



Planning & Development Department



LEGAL NON-CONFORMING

(can be used for Government Action, As Built Plan of Developments and
Conditional Use Permits/Wireless Communication Facilities)

SUBMITTAL FORMS INDEX

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Note: As of December 31, 2012, all Land Use applications are subject to ARS § 1605.

- As of September 13, 2013 all Residential uses are excluded per ARS §11-1605 M.2



Planning & Development Department

LEGAL NON-CONFORMING APPLICATION INSTRUCTIONS & CHECKLIST



Applications submitted to the Maricopa County Planning and Development Department shall include all of the exhibits, items and information listed in this checklist. An application will only be accepted by the Department when all of the items listed below are submitted, unless otherwise deemed unnecessary by staff. Applications determined to be incomplete shall not be processed by staff. Additional information, detail, and/or copies may be required after review by the assigned planner.

After it has been determined that the initial submittal is complete, the filing fee per Zoning Ordinance requirement is to be paid by the owner or owner's authorized agent (checks should be made payable to "Maricopa County Planning and Development"). A receipt will then be issued and a case number assigned.

As of September 13, 2013, the Land Use application process shall be subject ARS § 1605, a State statute that mandates establishment of timeframes to either approve or deny a "license" as defined by the statute. The full statute may be viewed at:

<http://www.azleg.gov/ArizonaRevisedStatutes.asp>

The statute sets up two types of review timeframes: Administrative and Substantive. The Board of Supervisors (BOS) through the P-30 Licensing Timeframes Ordinance has adopted a 25 day administrative timeframe and a 75 substantive timeframe for Land Use applications. An application related to a residential use is not subject to the statute. An application that is part of design build project may establish negotiated time process during the pre-application meeting.

Administrative Review Period

The statutes allow for multiple reviews during the administrative review period.

Substantive Review Period

Only one review is allowed for the substantive review period. The County can amend the substantive review comments to address legal requirements not identified on the original substantive review comments.

The applicant can authorize a 50% time increase. This authorization can be given at time of application or at any time during the process.

After receipt of an application, the administrative review period begins and staff will review for administrative completeness. The applicant will receive a formal response from their assigned planner and may be required to submit additional information. Once administrative comments have been given to the applicant, the timeframe clock will stop and will resume upon resubmittal of the application materials. Once the application is deemed administratively complete, the planner will formally notify the applicant that the project has entered the substantive review period and technical comments will be given to the applicant within a reasonable timeframe. The substantive timeframe clock stops from receipt of comments until the applicant makes a formal resubmittal.

At any time during the process, an applicant can check the status of their application by viewing the Online Permit Manager on the Planning and Developments website:

<http://www.maricopa.gov/planning/OnlineServices/OnlinePermitManager.aspx>

The applicant's assigned planner can also be utilized as a resource for checking application status. If at any time comments are given to the applicant, a notation will be made as to the administrative or substantive timeframe remaining which will not resume until a resubmittal is made. **Note:** It is very important to return the planner's comment memo upon resubmittal so that the appropriate statutory timeframe can resume.

Depending on the comments received, the application materials may need revisions. The owner or authorized agent must submit revised materials to the OSS. The applicant's resubmittal must meet the County's technical requirement or it will be denied. Additionally, an administrative decision of denial can be made if the Director finds that it is not possible to grant the application within the timeframe or the applicant has not provided additional or supplemental information within 180 days (not working days) of a written or electronic request for said information.

Once staff is satisfied that technical requirements have been met, staff may approve or deny the request. At this time, the substantive timeframe clock will stop. After a decision has been made, a decision letter will be issued.

The conditions of approval of this application may be appealed to the Hearing Officer pursuant to ARS § 11-832. Provide request for appeal to the Hearing Officer Liaison at this address within 30 calendar days of the administrative/ministerial approval date to schedule an administrative hearing.

Note: If an applicant has not made a resubmittal of application materials in either administrative or substantive review periods after six (6) months, the application will be closed due to inactivity.

INFORMATION REQUIRED FOR SUBMITTAL

1. Application – completed and signed – **2 copies**
2. Proof of ownership (recorded deed, unofficial copy acceptable etc.) – **1 copy**. If applicable, lease agreement. If the subject property is part of a land lease, the Lease Agreement should include the terms of the lease, and the proposed use of the leased land. Additional information may be required after reviewing the Lease Agreement.
3. Site Plan – **2 copies** (11"x17" or 8 1/2" x 14") of the property, indicating the following:
 - a) The site plan must be drawn to a recognizable scale, i.e. 1" = 20'.
 - b) North arrow and scale (written and graphic scale) shown on plan.

- c) All property lines must be clearly shown and dimensions indicated.
- d) Location and dimensions of all existing and proposed structures (including fences, signs and pools) from property lines and distance between structures.
- e) Location and width of dedicated streets, recorded easements, (provide recording number) and patent easements on or adjacent to property (include names of streets if applicable).
- f) All existing and proposed structures must be shown and dimensioned on the site plan.

4. Narrative – **2 copies** describing the proposed use in detail.
5. Photographs. Submit photographs of the site, taken on all four corners of the property and looking inward to the property (minimum of four photographs). Please label each photograph with the view, direction and date. A site plan or key map may also be used in conjunction with the photographs with notations showing what direction the photograph faces and where it is taken.
6. Provide a copy of the Patent Easement Deed (when applicable) which may be acquired at the Bureau of Land Management, 1 N. Central, Phoenix, (602) 417-9200.
7. Evidence of LNC. The burden of proof is on the owner/owner’s authorized agent to provide adequate verifiable documentation of the claim involving a legal nonconforming status. One or more of the following are acceptable examples:
 - An original copy indicating flight data of an aerial photograph showing the use/activity prior to May 29, 1969, the structure prior to January 1, 2000, or other effective date of the zoning ordinance that applies.
 - Previous permit(s) with all necessary information.
 - Documentation from the Assessor’s Office, Recorder’s Office, utility company, or other official entity, and two notarized Affidavits of Nonconforming Use (sample attached).
8. **Conditional Use Permit for a Wireless Communication Facility (WCF) – Application submittal documents:**

Application – completed and signed – **2 copies**

Proof of ownership (recorded deed, unofficial copy acceptable etc.) – **1 copy**. If applicable, lease agreement. If the subject property is part of a land lease, the Lease Agreement should include the terms of the lease, and the proposed use of the leased land. Additional information may be required after reviewing the Lease Agreement.

Affidavit of Wireless Communication Facility Standards – **1 copy**

Photographs. Submit photographs of the site, taken on all four corners of the property and looking inward to the property (minimum of four photographs).

Please label each photograph with the view, direction and date. A site plan or key map may also be used in conjunction with the photographs with notations showing what direction the photograph faces and where it is taken.

Site Plan – Conditional Use Permit/Wireless Communication Facility – 2 copies (24" x 36") with the following:

- a) Identify the name, address and contact information for the owner, engineer and authorized agent.
- b) Request statement: Conditional Use Permit for a new ____' high _____ (monopole, monopalm, monopine, saguaro, etc.) wireless communication facility for _____ (project name).
- c) Site Summary Table with the following:
 - Parcel (sq. ft.) and acres
 - Conditional Use Permit (sq. ft.) and acres
 - Existing Zoning and Land Use
- d) The site plan must be drawn to scale (Engineering scale only).
- e) Show entire parcel boundaries with dimensions.
- f) Legal description of parcel and legal description of Conditional Use Permit area.
- g) Dimension the setbacks to the WCF from all property lines.
- h) Dimension the setbacks to the ground mounted equipment from all property lines.
- i) Elevation detail of the WCF showing all antennae, microwave dishes and potential co-location regions. Include dimensions from lowest point of finished grade to top of WCF and to the screening of ground equipment.
- j) Dimension the diameter of the tower/structure, microwave dish and antennae arrays.
- k) Identify the location of proposed landscaping. If proposal includes removal of mature trees or catci, a Relocation Plan must be submitted.
- l) Location of shelter equipment and screening wall/enclosures.
- m) Identify location of backup emergency generator. Include note that generator will be used for emergency purposes only.
- n) Identify ingress/egress to WCF and dimension technician parking space.
- o) Identify the location of all recorded/proposed easements.
- p) Identify street names and right-of-way dimensions.
- q) Identify all existing structures on the subject parcel.
- r) Identify adjacent property owners, uses, zoning and parcel numbers.
- s) Existing and proposed contours.
- t) Utility Commitment Table with the following:
 - Water: _____
 - Fire Protection: _____
 - Police Protection: _____
 - Electric: _____

Narrative Report – 2 copies- Conditional Use Permit - Wireless Communication Facility. The narrative report needs to address the ‘Supplemental Questionnaire for Wireless Communication Facilities’ and ‘Plant Relocation Plan’ (if applicable). Include a map showing the location of potential vertical structures for colocation and all existing WCF’s within 1,000’ radius for sites within Rural, Single-Family Residential and Multiple-Family zoning districts. **Include a map showing the service area the proposed WCF will serve.**

FEE SCHEDULE

9. Fees (only applicable for LNC, As Built Plan of Development, Conditional Use Permit/WCF, no charge for Government Action):

- Zoning Clearance (Residential - **\$100** or Commercial/Industrial - **\$250***)
- Addressing Review Fee of **\$10** to verify an existing address or **\$50** to assign an address (This fee is a separate fee but can be combined with the zoning clearance fee).
- Change to an application for a license in progress - **\$50**
- For an application to be added to an application for a license in progress - **\$50**
- To re-initiate application for a license administratively denied due to time (within 180 days) - **\$50**
- Appeal of administrative denial of a license due to time (within 30 days) - **\$150**

*** All Wireless Communication Facilities require Commercial zoning clearance fee of \$250 + Addressing Review Fee.**



**Planning & Development
Department
LAND USE APPLICATION**

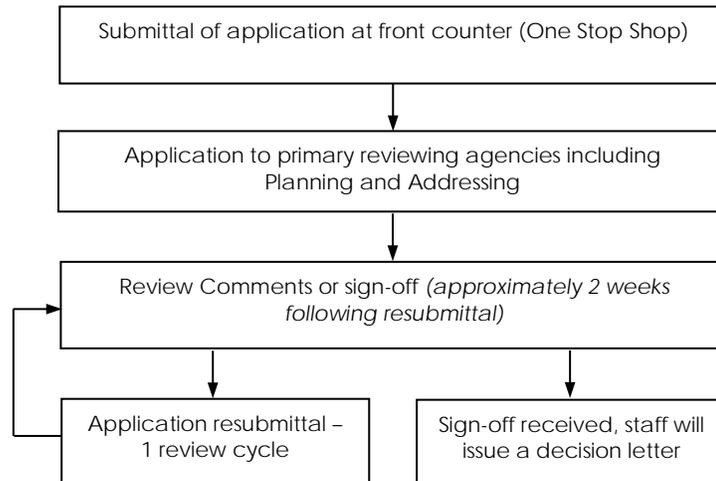
ALL FEES ARE DUE AT TIME OF APPLICATION AND ARE NON-REFUNDABLE



<input type="checkbox"/> Legal Non-Conforming	<input type="checkbox"/> As - Built POD	<input type="checkbox"/> Gov't Action	<input type="checkbox"/> Conditional Use Permit/Wireless Communication Facility
Is this Design Build? <input type="checkbox"/> Yes <input type="checkbox"/> No		Is this Residential? <input type="checkbox"/> Yes <input type="checkbox"/> No	
REQUEST			
Title of Project _____			
Description of Request: _____			
Existing Use of Property: _____			
Existing Zoning District: _____			
Related Case Number: _____			
PROPERTY INFORMATION			
Address (if known): _____			
General location (include nearest city/town): _____			
Size in Acres: _____ Square Feet: _____			
Legal Description Section: _____ Township: _____ Range: _____			
Assessor's Parcel Number: _____			
OWNER'S AUTHORIZED AGENT INFORMATION			
Name: _____		Contact: _____	
Address: _____			
City: _____		State: _____	Zip: _____
Phone #: _____		Fax#: _____	
E-mail Address: _____			
PROPERTY OWNER INFORMATION			
Name: _____		Contact: _____	
Address: _____			
City: _____		State: _____	Zip: _____
Phone #: _____		Fax#: _____	
E-mail Address: _____			
PROPERTY OWNER AND OWNER'S AGENT AUTHORIZATION			
I (property owner) _____ authorize (owner's agent) _____ to file this application on all matters relating to this request with Maricopa County. By signing this form as the property owner I hereby agree to abide by any and all conditions that may be assigned by the Maricopa County Board of Supervisors, Maricopa County Planning and Zoning Commission, or Maricopa County Planning and Development Department staff as applicable, as part of any approval of this request, including conditions, development agreements, and/or any other requirement that may encumber or otherwise affect the use of my property.			
INSPECTIONS			
By submitting this application, I am inviting County staff to conduct all site inspections they deem necessary.			
PROPOSITION 207 WAIVER			
The property owner acknowledges that the approval being sought by this application may cause a reduction in the existing rights to use, divide, sell or possess the private property that is the subject of this application. The property owner further acknowledges that it is the property owner who has requested the action sought by the filing of this application. Therefore, pursuant to A.R.S. §12-1132 through 1138, the property owner does hereby waive any and all claims for diminution in value of the property with regard to any action taken by Maricopa County as result of the filing of this application.			
Property Owner Signature: _____		Date: _____	
VERIFICATION OF APPLICATION INFORMATION			
I certify that the statements in this application and support material are true. Any approvals or permits granted by Maricopa County in reliance upon the truthfulness of these statements may be revoked or rescinded.			
Property Owner Signature: _____		Date: _____	
ARS § 1605 TIMEFRAME EXTENSION			
I authorize a 50% timeframe extension for the review of my application as adopted by the Board of Supervisors per ARS § 1605 and as amended.			
Property Owner Signature: _____		Date: _____	



PROCESS FLOW CHART & PROJECTED TIMEFRAME



Approximate timeframe of 1 month



**Planning & Development
Department
AFFIDAVIT FOR WIRELESS COMMUNICATION
FACILITIES STANDARDS**



Affidavit for Wireless Communication Facilities (WCF) outlines the requirements for receiving zoning clearance for a Wireless Communication Facility. A WCF qualifies for a Conditional Use Permit if it meets the following criteria (answer as applicable):

1.	<p><u>Height of WCF tower/structure:</u></p> <p>Rural, Single Family Residential and Multiple Family zoning districts maximum height of 80'.</p> <p>Proposed Height: _____</p> <p>Commercial and Industrial zoning districts maximum height of 120' for WCF tower/structure.</p> <p>Proposed Height: _____</p> <p>Maximum of 15' above height of structure (other than WCF tower) to be attached.</p> <p>Proposed Height: _____</p>
2.	<p><u>Building mounted WCFs</u>- may have up to 2 WCFs and not more than 2 microwave antennae dishes with diameter of not more than 4.9 feet and must be 15' or less in height above the roofline with supporting structure screened in Rural, Single Family Residential and Multiple Family zoning districts.</p> <p>Proposed Number: _____, Diameter: _____; Height: _____</p> <p>Commercial and Industrial zoning districts - no limit to the number of WCFs, including microwave dishes located on a building/structure.</p> <p>Proposed Number: _____, Diameter: _____; Height: _____</p>
3.	<p><u>Diameter of the WCF tower/structure</u> - Maximum diameter of 2.5 feet.</p> <p>Proposed Diameter: _____</p>
4.	<p>The <u>proposed color palette</u> of the proposed WCF must be compatible with the surrounding environment. Exposed areas of the WCF must be non-reflective.</p> <p>Proposed Color/Reflectivity: _____</p>
5.	<p><u>Removal of mature trees or catc</u>i, requires a Relocation Plan to be submitted with CUP application.</p> <p>Any plants to be removed: _____</p> <p>Explain: _____</p> <p>_____</p> <p>_____</p>
6.	<p><u>Hillside</u>, proposed WCF is not within hillside and not within 500' of hillside properties.</p> <p>Hillside proximity: _____</p>

7. Setbacks for proposed WCF are based upon the on-site and surrounding zoning districts (setbacks does not include the architectural features for stealth design):

2:1 setback in Rural, Single Family Residential and Multiple-Family zoning districts. Exception is when co-locating on building/structure other than WCF tower.

Proposed Height: _____,
Proposed Setbacks:
North: _____, **South:** _____, **East:** _____, **West:** _____

Commercial and Industrial zoning districts requires a 1:1 setback for WCFs that exceed the zoning district height requirements for properties that abut Rural and Residential zoning districts.

Proposed Height: _____,
Proposed Setbacks:
North: _____, **South:** _____, **East:** _____, **West:** _____

Structures no greater than the maximum zoning building height may be permitted at a minimum 3' setback and shall not be located within required front yard.

Proposed Height: _____,
Proposed Setbacks:
North: _____, **South:** _____, **East:** _____, **West:** _____

8. Diameter of the antennae arrays - **Maximum of 8 feet** in diameter.

Proposed Diameter: _____

9. Diameter of the microwave dish - **Maximum of 4.9 feet** in diameter.

Proposed Diameter: _____

10. All ground-mounted equipment shall be screened visually and mitigate noise.

Solid screening around ground equipment of a **minimum 6 feet high** or to the **height of the intake/exhaust for HVAC and other equipment if higher**. Solar generation panels do not require screening.

Proposed Height of screen wall: _____
Explain: _____

11. Ground equipment shall be setback **at least 3' from a lot line** and shall not be located within the required front yard.

North: _____, **South:** _____, **East:** _____, **West:** _____

12. Separation distances - **1,000 feet distance (radius)** from other WCFs if meeting the maximum building height of the zoning district or stealth design in the Rural, Single-Family Residential and Multi-Family Residential zoning districts. A map showing other WCFs shall be included with the CUP application.

Proposed Separation Distances:
North: _____, **South:** _____, **East:** _____, **West:** _____
An exception may be made for WCF with stealth design concealment element.
 No separation distance is required for WCFs in Commercial/Industrial zoning districts.
 No separation distance is required for WCF mounted on building/structure.

13. Generators will be for emergency use only.
Generator: _____, **Indoor:** _____

14. WCFs proposed on tower or poles for the transport, receiving or distribution of electricity, water or wastewater treatment facility are limited to **125 feet** or height of the tallest existing structure, whichever is less. Antennas attached onto structures other than WCF towers are limited to a maximum of **15 feet** above height of structure to be attached.
Proposed Height: _____, **Explain (if over 125 feet):** _____

Ground equipment may be located on another parcel, but must be setback at least **3 feet** from any lot line.

Setbacks: North: _____, **South:** _____, **East:** _____, **West:** _____

12kV transmission lines, guy/sub poles, light poles or tower may have close mount antennas (less than **12 inches** radius and pole mounted equipment).

Proposed Radius: _____

If any of the Wireless Communication Facilities Regulations cannot be met, then a Special Use Permit will be required.

I have read the above listed WCF Standards and by signing below agree to the MCZO – Wireless Communication Facility Standards and confirm the CUP application adheres to the WCF Standards.

Owner or Authorized Agent's/ Signature: _____

SUBSCRIBED AND SWORN before me this _____ day of _____ ,

 (Notary Public)

My Commission Expires:

Project Name: _____



**Planning & Development
Department**
**SPECIAL USE PERMIT AND CONDITIONAL USE PERMIT
SUPPLEMENTAL QUESTIONNAIRE FOR
WIRELESS COMMUNICATION FACILITIES**



The following is supplemental information required to be submitted and addressed in the narrative report for the Special Use Permit or the Conditional Use Permit.

1. What is the height of the proposed WCF? _____
2. Provide a map showing all the existing WCFs within a 1,000 feet radius for sites within Rural, Single-Family Residential or Multiple-Family zoning districts (Regardless of provider).
3. Provide a list with locations and approximate height of all existing vertical structures (of a height approximately equal or greater than the requested tower) within the WCF's search area. This includes church spires and steeples, light standards, water towers, transmission lines, buildings, or other similar structures.
4. Provide a map showing the service areas which the proposed facility will serve.
5. Explain any attempts or possibilities that have been investigated relating to co-location with another provider or existing facility.
6. Explain how this request can facilitate co-location with other users.
7. Will the request involve removal of mature trees or cacti? If so, discuss plans for relocation of such vegetation.
8. Discuss the following compatibility issues:
 - a. Setbacks from residential uses.
 - b. Setbacks from all property lines.
 - c. Setbacks from uses/structures on adjacent property.
 - d. Setbacks from public and private streets or access easements.
 - e. Future additional appurtenances or expansion plans.
 - f. Color and type of tower, landscaping, and fence screening.
 - g. Surrounding non-residential uses (if applicable).
9. If a stealth design is not being proposed, please explain why.



Planning & Development
Department

LEGAL NON-CONFORMING USE
AFFIDAVIT SAMPLE



Maricopa County
Planning & Development
501 North 44th St., Suite 200
Phoenix, AZ 85008

Reference: **123 Sample Road, Sample City, AZ 85000**
Assessor's Parcel Number: **123-45-678**

To Whom It May Concern:

I hereby certify the referenced property's existing use as a **LANDSCAPING BUSINESS** was established prior to May 29, 1969, the effective date of the Maricopa County Zoning Ordinance. The use has been continued without an interruption that exceeded 12 consecutive months. I have personal knowledge of this property because; **I HAVE LIVED IN THE AREA SINCE 1959 AND PASS BY IT FOUR OR FIVE TIMES A WEEK.**

Name: **Joe Smith**
Signature: **Joe Smith**
Address: **40 Example Road, Sample City, AZ**
Date: **May 22, 2003**

SUBSCRIBED AND SWORN before me this _____ of _____, _____.

Notary Public

My Commission Expires: _____



Planning & Development
Department

LEGAL NON-CONFORMING BUILDINGS/STRUCTURES
AFFIDAVIT SAMPLE



Maricopa County
Planning & Development
501 North 44th St., Suite 200
Phoenix, AZ 85008

Reference: **123 Sample Road, Sample City, AZ 85000**
Assessor's Parcel Number: **123-45-678**

To Whom It May Concern:

I hereby certify the referenced existing building(s)/structure(s) existed on the subject parcel(s) prior to January 1, 2000. I have personal knowledge of this property because;
I HAVE LIVED IN THE AREA SINCE 2000 AND PASS BY IT FOUR OR FIVE TIMES A WEEK.

Name: **Joe Smith**
Signature: **Joe Smith**
Address: **40 Example Road, Sample City, AZ**
Date: **May 22, 2003**

SUBSCRIBED AND SWORN before me this ____ of _____, _____.

Notary Public

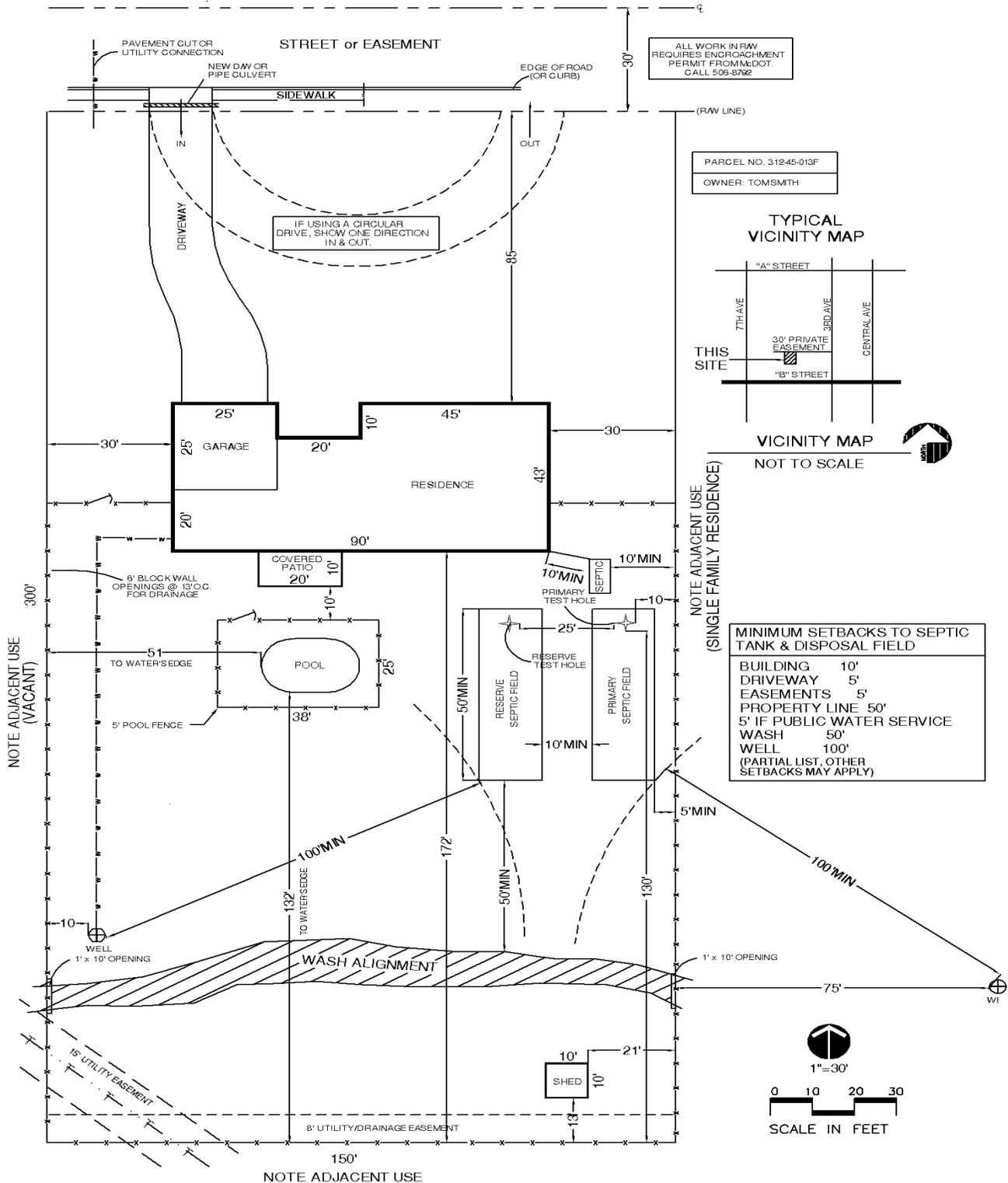
My Commission Expires: _____



Planning & Development Department



TYPICAL RESIDENTIAL SITE PLAN



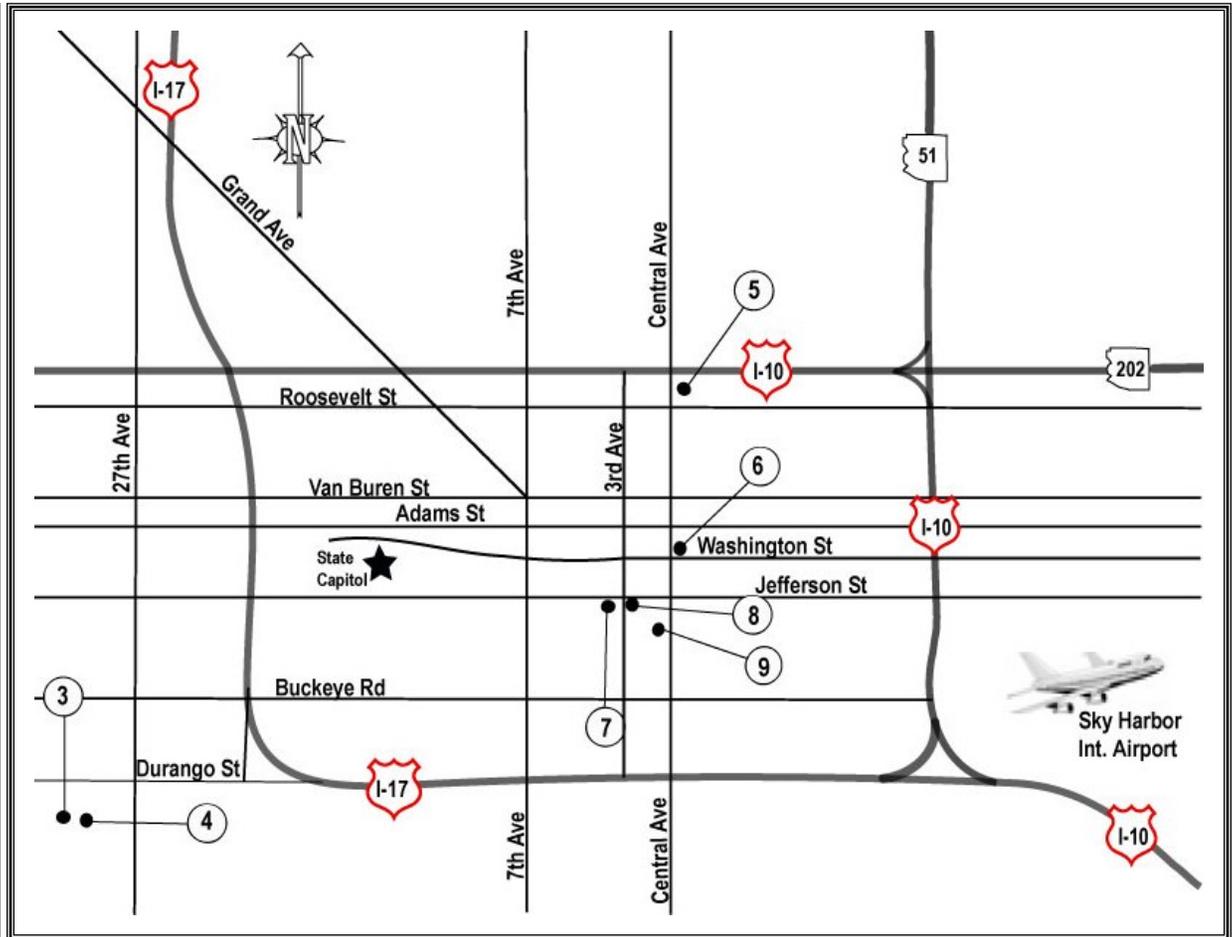
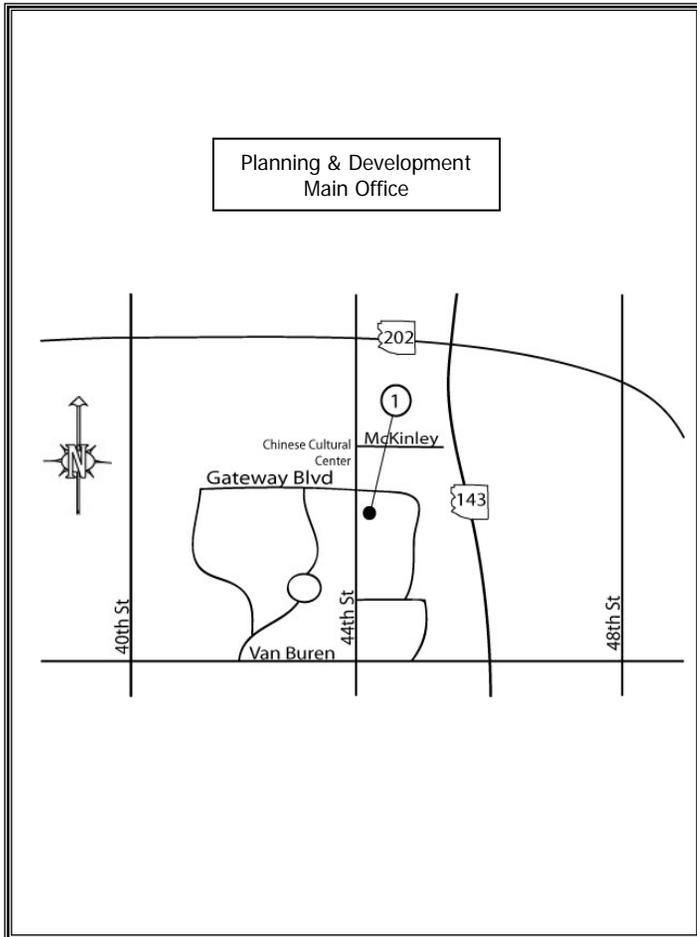
SAMPLE ONLY (DRAWING SHOWN IS NOT TO SCALE)

ADDITIONAL DETAILED PLANS MAY BE REQUIRED.



Planning & Development Department

PERMITS FACILITIES DIRECTORY



- 1.) **Planning & Development** (602) 506-3301
501 N. 44th St, Suite 200 Fax: (602) 506-3711
- 3.) **Department of Transportation** (602) 506-8600
2901 W. Durango St.

- 4.) **Flood Control District** (602) 506-1501
2801 W. Durango St.
- 5.) **Environmental Services** (602) 506-6666
1001 N. Central Ave
- 6.) **B.L.M.** (602) 417-9200
1 N. Central Ave

- 7.) **Assessor's Office** (602) 506-3406
301 W. Jefferson St.
- 8.) **Recorder's Office** (602) 506-3535
111 S. 3rd Ave
- 9.) **Sheriff's Office** (602) 876-1070
201 W. Jefferson St.
(Records & ID)



One Stop Shop - Planning Application Submittal – *What to Expect at the One Stop Shop*



Purpose: Provide customers with information about what to expect when submitting a land use application. This information sheet includes the application material checklist, fee schedule, and a three step process for application submittal.

Location: Maricopa County Planning & Development Department
501 N. 44th Street, Suite 200 Phoenix, AZ 85008

Business Hours: 8:00 a.m. – 5:00 p.m. Monday through Friday, except holidays (to ensure adequate time for application submittal, projects should be submitted no later than 4:30 p.m.)

STEP 1 - Reception: Proceed to the One Stop Shop Reception desk to obtain a call ticket for the application submittal. Provide the receptionist your name and specify the type of planning application.

STEP 2 - Intake Counter: One Stop Shop customer service will call your ticket number and evaluate the application materials for completeness. Once the application materials are accepted a tracking number will be provided and staff will advise you to proceed to the cashier to process application payment. The following is a list of required application materials: **(Please note, if any documentation is missing your application may not be accepted during the intake process, please be sure to follow this checklist).**

Legal Non-Conforming Application Submittal Documents	
	2 copies – Land Use Application – completed & signed
	1 copy – Recorded deed or unofficial copy is acceptable
	2 copies – Site Plan 11" x 17" or 8 1/2" x 14"
	2 copies – Site Plan 24" x 36" for Conditional Use Permit/WCF
	1 copy – Affidavit for Wireless Communication Facility Standards
	2 copies – Narrative
	1 copy – Photographs
	1 copy – Evidence of legal non-conforming status
	1 copy – Patent Easement Deed (if applicable)

STEP 3 - Cashier - Processing Payment: The cashier will call your ticket number, request your application tracking number, advise you of the total application fees and request your method of payment. Maricopa County accepts cash, check, or credit card. Please make checks payable to: **MARICOPA COUNTY**. We currently accept Visa and MasterCard for credit card payment. In August 2013, the County will also accept Discover and American Express. **Please note that proper payment in full, based upon the following fee schedule, is required at the time of application:**

Legal Non-Conforming Application Fee Schedule				
	Legal Non-Conforming	As-Built Plan of Development	Government Action	Conditional Use Permit/Wireless Communication Facility
Zoning Clearance	Residential \$100 Commercial/Industrial \$250	Residential \$100 Commercial/Industrial \$250	No Fees	Commercial \$250
Addressing	\$10 verify existing address \$50 assign address	\$10 verify existing address or \$50 assign address	No Fees	\$10 verify existing address \$50 assign address