



DEVELOPMENT SERVICES DEPARTMENT PLANNING & ZONING DIVISION Application Packet

Saguaro Cactus Permit

To submit a complete application packet to The Town of Fountain Hills, the following items must be provided:

- 1. A fully executed application indicating the type of approval being requested.**
- 2. Permit fee, (if applicable).**
- 3. All additional required items as indicated on the “application submittal requirements” (attached).**



Do not write in this space –official use only
 Filing Date _____
 Accepted By _____
 Fee Accepted _____
 Case Manager _____

The Town of Fountain Hills

PLANNING & ZONING DIVISION – SAGUARO CACTUS PERMIT APPLICATION

APPROVAL CATEGORY (A, B, C) Check all that apply

- A.** ____ Saguaro Cactus Removal/Relocation/Destruction (\$90.00 fee)
- B.** ____ New Saguaro Cactus (no fee) **C.** ____ No Saguaro on Property/No Saguaro Disturbed (No fee)

NATURE OF THE PROJECT:

LEGAL DESCRIPTION: Plat Name _____ Block _____ Lot _____

PROPERTY ADDRESS: _____

PARCEL SIZE (Acres) _____ **ASSESSOR PARCEL NUMBER** _____

Applicant

____ Mrs. _____ Day Phone _____
 ____ Mr. _____
 ____ Ms. Address: _____ City: _____ State: _____ Zip: _____

Owner

____ Mrs. _____ Day Phone _____
 ____ Mr. _____
 ____ Ms. Address: _____ City: _____ State: _____ Zip: _____

Contact Person _____ **Phone:** _____ **E-Mail:** _____

If application is being submitted by someone other than the owner of the property under consideration, the section below must be completed.

SIGNATURE OF OWNER _____ **DATE** _____

I HEREBY AUTHORIZE _____ TO FILE THIS APPLICATION.

Please Print

Subscribed and sworn before me this _____ day of _____, 20_____.

 My Commission Expires _____.

Notary Public

Munis # _____

CASE FILE NUMBERS
P & Z _____
Bldg _____



Town of Fountain Hills – Required Certification

I hereby certify that there are no saguaros greater than 3 feet tall on the subject property or the existing protected saguaro cacti on the property will not be removed, relocated, mutilated or destroyed.

Applicant Signature _____ Date _____

CASE FILE NUMBERS	
P & Z	_____
Bldg	_____



SAGUARO CACTUS PERMIT

APPLICATION SUBMITTAL REQUIREMENTS (Type “A” permit only)

Information requirements:

The following identifies the required information to be submitted to obtain a Saguaro Cactus Permit. A Saguaro Cactus Permit is required in order to remove, relocate or destroy any saguaro cacti over three feet in height in the Town of Fountain Hills.

- ❑ 3 copies of a site plan, at a minimum scale of 1”=100’ that identifies the location of each saguaro cactus over 3 feet in height on the site along with a tag number assigned by the applicant.
 - Include the distance to an adjacent feature (property line, building, another saguaro cactus) to provide reference.
 - If the site is a construction site, identify any cacti outside of, but within 50 feet of, the construction boundaries.
 - For any saguaro cacti to be relocated onsite, identify planned location.
 - An aerial photo of the site is encouraged, but not required.
- ❑ Other information to be included on the site plan is:
 - Size and location of all buildings and driveways, existing and proposed.
 - Identify and dimension any easements, including Hillside Protection Easements.
 - Identify the location of any temporary nursery
 - Provide an inset vicinity map
- ❑ 3 copies of a saguaro cactus inventory for the site. A format such as a spreadsheet is recommended. However, the inventory could also be provided on the site plan. Each saguaro entry would have the tag number and color identified on the site plan, which corresponds to the tag on the saguaro itself. Required information for each entry is:
 - Tag number and color
 - Size of cactus in caliper inches three feet above the base
 - Height
 - General condition
 - Plant planned movement status (remove, relocate on site, remain in place, destroy)
 - If the saguaro cactus is to be destroyed, give reasons for planned destruction
- ❑ Letter of authorization from the property owner identifying the salvage contractor who has been retained to move/relocate the cacti. A list of salvage contractors is available upon request from the Planning and Zoning Department.

CASE FILE NUMBERS

P & Z _____

Bldg _____



TOWN OF FOUNTAIN HILLS

Development Services Department Planning & Zoning Division

Procedure for obtaining a PERMIT for the

REMOVAL, RE-LOCATION, or DESTRUCTION Of Saguaro Cacti

1. Contact the Fountain Hills Planning & Zoning Division to obtain an application form or the Town's web site at www.fh.az.gov.
2. The applicant must complete the application form and all required information must be included. If the application form is not complete, a permit will not be issued.
3. The completed application may be presented in person or by mail along with the appropriate fee to the Planning & Zoning Division for verification of the information. However, you will need to be present to obtain the permit and tagging materials (plastic tape). Town personnel may conduct a survey of the site. The application fee includes the cost for the inspection. It may be required that the landowner determines the boundaries and clearly marks the corners of the property.
4. Any applicant's request for the **REMOVAL** or **DESTRUCTION** of a Saguaro Cactus will require the submittal of a written assessment of the condition of the cactus from a salvage company or qualified professional of their choice. An up to date list of salvage contractors is available at the Development Services Department upon request.
5. Upon verification of all information given and the method of cactus movement, the permit will be issued, along with the tagging ribbons.
6. Prior to removal, the **TOWN ORDINANCE** requires that a tag (plastic ribbon) be firmly affixed to each protected Saguaro, per the attached tagging instructions, before it is removed from its original growing site. The tag/ribbons will be made available by the town to applicants upon permit issuance at Town Hall.
7. Prior to removal, the **STATE LAW** requires that a native plant tag and seal be firmly affixed to each protected native plant before it is removed from its original growing site. The tags are to remain on the plants until they are permanently placed in a new growing site. It is the responsibility of the landowner to ensure that all state permits are in order. A copy of the Arizona Department of Agriculture Native Plant Removal application form is attached to the back of this application.

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