structures must be engineered and structural calculations submitted with plans

### **SITE PLAN** at 1"=20' scale min. on 8 1/2" x 11" paper (if possible) showing:

- ☐ North Arrow
- ☐ Parcel # and Address
- ☐ Street names
- ☐ Dimensioned lot lines
- ☐ Setback lines with dimensions to property lines
- ☐ Locations and dimensions of all existing and proposed structures (include fences) and distances between structures and lot lines.
- ☐ Locations of all washes, ditches, creeks and drainages.
- ☐ All easements, driveways.
- ☐ Septic systems and leach fields.
- ☐ Locations of all existing and proposed utilities including:
  - o Utility lines and underground piping
  - o Water, electric, and gas meters
  - o Well
  - o Propane tank and distances to property lines and any structures

### **EXTERIOR ELEVATIONS** at 1/4"=1' scale min. showing:

- ☐ Exterior finishes and materials
- ☐ Roof pitches
- ☐ Building heights
- ☐ Actual grade depicted
- ☐ North, South, East and West view

### **FOUNDATION PLAN** at 1/4"=1' scale min. showing:

- ☐ Concrete strength
- ☐ Lines and dimensions indicating locations and width of footings, stem walls, slabs & landings

### **And Foundation Details** at 3/4"=1' scale min. showing:

- ☐ Keyed to the Foundation Plan
- ☐ Reinforcing steel – size, spacing, and location
- ☐ Size and depth of footings
- ☐ Retaining wall design information (Engineering may be required)

### **FLOOR PLAN** at 1/4"=1' scale min. showing:

- ☐ Rooms and space dimensions and identify usage
- ☐ Locations and sizes of doors and windows
- ☐ Locations and sizes of headers/beams
- ☐ Locations of plumbing fixtures
- ☐ Locations of heating and cooling equipment and distribution layout (specify if gas or electric)
- ☐ Total square footage of living area, storage, patios, carports

***NOTE: If electrical, plumbing, and/or mechanical systems are not able to be represented sufficiently on floor plan, a separate plan will be required.***

**TYPICAL BUILDING SECTION** at 3/8"=1' scale min. showing:

- ☐ Footing, floor, wall, ceiling and roof construction
- ☐ Location, type and size of required connectors/tie-downs/bracing/reinforcement

**FLOOR FRAMING PLAN** at 1/4"=1' scale min showing:

- ☐ Size, type and grade of framing material
- ☐ Spacing and direction of span of floor framing members
- ☐ Size, type and span of girders and lintels
- ☐ Pre-fabricated trusses and I joists to be submitted with structural calculations
- ☐ Location, type and size of required connectors/tie-downs/bracing

**ROOF FRAMING PLAN** at 1/4"=1' scale min. showing:

- ☐ Size, type, and grade of framing materials
- ☐ Spacing and direction of span of roof framing members
- ☐ Size, type and span of headers, beams, and lintels
- ☐ Pre-fabricated trusses and I joists to be submitted with structural calculations
- ☐ Location, type and size of required connectors/tie-downs/bracing

**MASONRY FIREPLACE SECTION** at 3/8"=1' scale min. showing:

- ☐ Size and type of materials used
- ☐ Footings, wall, firebox, flue, hearth and chimney construction
- ☐ Location, size and type of reinforcement

**And Details** at 3/4"=1' scale min. showing

- ☐ Any construction/connections not clearly shown on Fireplace section

**STAIRWAY SECTION** at 3/8"=1' scale min. showing:

- ☐ Actual section of proposed stairway
- ☐ Width of stairway
- ☐ Number of risers and treads with dimensions
- ☐ Dimensions of landing(s)
- ☐ Number of risers and treads
- ☐ Hand rail height and width, guardrail information if applicable

**And Details** at 3/4"=1' scale min. showing:

- ☐ Any construction/connections not clearly shown on stairway section

**SPECIFICATIONS/MANUFACTURER'S INSTALLATION STANDARDS MUST BE PROVIDED FOR:**

- ☐ Any proposed materials or methods not addressed in the International Residential Code
- ☐ All appliances (to be provided on job-site)

**ADDITIONS AND REMODELS:** Plans must show:

- ☐ Floor plan and room/space usage of existing use adjacent to proposed use
- ☐ Size/type/depth of load bearing members and foundations in existing structure that support any portion of proposed work

**NOTE:** These requirements list the minimum information needed for plan review. This information can be provided in any order or in any manner as long as it clearly shows what is proposed.

745 N Rose Mofford Way, Globe, Arizona 85501  
Phone: 928-425-3231 Ext 4224 or 8513, Fax 928-425-0829  
608 E. Highway 260, Payson, Arizona 85541  
Phone: 928-474-9276, Fax 928-474-0802

It is the responsibility of the applicant to obtain all necessary federal, state, county or local permits that may be required.

The issuance of this permit does not relieve the applicant of the liability for failing to obtain required permits.

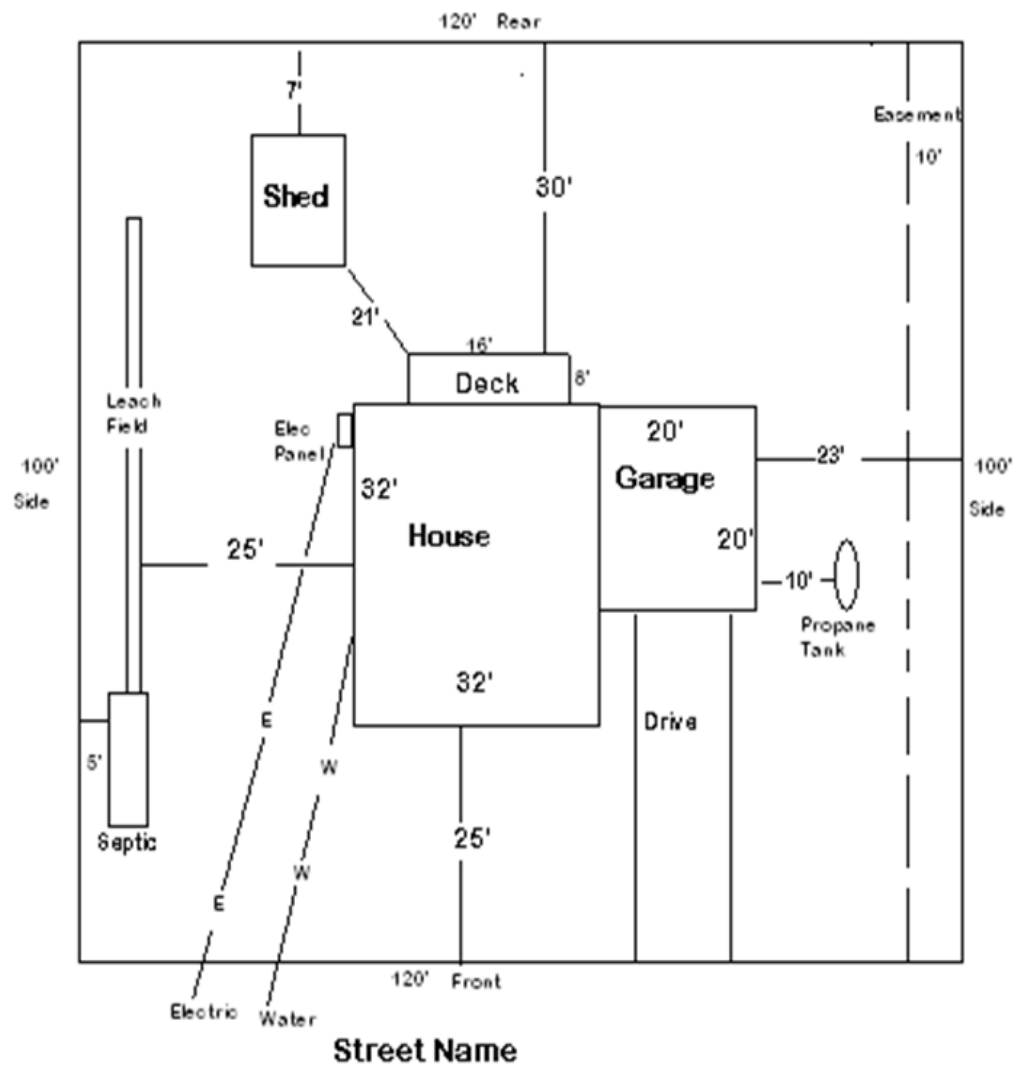
Rev. 7/21/23

10-2014 db

Parcel# \_\_\_\_\_

Address \_\_\_\_\_

## Site Plan Sample





**MANUFACTURED HOME INSTALLATION REQUIREMENTS**  
**GILA COUNTY COMMUNITY DEVELOPMENT**  
**BUILDING SAFETY DIVISION**

**Zoning** \_\_\_\_\_ (See Reverse Side)

Name of Unit Owner: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Email: \_\_\_\_\_

( If landowner different from homeowner, a notarized letter of permission is required, unless installed in a park. )

Parcel No.: \_\_\_\_\_

Property Address: \_\_\_\_\_ City: \_\_\_\_\_

Subdivision: \_\_\_\_\_ Lot: \_\_\_\_\_

Park Name: \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

**Unit Identification:**

Manufacturer: \_\_\_\_\_ Year: \_\_\_\_\_ Cost/Value of Home: \_\_\_\_\_

Serial No.: \_\_\_\_\_ Model: \_\_\_\_\_ Size: \_\_\_\_\_

**Installer Information:**

Installer Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

License No.: \_\_\_\_\_

Check required utility services: Gas\_\_ Sewer\_\_ Water\_\_ Electric\_\_ Cooler\_\_ Refrigeration\_\_ Blocking\_\_

Is this a Ground Set? Yes \_\_\_\_\_ No \_\_\_\_\_

Is a new Electrical Service being requested? Yes \_\_\_\_\_ No \_\_\_\_\_

Is the Mechanical Units with the home? Yes \_\_\_\_\_ No \_\_\_\_\_ (If no a separate permit is required)

|                                                                                                                                                                                           | Required                 | Approval                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| <u><b>APS</b></u> Approval for service panel location                                                                                                                                     | <input type="checkbox"/> | <input type="checkbox"/> |
| <u><b>PPD</b></u> Pre-Permit Determination                                                                                                                                                | <input type="checkbox"/> | <input type="checkbox"/> |
| <u><b>Floodplain</b></u> Use Permit / Clearance if needed                                                                                                                                 | <input type="checkbox"/> | <input type="checkbox"/> |
| <u><b>Drainage</b></u> Grading Permit, ROW (culvert) Permit, Drainage Permit/Approval<br>Globe (928) 402-8502 Payson (928) 474-7118                                                       | <input type="checkbox"/> | <input type="checkbox"/> |
| <u><b>Site Plan</b></u> – if in a park, manager must approve space placement                                                                                                              | <input type="checkbox"/> | <input type="checkbox"/> |
| <u><b>Roof Load Requirements:</b></u> 20 lbs. or 40 lbs. Snow Load                                                                                                                        | <input type="checkbox"/> | <input type="checkbox"/> |
| <u><b>OMH Engineering Approvals:</b></u> ground sets, slabs and strip footings                                                                                                            | <input type="checkbox"/> | <input type="checkbox"/> |
| <u><b>Wastewater Approval</b></u> Payson – 928-474-7184 Globe – 928-402-8669                                                                                                              | <input type="checkbox"/> | <input type="checkbox"/> |
| <u><b>Gila County Wastewater Dept.: Current Clearance Letter &amp; Site Plan Stamped</b></u><br>(Exceptions: Sanitary Districts: Cobra Valley, Northern Gila County, and Pinal Sanitary.) |                          |                          |
| <u><b>Sewer Fee Receipt if in Mesa Del Caballo</b></u> <u><b>If in park N/A</b></u>                                                                                                       |                          |                          |
| <u><b>Geo Tech Report for Copper Canyon Ranches</b></u>                                                                                                                                   | <input type="checkbox"/> | <input type="checkbox"/> |
| <u><b>Potable Water Supply</b></u> (If in park N/A)                                                                                                                                       | <input type="checkbox"/> | <input type="checkbox"/> |
| <u><b>Fire Department letter</b></u> Pine/Strawberry Fire Dept. (928-476-4272)<br>Hellsgate Fire District (928-474-3835)                                                                  | <input type="checkbox"/> | <input type="checkbox"/> |

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**Zoning**

- |                                                           |                          |
|-----------------------------------------------------------|--------------------------|
| Variance                                                  | <input type="checkbox"/> |
| Size of home (see only SFR and SR zoning)                 | <input type="checkbox"/> |
| Review Parcel /Plat /ROS maps (easements / lot sizes)     | <input type="checkbox"/> |
| Check restrictions / open permits or complaints in TRAKit | <input type="checkbox"/> |
| Check and confirm density lot coverage                    | <input type="checkbox"/> |

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**OFFICE USE ONLY****Application:**

- |                                                                                                         |                          |
|---------------------------------------------------------------------------------------------------------|--------------------------|
| Assessor Parcel Number/ Parcel File Research                                                            | <input type="checkbox"/> |
| Owner name, mailing address, phone number, physical address<br>(911 address required for all new homes) | <input type="checkbox"/> |
| Signature Form                                                                                          | <input type="checkbox"/> |
| Contractor Information-(Copy of license with expiration date & bond)                                    | <input type="checkbox"/> |
| Construction Power Agreement                                                                            | <input type="checkbox"/> |

**Legal Access (specify if public, private or by easement)**

- |                                       |                          |
|---------------------------------------|--------------------------|
| Occupancy/ Use Compliance with Zoning | <input type="checkbox"/> |
|---------------------------------------|--------------------------|

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**Manufactured Home Permit Fee: \$450.00 includes 3 inspections**

**New Electric Service Fee: \$50.00**

**Ground Set, Slabs, or Strip footings: \$50.00**

**Mechanical Units: If not provided with the home separate permit**

**MANUFACTURED HOME PERMITS EXPIRE 6 MONTHS FROM DATE OF ISSUE**

***Please Note: Manufactured Blocking Requirements Need To Be On Site For Inspectors.***

It is the responsibility of the applicant to obtain all necessary federal, state, county or local permits that may be required. The issuance of this permit does not relieve the applicant of the liability for failing to obtain required permits. Rev. 7/21/23

**745 N Rose Mofford Way, Globe, Arizona 85501**  
**Phone: 928-425-3231 or 1-800-304-4452, EXT 4224 Fax 928-425-0829**  
**608 E Hwy 260 Payson, Arizona 85541**  
**Phone: 928-474-9276, Fax 928-474-0802**  
[communitydevelopment@gilacountyaz.gov](mailto:communitydevelopment@gilacountyaz.gov)

Permit No. \_\_\_\_\_

**RESIDENTIAL FACTORY BUILT BUILDING  
GILA COUNTY COMMUNITY DEVELOPMENT  
BUILDING SAFETY DEPARTMENT**

745 N Rose Mofford Way, Globe, AZ 85501  
Phone: (928)425-3231 Ext. 4224 Fax: (928)425-0829

608 E Hwy 260 Payson, AZ 85541  
Phone: (928)474-9276 Fax: (928)474-0802

*This is a list of the information required to submit an application to obtain a permit to install a factory built building to be used as a single family residence. This list is intended to aid you in preparing your materials, however, in specific situations, additional information or studies may be required. In such a case, you will be given a supplemental list of requirements.*

**APPROVED FOUNDATION PLANS** NEED TO BE ON SITE FOR INSPECTORS.

## SITE PLAN Approved for Zoning & Setbacks

Owner Name, Mailing Address, Phone Number

## Valuation

### Fees:

Plan Review - \$50.00

Permit Fee \$450.00 per story including systems,

Includes 3 inspections

New Electric Service Requires An Electric Permit - \$50.00

(2) sets of Floor/Mfr's Plans, stamped approved by O.M.H.

(copy OK) Construction Approval F# \_\_\_\_\_

**\*\* NEED 1 ORIGINAL SET OF PLANS RED STAMPED\*\***

**(2) sets of Foundation Plans stamped approved by**

**O.M.H with DFB# \_\_\_\_\_** (Per OMH 1/23/03: DFB # from them is not necessary for uninhabitable buildings. ie: cell carriers, storage. Foundations Plans supplied/approved by manufacturer are still required)

**\*\*Need 1 original set of plans red stamped\*\***

Installer's name, license number, address, phone number

Contractor Name, License number, Address, Phone Number

Fire Department Approval

Pine/Strawberry 476-4272 Hellsgate Fire District 928-474-3835 Tri-City Fire 928-425-0815

APS approval for service panel location

Tax Parcel Number

### Site Plan (Sign Certification in Office)

Property Owner Approval (if landowner different from homeowner.)

Easements OK'd

## Zoning Compliance / Rezoning

Set-Back Compliance / Variance

Gila County Wastewater Department Approval

## Approved Potable Water Supply

Legal Access (specify if by easement or public road)

Grading/ROW/Drainage Permit

Standard Flood Hazard Determination Report/Use Permit

# Geo Tech Report for Copper Canyon Ranches

[illegible]

Factory Built Buildings are allowed in R1L Zoning District only if they are installed on a permanent foundation.

# Gila County Community Development



## Residential Accessory Structures Exempt from Building Permit

***Per the Gila County Building Code Ordinance  
R105.2, Gila County Amendment,  
a Building Permit is not required for:***

One-story **detached** accessory structures used as garages, carports, storage sheds, tool sheds, playhouses, garden structures and other similar **non-habitable** uses, provided the floor area measured using the outside dimensions of the foundation does not exceed 200 square feet and the floor surface is not more than 30 inches above grade.

- **A \$25.00 site plan approval fee is required. Bring site plan to the office.**

***Exemption from Building Permit requirements does not imply that work can be done in violation of the 2012 International Code or any other laws and/or ordinances that apply.***

***Exempt residential accessory structures must still comply with:***

- Zoning regulations:  
Contact Gila County Community Development for the regulations.
- Zoning setbacks to the property line:  
Contact Gila County Community Development for setbacks.
- Zoning setbacks to dwellings:  
Typically, 6' from eave to eave.
- Setbacks to septic systems:  
Typically, 10' from any part of the septic system including the leach field.
- Floodplain regulations  
Contact Gila County Community Development with any questions.  
Floodplain regulations vary depending on where the property is located.

**\*\*Any utilities now or in the future will require a building permit. Be aware the building division will require proof of roof snow load and foundation supporting exterior walls & common walls.**

GILA COUNTY COMMUNITY DEVELOPMENT DEPARTMENT  
BUILDING SAFETY DIVISION

Permitting Checklist and Submittal Requirements for  
**PRE-ENGINEERED CARGO CONTAINERS**

Must be: ☐ For Residential or Commercial storage *and* ☐ as originally manufactured *and*  
☐ 400 sq. ft. maximum

**(200 sq. ft. or less (Residential) 120 sq. ft. or less (Commercial) building permits are exempt but subject to zoning setbacks, floodplain, and wastewater requirements (see Exempt Structure handout))**

Parcel Number \_\_\_\_\_  
Site Address \_\_\_\_\_  
Subdivision and lot number \_\_\_\_\_  
  
Owner \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Phone/e-mail \_\_\_\_\_  
  
Contractor \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Phone/e-mail \_\_\_\_\_  
License # and type \_\_\_\_\_

| <i>Required</i>                                                                          | <i>Submitted</i>         | <i>Approved</i>          |
|------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> <b>PDI</b>                                                      | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> <b>FPUP</b> or <b>Clearance</b>                                 | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> <b>Grading permit</b>                                           | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> <b>Fire Dept. approval</b>                                      | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> <b>Owner/Builder statement</b>                                  | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> <b>Parcel File Research</b><br>(complaints, open permits, etc.) | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> <b>Site plan review</b>                                         |                          |                          |
| Site plan approval                                                                       |                          | <input type="checkbox"/> |
| Legal access                                                                             |                          | <input type="checkbox"/> |
| Zoning use/ use permit or admin variance                                                 |                          | <input type="checkbox"/> |
| Setback to property lines                                                                |                          | <input type="checkbox"/> |
| 6’ setback between main dwelling                                                         |                          | <input type="checkbox"/> |
| Septic tank & leach lines setbacks                                                       |                          | <input type="checkbox"/> |

- NOTES:**
- 1. If the above listed requirements can be met, OK to permit “over-the-counter” for **\$50.00**.
  - 2. ***Cargo Containers with concrete footings*** require plan review, additional inspection(s) and additional fee(s) and ***cannot be permitted “over the counter”.***
  - 3. ***Cargo Containers with electrical, plumbing or mechanical*** require plan review, additional inspection(s) and additional fee(s) and ***cannot be permitted “over the counter”.***



**Gila County Community Development Department  
Planning & Zoning Division**

745 N. Rose Mofford Way  
Globe, AZ 85501  
(928) 402-8512  
FAX: (928) 425-0829

608 E. Highway 260  
Payson, AZ 85541  
(928) 474-9276  
FAX: 928-474-0802

**TEMPORARY USE PERMIT  
APPLICATION**

Date: \_\_\_\_\_

Address of Property Associated with Request: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Email Address: \_\_\_\_\_

If the applicant is not the owner, please provide the owner's name below and complete the Authorized Agent form attached to this application form.

Owner's Name: \_\_\_\_\_

If the subject property is part of a homeowner association (HOA)\*:

Name of HOA: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Contact Person at HOA: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

\*Please note that Gila County notifies an HOA as a courtesy only and does not enforce any HOA-related documents (i.e. CC&Rs, deed restrictions, etc.).

**FOR OFFICE USE ONLY**

Case File No.: \_\_\_\_\_ Permit # \_\_\_\_\_ Zoning of Property \_\_\_\_\_ APN # \_\_\_\_\_

\$75 Fee Paid \_\_\_\_\_ Check No.: \_\_\_\_\_ Credit: \_\_\_\_\_ Cash: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Agent Form Received (if applicable): \_\_\_\_\_ Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Zoning Inspector or Designee Signature: \_\_\_\_\_ Date \_\_\_\_\_



**Gila County Community Development Department  
Planning & Zoning Division**

**TEMPORARY USE PERMIT PROCEDURES**

The purpose of a Temporary Use Permit is to permit a one-time or short term use of land for a special event or an interim use. Temporary uses may be granted in all zoning districts subject to conditions, which shall consider the intent and purpose of the particular zoning district with minimal adverse impacts on the neighborhood.

All temporary uses shall be subject to a Temporary Use Permit that shall be issued by the Zoning Inspector or designated representative. An expiration date will be provided when a Temporary Use Permit is issued. Examples of temporary uses and related performance standards are listed in Section 101.3.E of the Gila County Zoning Ordinance.

To apply for a Temporary Use Permit, the following need to be submitted:

1. A nonrefundable \$75 application fee
2. A completed application form.
3. Proof of ownership or a completed Authorized Agent form if the applicant is not the owner.
4. Other optional items such as photographs of the subject property, aerial photographs (i.e. Google Maps or Gila County Assessor Maps), etc.



**Gila County Community Development Department  
Planning & Zoning Division**

**TEMPORARY USE PERMIT  
SUBMITTAL CHECKLIST**

- ☐ Non-refundable fee of \$75.00
- ☐ Completed application form
- ☐ Proof of ownership or completed Owner Authorization Form
- ☐ Other optional items such as photographs of the subject property, aerial photographs (i.e. Google Maps or Gila County Assessor Maps), etc.



## AUTHORIZED AGENT FORM

PROPERTY ADDRESS: \_\_\_\_\_

ASSESSOR PARCEL NUMBER: \_\_\_\_\_

The undersigned, registered property owner(s) of the above-referenced property, do hereby authorize

\_\_\_\_\_ of \_\_\_\_\_

to act on my/our behalf and take all actions necessary for the processing, issuance and acceptance of this request for a Temporary Use Permit submitted to the Gila County Community Development Department.

We hereby certify the above information submitted in this application is true and accurate to the best of our knowledge.

|                      |                      |
|----------------------|----------------------|
| _____                | _____                |
| Authorized Signature | Authorized Signature |

|       |       |
|-------|-------|
| _____ | _____ |
| Date  | Date  |

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_,

2020 by \_\_\_\_\_.

Notary Signature \_\_\_\_\_

Serial Number \_\_\_\_\_