

Town of Youngtown
 12030 N. Clubhouse Square
 Youngtown, AZ 85363
 623-933-8286

**APPLICATION FOR HOME OCCUPATION
 BUSINESS TRANSACTION LICENSE**

**FEE MUST BE MAILED
 WITH APPLICATION
 (See instruction below)**

OFFICE USE ONLY	License No:	Date Filed:	1 st Review:	2 nd review:	Packet Complete:	BL Issued:
Check One: <input type="radio"/> Store Front <input type="radio"/> Transient <input type="radio"/> Home Occupational <input type="radio"/> Non-Profit						
Check One: <input type="radio"/> New Business <input type="radio"/> New Owner of Existing Business		Former Owner:		Previous Town license #:		Business Hours
Check any that apply: <input type="radio"/> Name Change Only <input type="radio"/> Location Change		Current License #		Date of Change:		Day Hours
SECTION I: BUSINESS INFORMATION						Sun
Business Name (Individual, Company, DBA)						Mon
Address: (Actual street address. Please include suite, unit or apartment number, if applicable)						Tue
City, State, Country, Zip Code						Wed
Business Phone ()						Thu
Start Date: E-Mail Address: TPT # # of Employees:						Fri
SECTION II: MAILING ADDRESS						Sat
Business Name (If different from Section I)						Federal Employers ID #
Mailing Address (Please include suite, unit or apartment number, if applicable)						Office Use Only Approval:
City, State, Country, Zip Code						P & Z
Phone: ()						Date:
Mailing Address (Please include suite, unit or apartment number, if applicable)						Building Inspection
City, State, Country, Zip Code						Date:
SECTION III: BUSINESS OWNERSHIP & EMERGENCY CONTACTS						Fire
Ownership: <input type="radio"/> Individual <input type="radio"/> LLC <input type="radio"/> Gen Partnership <input type="radio"/> Ltd. Partnership <input type="radio"/> Other						
Owners, Partners, LLC Members, or Officers <i>(For additional names; please attach list)</i>	1) Name:		Title:			
	Home Address:		Driver's License #		State Issued:	
	City, State, Country, Zip					
	2) Name:		Title:			
	Home Address:		Driver's License #		State Issued:	
	City, State, Country, Zip					
Corporate or LLC Statutory Agent	Name:		Phone Number ()			
Emergency Contacts	1) Name		Phone Number: ()			
	2) Name		Phone Number: ()			

SECTION IV: BUSINESS TYPE (check all that apply and provide a detailed description of your business)

Do you sell liquor?	<input type="radio"/>	<input type="radio"/> Restaurant/Bar <input type="radio"/> Hotel/Motel <input type="radio"/> Service <input type="radio"/> Amusement <input type="radio"/> Subcontractor <input type="radio"/> Construction
	Yes	<input type="radio"/> Retail <input type="radio"/> Equip/Car Rental <input type="radio"/> Commercial Rental <input type="radio"/> Group Home <input type="radio"/> Other
	<input type="radio"/>	<input type="radio"/> Residential Rental - # of units _____ (Include addresses of rental properties on a separate paper)
No		

Describe Nature of Business:

Cities where you have worked in the last 60 days:		
1)	2)	3)

Contractor's ROC #:	Class:	<input type="radio"/> Commercial	<input type="radio"/> Residential
---------------------	--------	----------------------------------	-----------------------------------

Contractor's ROC#:	Class:	<input type="radio"/> Commercial	<input type="radio"/> Residential
--------------------	--------	----------------------------------	-----------------------------------

Contractor's ROC #:	Class:	<input type="radio"/> Commercial	<input type="radio"/> Residential
---------------------	--------	----------------------------------	-----------------------------------

Do you own your business location? <input type="radio"/> Yes <input type="radio"/> No	Is this your residence? <input type="radio"/> Yes <input type="radio"/> No	Do you rent or lease to another entity? <input type="radio"/> Yes <input type="radio"/> No
---	--	--

Provide Landlord/Property Manager Name:

Address:

City, State, Country, Zip:	Phone: ()
----------------------------	------------

- Are you subleasing from a primary tenant? Yes No
 - Are you proposing some changes to the business use from the previous use? Yes No (Example: Changing from office to retail or Restaurant).
 - Are you altering or adding to the existing building's walls, electrical, or mechanical systems? Yes No
 - Do you use, process, generate, or store any hazardous materials; such as flammables, combustibles, or toxic materials?
 Yes No
 - Will there be any exterior storage of materials, garbage, goods, or merchandise? Yes No
 - Will there be any electrical interference, emission of sound, vibration, dust glare, smoke, odors, or liquids? Yes No
- Please provide further detailed information pertaining to your business (i.e. hours of operation, number of employees, what services or goods will be provided, volume and type of supplies stocked, etc.).
-
-

I declare, under penalty of perjury that the statements made in this application are true and correct to the best of my knowledge.

This issuance of this Business License shall not be deemed to legalize any act, which otherwise may be in violation of the law, including the Town's zoning codes, or to exempt any person from any penalty of such violation. Your Business License will be mailed after receipt of payment of the fees indicated in Town code. Payment may be made by check, cash or money order.

This Business License must be renewed annually. A penalty of \$25 may be assessed to the business that fails to renew the Business License within thirty (30) days after the expiration date.

If you have any questions, please call the Town Clerk's Office at 623-933-8286.

Print Name **Signature** **Date**

Title: _____



Town of Youngtown
Business License Department
12030 North Clubhouse Square
Youngtown, AZ 85363
Phone: 623-933-8286 Fax: 623-933-5951

Non-Sole Proprietors Only
REQUIRED SUPPLEMENTAL INFORMATION
Licensing Eligibility Verification Form
Non-Sole Proprietor

Complete and return with your Youngtown Business License Application

A.R.S. § 41-1080 requires as a condition of issuing a business license verification of legal immigration status of the applicant through the production of identification listed in the statute. To satisfy the requirements of A.R.S. § 41-1080 in situations where the applicant is not a sole proprietor, you must verify the applicant's compliance within the requirements of A.R.S. § 41-1080 (E-Verify).

By completing and signing this form, applicant shall attest that it meets all conditions contained herein. Failure to complete and submit this form on or before the requested date to the above cited address and/or the falsification of any information provided herein shall be subjected to revocation of the business license.

Business License # (if for renewal):		
Name (as listed on the business license):		
Street Name and Number:		
City:	State:	Zip:

I hereby attest that the applicant complies with the Federal Immigration and Nationality Act ("FINA"), all other federal immigration laws and regulations, and A.R.S. § 23.214 related to the immigration status of its employees.

Signature of Applicant or Authorized Designee:

Printed Name:		
Title		
Date (month/day/year):		



Town of Youngtown
 Business License Department
 12030 North Clubhouse Square
 Youngtown, AZ 85363
 Phone: 623-933-8286 Fax: 623-933-5951

Individual and Sole Proprietors Only
REQUIRED SUPPLEMENTAL INFORMATION
Licensing Eligibility Requirement (A.R.S. § 41-1080)

Full Name (Last, First, Middle):		
Business Address (as shown on license or application):		
City:	State:	Zip:

On May1, 2008, Governor Janet Napolitano signed Laws 2008, Ch. 152 (House Bill 2745) into law. The new law contains a "licensing eligibility" section (A.R.S. § 41-1080) preventing a state/city agency from issuing a (new or renewed) license to an individual unless the individual provided the agency with one of the forms of identification listed in the law.

To become or remain eligible for a license, complete this form, staple or photocopy showing both sides of your identification to the back, and return with your Town of Youngtown Business License Application.

Failure to complete and submit this form (and attached form of identification) to the cited address and/or the falsification of any information provided herein shall subject applicant to denial, cancellation, or revocation of the business license.

Only provide one of the following forms of identification (check the box next to the one you are submitting):

1. An Arizona driver's license issued after 1996 or an Arizona non-operating identification license.
2. A driver's license issued by a state that verifies lawful presence in the U.S. (licenses from HI, IL, ME, MD, NM, TX, UT, and WA are not acceptable).
3. A birth certificate or delayed birth certificate issued in any state, territory or possession of the U.S.
4. A U.S. certificate of birth abroad.
5. A U.S. passport.
6. A foreign passport with a U.S. visa.
7. An I-94 form with a photograph.
8. A U.S. citizenship and immigration services employment authorization document on refugee travel document.
9. A U.S. certificate of naturalization.
10. A U.S. certificate of citizenship.
11. A tribal certificate of Native American blood.
12. A tribal of Bureau of Indian Affairs affidavit of birth.

By my signature below, I hereby certify, under penalty of perjury, that the copy of the document I am providing is a true and accurate copy of the original document and that I am legally authorized to be present in the United States.

Full Signature of Licensee

Date

Title



Town of Youngtown
Business License Department
12030 North Clubhouse Square
Youngtown, AZ 85363
Phone: 623-933-8286 Fax: 623-933-5951

TOWN OF YOUNGTOWN ZONING CLEARANCE

Please complete the following sections:

Applicant: _____

Address: _____

Phone: _____ Is the property currently vacant? Yes No

Name of Business: _____

Property Address Location: _____

Proposed Use: _____

Are there any improvements planned to the existing property? Yes No If yes, please explain:

Full Signature of Licensee

Date

NOTE: If the business is to be operated from a residence, please complete, sign, and attach the Home Occupation Statement and Limitations form.

Note: Approval of this form shall not be construed as implied or expressed certification that the premises listed above conforms to the Zoning Ordinance or other adopted Town Code. Approval of this form is limited certification that the above-described use is a permitted use within the applicable zoning district. Additional zoning requirements are contained in Chapter 17 of the Youngtown Town Code. Further information or clarification can be obtained from the Community Development Department at 623-933-8286.

OFFICE USE ONLY – DO NOT WRITE BELOW LINE

Reference Number: _____ Zoning: _____

Use Approved: _____ Use Denied: _____

Conditions of Approval or Reasons for Denial NOTE: If more room is needed, please attach additional page(s):



Town of Youngtown
Business License Department
12030 North Clubhouse Square
Youngtown, AZ 85363
Phone: 623-933-8286 Fax: 623-933-5951

TOWN OF YOUNGTOWN HOME OCCUPATION STATEMENT

Answer the questions listed below to provide staff with the information necessary to evaluate the conformance of your proposed business to the Home Based requirements listed in the attached affidavit.

1. Business Name: _____
2. Business Address: _____
3. Phone Number: _____ Day, _____ Night
4. Fully describe the proposed home based business:

5. Identify the hours of operation:

Sun	Mon	Tue	Wed	Thu	Fri	Sat

6. List the general activities which will occur at the above listed address: _____
7. List any items related to the proposed business which will be stored at the listed address including equipment, vehicles, and material(s): _____
8. Identify any machinery to be operated from the premises in conjunction with the proposed business: _____
9. Will you receive any customers, clients, or commercial deliveries at the above listed address? If, yes, explain the number of deliveries and the number of clients/customers per hour: _____
10. Identify the number of employees (excluding household members) to be employed in your business: _____
 Will any employees report directly to the listed address? If yes explain: _____
11. Are there any existing or planned building alterations or building associated with the Home Based? _____ If yes, explain: _____

I hereby certify that the above information is true and correct.

Signature Required

Date

Please carefully read the following Home Based requirements before signing.



Town of Youngtown
Business License Department
12030 North Clubhouse Square
Youngtown, AZ 85363
Phone: 623-933-8286 Fax: 623-933-5951

TOWN OF YOUNGTOWN HOME OCCUPATION LIMITATIONS

A home occupation is an accessory use of the primary dwelling unit permitted either by-right or by conditional use permit. Home occupations are generally conducted and located such that the average neighbor, under normal circumstances, would not be aware of their existence. The standards set forth in this section of the Town of Youngtown's Zoning Ordinance are intended to ensure compatibility of the home occupation use with the residential character of the neighborhood. The proposed use shall be clearly accessory or incidental to the residential use of the main building to qualify as a home occupation use under this section.

Please initial at each statement indicating that you have read and understand each of the requirements.

- _____ 1. No changes shall be made which alter the residential appearance of the building. This shall include alterations or additions to the existing building(s) and construction of parking areas or garages in excess of what is common to the surrounding area (Title 17.54.030(B)).
- _____ 2. No signs shall be allowed advertising a Home Occupation (Title 17.54.030(I)).
- _____ 3. Home Occupations shall not have an exterior display, exterior storage of materials or equipment, or other exterior indication of the Home Occupation (Title 17.54.030(G)).
- _____ 4. The Home Occupation shall not be discernable from beyond the premises, particularly emissions of noise, light, dust, gas, vibration, odor, or smoke (Title 17.54.030(J)).
- _____ 5. The Home Occupation may not increase vehicular traffic flow and parking by more than one (1) additional vehicle at a time (Title 17.54.030(H)).
- _____ 6. The Home Occupation shall be conducted by a resident or residents of the dwelling unit only. No outside employees shall be employed at the site (Title 17.54.030(C)).
- _____ 7. No unusual load shall be placed on power, sewer, water, or other utilities as a result of the Home Occupation use (Title 17.54.030(F)).
- _____ 8. Loading and unloading of any truck, trailer, or tanker resulting from the Home Occupation shall be limited to the hours of 6:00 a.m. and 10:00 p.m. (Title 10.16.070(E)).
- _____ 9. No person shall park a commercially-registered motor vehicle having (1) a gross weight rating in excess of 10,000 pounds or (2) exceeding a one-ton chassis rating in any residential area, except to load or unload (Title 10.16.070(G)).
- _____ 10. No Home Occupation shall use an accessory building or garages for any business activity (Title 17.54.030(D)).
- _____ 11. All Home Occupations shall be subject to the standards contained herein and shall be approved by the Town prior to the initiation of any business activity.
- _____ 12. A valid sales tax and/or business license shall be obtained for the Home Occupation use.

I hereby certify that I have read and understood the above regulations concerning Home Occupations. I agree to comply with them. Further, it is my understanding that failure to comply with the above regulations or complaints received from local residents may cause my business license to be revoked.

Signature of Applicant

Date

Please carefully read the following Home Based requirements before signing.

Completion Checklist for Business License Application

	Yes	No	N/A
✓ Did you complete all the Business License Application?	<input type="radio"/>	<input type="radio"/>	
✓ Did you sign the Business License Application page?	<input type="radio"/>	<input type="radio"/>	
✓ Is a copy of the Arizona Transactional Privilege (Sales) Tax ("TPT") attached?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
✓ Did you attach supplemental documents (i.e. ROC License, Certificate of Good Standing, Federal EIN).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
✓ Do you have a Certificate of Occupancy from Community Development?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
✓ Do you have a Certificate of Occupancy from Sun City Fire and Medical?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
✓ Did you complete the NON-SOLE Proprietors Licensing Eligibility Verification Form?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
✓ Did you complete the INDIVIDUALS AND SOLE Proprietors Licensing Eligibility Requirements Form?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
✓ Did you complete the Youngtown Zoning Clearance Form?	<input type="radio"/>	<input type="radio"/>	
✓ Did you complete the Home Occupation Statement Form?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
✓ Do you have payment for the correct fee?	<input type="radio"/>	<input type="radio"/>	

Items to Submit:

- 1. Completion Checklist;**
- 2. Business License Application;**
- 3. Business License Questionnaire;**
- 4. Licensing Eligibility Verification Form for EITHER a) a Non-Sole Proprietor OR b) Individuals & Sole Proprietors;**
- 5. Arizona Transactional Privilege (Sales) Tax ("TPT") License, if your type of business is required to collect and remit sales tax;**
- 6. Supplemental documents (i.e. Arizona State Registrar of Contractor's License (ROC), Certificate of Good Standing, Federal EIN, etc.);**
- 7. Complete the Home Occupation Statement Form if your are opening a Home Occupation business;**
- 8. Complete the Youngtown Zoning Clearance Form; and**
- 9. Payment.**



Town of Youngtown
Business License Department
12030 North Clubhouse Square
Youngtown, AZ 85363
Phone: 623-933-8286 Fax: 623-933-5951

TOWN OF YOUNGTOWN BUSINESS LICENSE APPLICATION

For questions pertaining to this application, please call the Business License Department at (623) 933-8286

BUSINESS LICENSE FEES MUST ACCOMPANY APPLICATION

PLEASE READ CAREFULLY, INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

- Please type or print. Answer each question. If questions are not applicable, put "N/A" in the appropriate space.
- Attach a copy of your Arizona Transaction Privilege (Sales) Tax (TPT) License, if your type of business is required to collect and remit sales tax. If the Town of Youngtown is not included as a "Program City" on your current TPT License, you must contact the Arizona Department of Revenue at 602-542-4576. The business license will not be issued until the Applicant has updated their TPT License with the State.
- If you are a non-profit or religious organization you must submit a copy of your tax exempt designation from the Internal Revenue Service (IRS) or commonly known as the 501 (c)3.
- Contractors and Sub-Contractors must submit a copy of their Arizona State Registrar of Contractor's License.
- If you are a corporation or limited liability company, please provide a copy of your Certificate of Good Standing and a copy of your Federal Employer Identification Number (FEIN).
- If registered trade name, please submit a copy of your Certificate of Trade Name.
- If liquor is involved, you must apply with the Arizona Department of Liquor Licenses and Control. The fee for your business license will have an additional fee based upon the liquor license series.
- The owner will inform the Town Clerk of any changes in his/her business activities or uses (30) days prior to such change. If the business becomes inactive, you are responsible to notify the Town in writing that you are no longer conducting business in the Town.
- Attach a copy of the Maricopa County Health Card if you are selling edible foodstuffs.
- The business license must be on display in the licensee's place of business. A license must be issued before you can lawfully engage in business in Youngtown.
- Issuance of a Business License by the Town of Youngtown shall in no way be construed as permission to operate a business activity in violation of any other law or regulation to which such activity may be subject.
- All Store Front Business License Applications **must** have a Certificate of Occupancy from the Town of Youngtown Community Development Department.
- All new signs require a permit from the Community Development Department.

ATTENTION APPLICANT: Issuance of a business license by the Town of Youngtown does not permit full occupancy of the proposed location. The applicant is required to contact the Community Development Department for necessary permits/inspections.

Town of Youngtown Business License Fee Schedule:

All business licenses shall expire one year from the date of issuance (Town Code 5.04.060). **All business License applications are charged a one-time non-refundable \$25.00 application fee unless a different amount is set forth in the following schedule** (Town Code 5.04.080)(A):

Classification	License Fee
Hospital, Rest Home, Nursing Home	\$5.00 per patient room
Hotel	\$200.00
Home Occupation (As defined in Section 17.04.030)	\$60.00
Licensed Liquor Sales	\$200.00 application fee
Series 6	\$300.00
Series 7	\$200.00
Series 8	\$100.00
Series 9	\$200.00
Series 10	\$100.00
Series 11	\$200.00
Series 12	\$200.00
Series 14	\$100.00
Series 15	\$200.00
Series 16	\$200.00
Massage Establishment	Annual Fee \$100.00 Application Fee \$200.00
Massage Manager Permit	Annual Fee \$100.00 Application Fee \$200.00
All Notifications of change of location of a massage establishment shall be accompanied by a fee of \$200.00	
Medical Marijuana Cultivation, Infusion or Manufacturing Facility	Annual Fee \$100.00 Application Fee \$200.00
Medical Marijuana Dispensary	Annual Fee \$100.00 Application Fee \$200.00
Models, Escorts, Dancers	See fees for sexually oriented businesses
Motel	\$200.00
Off-Track Betting (Wagering)	\$500.00 per machine
Peddler (solicitor, hawker, canvasser or itinerant vendor, invited by private Town resident)	Annual Fee \$100.00 + Bond Application Fee \$200.00
Professional Services (Attorney, Chiropractor, Chiroprapist, Dentist, Doctor, Osteopath, Counselor, Consultant)	\$100.00
Property Management (Commercial)	\$60.00
Rental ownership of commercial property (one or more commercial rental properties in Youngtown) if owner is not using services of a property management company	\$60.00
Sexually Oriented Business	Annual Fee \$100.00 Application Fee \$200.00
Sexually Oriented Business Employee	Annual Fee \$100.00 Application Fee \$200.00
Storage Warehouse (Mini or Full Size)	\$100.00
Tattoo and/or Body Piercing Establishment	Annual Fee \$100.00 Application Fee \$200.00
Tattoo Artist or Practitioner and/or Body Piercing Practitioner	Annual Fee \$100.00 Application Fee \$200.00
Transient Business	\$60.00
Vending Machine	\$50.00 per machine
Yard Service	\$60.00

Late Fees (Town Code 5.04.090)

A late fee in the amount of twenty-five dollars (\$25.00) shall be charged in addition to the renewal license fees for any license that has lapsed more than thirty (30) days. A license lapsed for more than sixty (60) days shall require a new license application.

Please call the Town Clerk for a special application for a Massage Establishment, Sexually Oriented Establishments, Tattoo and/or Body Piercing Establishments, Amusement Devices, Scrap Metal Dealers, and Peddler/Solicitor applications

The Arizona Department of Revenue has made it possible for you to apply for a transaction Privilege Tax License online at www.aztaxes.gov. At the end of the process, you will be able to print a signature card which you will then attach to your Town of Youngtown Business License Application. You can print a copy of their application at www.revenue.state.az.us/tpt_forms.htm. For more information you may contact the Arizona Department of Revenue at 602-542-4576.

12030 North Clubhouse Square
(112th Avenue & Alabama Avenue)
Youngtown, AZ 85363

Town of Youngtown



Phone: 623/933-8286
Fax: 623/933-5951
www.youngtownaz.org

REVIEW TIMEFRAMES POLICY

PURPOSE

The purpose of this Review Timeframes Policy is to ensure the Town's development review application processing procedures comply with the Regulatory Bill of Rights as codified in Title 9, Chapter 7, Article 4, of the Arizona Revised Statutes (the "Law"). The Law requires Youngtown to publish processing timelines for permits and licenses it issues, with certain exemptions. When an application is submitted to the Town, the Law allows the Town to perform an administrative review to determine whether the application is complete. After the application is complete, the Town may perform up to two substantive reviews of the submission for compliance with Town regulations and requirements. After the second substantive review, the Town must approve or deny the application. If the Town denies an application, the Town is required to (1) provide the applicant with the reason for denial and (2) inform the applicant of the right to appeal (with procedures) and the right to resubmit the application.

EXEMPTIONS

Pursuant to A.R.S. § 9-835(N), any development review application or permit that is issued within seven days of application, expires within twenty-one days of issuance, or is necessary for the construction or development of a residential lot, including swimming pools, hardscape and property walls, subdivisions, or a master planned community, is exempt from the requirements of the Law.

EXPLANATION OF COMMON TERMS

Administrative Completeness Review – a preliminary completeness review of an application to ensure the application meets the Town's criteria for submission and that all necessary information has been submitted. See A.R.S. § 9-835(D). This review will be performed by Town staff prior to logging in any plans for substantive review. Staff shall use Checklists for administrative compliance to verify completeness. At the conclusion of the administrative review and within the administrative completeness review timeframe, staff shall issue a notice of administrative completeness or deficiencies to the applicant. Overall timeframes are suspended pending receipt of requested corrections or any missing information.

Licenses – "License" includes the whole or part of any municipal permit, certificate, approval, registration, charter, or similar form of permission required by law. License does not include a transaction privilege tax license. Applications for the following shall be considered to be applications for licenses to which this Policy applies:

- Commercial construction permits.
- Commercial site plan approvals.
- Other processes or documents which result in an approval for development of commercial properties including, but not limited to, lot splits, non-residential plats, dustproofing, and all other applications that result in a "license" as defined in A.R.S. § 9-831(3) that are not exempt pursuant to A.R.S. §§ 9-835(N) or 9-840.
- Business Licenses.

EXTENSIONS

Any extension to the substantive review timeframe and the overall timeframe shall be by mutual written or electronic agreement of the Town and applicant.

CUSTOMER SERVICE

The Town has consistently supported the expeditious review of all applications and will continue to do so under the timeframes set forth in this policy. Often, staff will evaluate applications for administrative completeness upon submission or within 24 hours. However, same-day turnover is not always possible. This policy anticipates the need for flexibility and sets forth longer review timeframes to ensure the applicant and Town have time to resolve issues in the review process and protect public health and safety.

REVIEW TIMEFRAMES:

APPLICATION TYPE	1st/2nd Administrative Review (Days)*	1st/2nd Substantive Review (Days)*	Overall Timeframe For Review (Days)*
New Commercial Projects and Separate Commercial Site Improvement	5/2	20/10	37
Tenant Improvements	5/2	Up to 15/10**	32
Fire Plan Submittals	5/2	15/10	32
Plan Changes (minor < 20 sheets)	5/2	5/2	14
Commercial Carports	5/2	5/2	14
Truss Calcs	5/2	10/5	22
Temporary Power Plan Changes	5/2	10/5	22
Canopy Structures	5/2	10/5	22
Other Misc. Submittals	5/2	10/5	22
Business License	5/2	15/8	30

PUBLIC HEARINGS & TOWN COUNCIL APPROVAL PROCESS¹	1st/2nd Administrative Completeness	1st/2nd Substantive Review (Days)*	Overall Timeframe For Review (Days)*
Conditional Use permit (non-residential)	8/8	12/8	36
Preliminary Plat (non-residential)	8/8	12/8	36
Final Plat (non-residential)	8/8	12/8	36
Minor Land Division (non-residential)	8/8	12/8	36

BOARD OF ADJUSTMENT APPROVAL PROCESS²	1st/2nd Administrative Review (Days)*	1st/2nd Substantive Review (Days)*	Overall Timeframe For Review (Days)*
Variance Appeal (non-residential)	6/4	12/8	30

*These days are working days, which mean a twenty-four hour period, excluding weekends and legal holidays. Working days will be counted starting with the first full day after submittal.

**In keeping with the Town of Youngtown’s commitment to excellence, adjustment to the estimated number of review days is possible. Any adjustment will be based on the complexity of the project and workload and staffing levels.

GUIDELINES FOR SUBSTANTIVE REVIEW:

Requests for Corrections. During the substantive review timeframe, the Town may make one comprehensive written or electronic request for corrections. If the Town identifies legal requirements that were not included in the comprehensive request for corrections, the Town may amend the comprehensive request for corrections once to include the legal requirements and the legal authority for the requirements. If the permit sought requires approval of more than one department of the Town, each department may issue a comprehensive written or electronic request for corrections. If the applicant fails to resolve an issue identified in a request for corrections, the Town may make supplemental written or electronic requests for corrections that are limited to issues previously identified in a comprehensive request for corrections.

Suspension of Review Time. If the Town issues a comprehensive written or electronic request or a supplemental request for corrections, the substantive review timeframe and the overall timeframe shall be suspended from the date the request is issued until the date that the Town receives the corrections from the applicant.

Plan Changes. If an applicant requests significant changes, alterations, additions, or amendments to an application that are consistent with the purposes of the original application and that are not in response to the request for corrections, the Town may make one additional comprehensive written or electronic request for corrections and may have no more than an additional fifty percent of the substantive review timeframe as established by the Town for that license to grant or deny the license. Nothing shall prevent communication between the Town and an applicant regarding a comprehensive written or electronic request for corrections or a supplemental request for corrections.

Presumption of Withdrawn Application. The Town may consider an application withdrawn if, by thirty days or more after the date of notice, as established by the Town, the applicant does not supply the documentation or information requested or an explanation of why the information cannot be provided within the established time period.

¹ These are expected times for approval. However, by statute, some applications require public notice and hearing procedures which may require additional time to complete. The Overall Timeframe is suspended for public hearings under A.R.S. § 9-835(C)(8)(c).

² These are expected times for approval. However, by statute, variances require public notice and hearing procedures which may require additional time to complete. The Overall Timeframe is suspended for public hearings under A.R.S. § 9-835(C)(8)(c).