



City of Coolidge, Finance Department
130 W. Central Ave.
Coolidge, Arizona 85128
Phone: 520-723-5361
Fax: 520-723-7910
TDD: 520-723-4653
www.coolidgeaz.com

BUSINESS LICENSE INFORMATION SHEET

The City of Coolidge requires a minimum of (2) two licenses to operate a business within our municipality: State Transaction Privilege Tax (TPT) License and a City of Coolidge Business License. In addition, various special licenses are required for certain types of business as governed by the State of Arizona which must be submitted along with the application.

Joint State and City Transaction Privilege Tax (Arizona Sales Tax)

This license is issued by the Arizona Department of Revenue, Tax and Licensing Department. They have offices located in Phoenix, East Phoenix, and Tucson. Please visit their website at <http://www.revenue.state.az.us> or call them at 1-800-634-6494 or (602) 542-4576 for more information.

City of Coolidge Business License

The City of Coolidge issues this license. Per Article 9-2 Section 9-2-1 of the Code of the City of Coolidge, Arizona, which requires any person who carries on any trade, calling, profession, occupation, or business without having procured a license from the city and complying with any and all regulations of such business specified in this article before they start any such business. Business license fees vary and are valid for one calendar year and are renewable the first day of October.

Required Business License Application Information:

1. Signed and completed Business License application
2. Legal Arizona Worker's Act Form AND a copy of one of the listed identifications
3. Copy of your Employer Identification Number Certificate or W-9
4. Copy of your State Sales tax License (TPT) or Exemption Certificate
5. Copy of your Registrar of Contractors License (if required)
6. Copy of a Health Department Certificate (if required)
7. Copy of State Certification (If you are in the Medical/Legal Profession)

Do you qualify for an Exemption Certificate

Per Article 9-2 Section 9-2-7, Business Regulations of The Code of Coolidge Arizona, the following classifications are exempt from having business licenses and must apply for an Exemption Certificate in order to conduct business in the municipality:

- All persons exempted by the laws or statutes of the United States or Arizona.
- Any charitable, educational, religious, fraternal, or veterans organizations.
- Any person selling ranch or farm produce raised or produced by that person.
- Vending machines that are located in and owned by a licensee of a regularly established business which is paying license tax hereunder
- Any person owning or operating less than 3 rentals in the state of Arizona.
- Activities sponsored by the Coolidge Unified School District.
- Music instructors who instruct 4 or less students.
- Persons practicing any licensed profession as a regular employee.
- Persons under the age of eighteen (18) employed while attending school.
- Wholesalers who sell their products to retailers licensed pursuant to this article.

Required Information for Exemption Certificate:

1. Signed and completed Exemption Application
2. Legal Arizona Worker's Act Form AND a copy of one of the listed identifications

3. Copy of a Health Department Certificate (if required)
4. Copy of State Certification (If you are in the Medical/Legal Profession)
5. Any other documentation verifying exemption status

Zoning Compliances/Certificate of Occupancy

You **MUST** have the Coolidge Growth Management Department verify zoning clearance **PRIOR** to having the City process your Business License or Exemption Application.

Please contact Growth Management at 520-723-6075 for more information or by visiting them at 131 W Pinkley, Coolidge, Arizona.

Please remit your application and required information to:

Mailing:

City of Coolidge
130 W Central Ave
Coolidge, AZ 85128

Physical

Coolidge City Hall
130 W Central Ave
Coolidge, AZ 85128

You can also remit the application by fax to 520-723-7910 or by email at beths@coolidgeaz.com

Please contact the Finance Office at 520-723-5361 or TDD 520-723-4653 if you need additional information.

This information is also available on our website at www.coolidgeaz.com

APPLICATIONS CAN NOT BE PROCESSED UNTIL THE REQUIRED INFORMATION IS RECEIVED, NOR CAN THE BUSINESS START IN OUR MUNICIPALITY UNTIL SUCH TIME THAT THE LICENSE IS ISSUED TO YOUR BUSINESS.

Business License Exemptions:

No business license shall be required for the following:

ARTICLE 9-2 SECTION 9-2-7.

- A. All persons exempted by the laws or statutes of the United States or Arizona. Persons claiming an exemption from local licensing provisions shall be required to demonstrate such exemption to the satisfaction of the City.
- B. Any charitable, educational, religious, fraternal, veterans organization, or association organized for charitable purposes or any other organization or association organized for non-profit purposes which shall conduct or stage and concert, exhibition, lecture, or entertainment within the city where no admission is charged or where the receipts from admission charges are used exclusively for music or art or for charitable, educational, religious, fraternal, or benevolent purposes and no part of which is used for the purpose of private gain of any individual.
- C. Any person selling, hawking, or peddling ranch or farm produce which has been raised or produced by that person.
- D. Vending machines and postage stamp machines where such machines are located in and owned by the licensee or proprietor of a regularly established business which is paying license tax hereunder.
- E. Persons, owning or operating less than three (3) apartments, houses, trailer spaces, or other lodging spaces rented, leased or licensed or available for rent, lease or license within the state of Arizona.
- F. Activities sponsored by the Coolidge Unified School District.
- G. Music instructors who instruct four or less students at one time.
- H. Persons practicing any licensed profession as a regular employee of another person or firm, licensed under this article.
- I. Persons under the age of eighteen (18) years engaged in part time or seasonal employment while still attending school.

J. Wholesalers having no permanent place of business in the city who sell their products to retailers licensed pursuant to this article and not to ultimate consumers of the product.



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BUSINESS LICENSE EXEMPTION APPLICATION

Applicant Name:	
Business Name:	
Physical Address City, State, Zip	
Mailing Address City, State, Zip:	
Phone Number:	
Description of Business:	
Total Employees:	
Basis for Exemption:	
Days and hours of operation:	
Tax Identification Number or Tax Exempt Number:	
Applicant: Signature:	Date:
INTEROFFICE USE ONLY	
Conforms to Exemption under Title XI Business Regulations	
Section _____ Subsection: _____	
Growth Management Approval	Finance Approval:
Signature: _____	Signature: _____
Date: _____	Date: _____

MEMORANDUM

TO: Property Owners
FROM: Coolidge City Council
RE: 3% Transaction Privilege Tax

This letter is to remind you that a 3% Transaction Privilege Tax must be paid to the City of Coolidge if you own any of the following::

1. one or more commercial rentals
2. three (3) or more residential rental units in the State of Arizona.
3. a combination of one commercial rental unit plus at least one residential rental unit.
4. a *property manager* is subject to the tax imposed upon rental, leasing, or licensing of real property, even if such rental, leasing, or licensing would be deemed “casual” if his principal managed such real property himself.

You must also have a city business license. City utility billing records indicate that you own commercial or rental properties and may be subject to the tax and business license requirements.

You may pick up a business license application, and obtain an application for a tax I.D. number through the Arizona Department of Revenue, at City Hall, 130 W. Central Ave, Coolidge, Arizona 85128; on the city’s website at Coolidgeaz.com – (tab) City Hall – (tab) Finance; or call (520)723-5361 or T.D.D. (520)723-4653, and ask for Beth.

We urge you to make sure you are in compliance, as the Department of Revenue conducts tax audits within the City of Coolidge and identifies individuals who are subject to this tax.

LICENSING ELIGIBILITY

Before issuing a license to an individual, the individual must present one of the following documents to the municipality indicating that the individual's presence in the United States is authorized under federal law:

Check the box next to the document indicating lawful presence.

	An Arizona driver license issued after 1996 or an Arizona non-operating identification license.
	A driver license issued by a state that verifies lawful presence in the United States. (See Overview of State's Driver's License Requirements)
	A birth certificate or delayed birth certificate issued in any state, territory or possession of the United States.
	A United States certificate of birth abroad.
	A United States passport.
	A foreign passport with a United States visa.
	An I-94 form with a photograph.
	A United States citizenship and immigration services employment authorization document or refugee travel document.
	A United States certificate of naturalization.
	A United States certificate of citizenship.
	A tribal certificate of Indian blood.
	A tribal or bureau of Indian affairs affidavit of birth.

This provision does not apply to an individual, if all of the following apply:

1. The individual is a citizen of a foreign country or, if at the time of application, the individual resides in a foreign country.
2. The benefits that are related to the license do not require the individual to be present in the United States in order to receive those benefits.

Signature of Applicant

Date

Signature of Municipal Employee

Date

Overview of States' Driver's License Requirements

April 27, 2009

States that require a Social Security number (SSN) for a driver's license with no exceptions (1).	SD.
States that require an SSN for a driver's license, but have exceptions to that rule (50).	AL, AK, AZ, AR, CA, CO, CT, DE, DC, FL, GA, HI, ID, IL, IA, IN, KS, KY, LA, MD, ME, MA, MN, MI, MS, MO, MT, NE, NV, NH, NJ, NM, NY, NC, ND, OH, OK, OR, PA, RI, SC, TN, TX, UT, VA, VT, WA, WV, WI, and WY.
States that have lawful presence requirements in the law (28).	AL, AZ, AR, CA, CO, FL, GA, ID, IN, KS, KY, LA, ME, MD, ¹ MI, MN, MS, MO, MT, NJ, OK, PA, SC, SD, TN, VA, VT, WI, and WY.
States that have lawful presence requirements that are created by agency policy or the combination of documents required of driver's license applicants (18).	AK, CT, DE, DC, IL, IA, MA, ² NE, NH, NV, NY, NC, ND, OH, OR, RI, TX, and WV.
States that don't have lawful presence requirements (4).	HI, NM, UT, ³ and WA.
States that accept the ITIN as an alternative to the SSN (5).	IL (in the case of religious objections) KY, NM, UT, ⁴ and WV.
States that accept the <i>matrícula consular</i> or other foreign ID card as a form of ID (7).	IN, MI (accepted on case-by-case basis), NE, NM, TX, UT, and WA.
States that require that the driver's license expire with an immigrant's visa or authorized stay in the U.S. (37).	AL, AR, AZ, CA, CO, DC, DE, GA, FL, IA, ID, IN, KY, LA, ME, MD, MI, MN, MO, MT, NJ, NV, NC, ND, OH, OK, PA, SC, SD, TN, TX, UT, VT, VA, WV, WI, and WY.

¹ Individuals holding licenses as of Apr. 19, 2009 will not have to prove lawful presence upon renewal; however licenses issued to such individuals will expire on July 1, 2015.

² Applicants with a license issued by Canada or Mexico can apply without demonstrating lawful presence.

³ Driver's license applicants are required to prove lawful presence. Applicants unable to prove lawful presence receive a "driving privilege card."

⁴ An ITIN may only be presented by those applying for a driving privilege card.





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BUSINESS LICENSE APPLICATION

Application Type: New Business – Permanent
 Transient Business: 1 Day 1 Week 1 Month (Attach Addendum A & D)
 Change to Existing Business License
 Closing Business: Effective Date: _____ (Please complete Section VI.)

SECTION I: BUSINESS INFORMATION (please print legibly)

Legal Business Name:	
Doing Business As (DBA):	
Physical Location:	
Will you be opening a physical location within our municipality? <input type="checkbox"/> No <input type="checkbox"/> Yes	If yes and different from above, list physical address.
Mailing Address:	
City, State, Zip:	
Phone Number:	
Fax Number:	
Website and/or email:	
Business start date in Coolidge:	
Name and position of point of contact for business:	Phone No.

FOR BUSINESS LOCATED WITHIN THE CITY, COMPLETE BELOW:

Do you own your business location? Yes No
If yes, is this your residence? Yes No
If no, provide Landlord/Property Manager Name, Mailing Address, and Phone Number:

Do you rent a portion of the business premises to another entity? Yes No

Do you sell, store, or handle any hazardous material? Yes No
If so, please attach Addendum C – Itemized Hazardous Materials and MSDS sheets for each.

SECTION II: TYPE OF OWNERSHIP

Individual/ Sole Proprietorship: Social Security Number: - -

Partnership LLC/LLP Corporation Association Trust Joint Venture
 Sub-Chapter S Corporation Other _____

Federal Employer Identification Number: _____ (Attach copy of Certificate or W-9)
State Transaction Privilege Tax (TPT) Number: _____ (Attach copy of TPT License)

SECTION III: OWNERS, PARTNERS, LLC MEMBERS OR OFFICERS

Please complete Section III in its entirety.

You may also supply your Articles of Incorporation in lieu of completing Section III.

Name:		Title:	
Home Address:		Date of Birth:	
City, State, Zip:		Soc. Sec. #	
Phone Number:		DL # & State:	

SECTION IV: LOCATION OF TAX RECORDS (if different from business location)

Name	Address	City, State, Zip	Phone Number

SECTION V: BUSINESS TYPE

<input type="checkbox"/> CONSTRUCTION <input type="checkbox"/> Residential <input type="checkbox"/> Commercial ROC # _____ Attach ROC Certificate	<input type="checkbox"/> RENTALS <input type="checkbox"/> Residential <input type="checkbox"/> Commercial No. of Units _____	<input type="checkbox"/> HOTEL/MOTEL No. of Rooms _____	<input type="checkbox"/> BEAUTY SALON <input type="checkbox"/> BARBER SHOP <input type="checkbox"/> NAIL SALON Complete Addendum B
<input type="checkbox"/> RETAIL SALES Sale of Liquor? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, which types? <input type="checkbox"/> Beer <input type="checkbox"/> Wine <input type="checkbox"/> Liquor License No. _____	<input type="checkbox"/> RESTAURANT Sale of Liquor? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, which types? <input type="checkbox"/> Beer <input type="checkbox"/> Wine <input type="checkbox"/> Liquor License No. _____	<input type="checkbox"/> BAR TAVERN Sale of Liquor? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, which types? <input type="checkbox"/> Beer <input type="checkbox"/> Wine <input type="checkbox"/> Liquor License No. _____	
<input type="checkbox"/> SERVICE ONLY	<input type="checkbox"/> USE TAX	<input type="checkbox"/> TRANSPORTATION	
<input type="checkbox"/> UTILITY	<input type="checkbox"/> OTHER Specify: _____		

DETAILED DESCRIPTION & NATURE OF THE BUSINESS (type of service, what you sell/stock, etc):

SECTION VI: CHANGE OF EXISTING BUSINESS LICENSE

Type of Change: Name Change Change of address New owner of existing business

Existing Business License Number: _____

New Business Name: _____

New Owner Name: _____

New Physical Location: _____

New Mailing Address: _____

New City, State, Zip: _____

New Phone Number: _____

I certify that the statements made in this application are true and complete to the best of my knowledge. I accept the license authorized and issued in response to this application with the condition that I report timely and pay any and all taxes due by me to the City. I understand that I may not lawfully engage in business in the City of Coolidge until the license is approved. Incomplete forms will not be processed.

Print Name:	Signature:	Title:	Date:
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FOR OFFICE USE ONLY

Growth Management Approval:	Finance Approval:	License No.	Date Issued:
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Additional Owners, Partners, LLC Members, or Officers

Name:		Title:	
Home Address:		Date of Birth:	
City, State, Zip:		Soc. Sec. #	
Phone Number:		DL # & State:	
Name:		Title:	
Home Address:		Date of Birth:	
City, State, Zip:		Soc. Sec. #	
Phone Number:		DL # & State:	
Name:		Title:	
Home Address:		Date of Birth:	
City, State, Zip:		Soc. Sec. #	
Phone Number:		DL # & State:	
Name:		Title:	
Home Address:		Date of Birth:	
City, State, Zip:		Soc. Sec. #	
Phone Number:		DL # & State:	
Name:		Title:	
Home Address:		Date of Birth:	
City, State, Zip:		Soc. Sec. #	
Phone Number:		DL # & State:	
Name:		Title:	
Home Address:		Date of Birth:	
City, State, Zip:		Soc. Sec. #	
Phone Number:		DL # & State:	



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ADDENDUM A - TRANSIENT BUSINESS LICENSE

Applicant Name:
Business Name:
Local Address from which proposed sales will be made:
Detailed description and nature of the business (type of service, what you sell/stock etc.):
Employer Name, Address, City, State, Zip, and Phone Number (P O Boxes will not be accepted) <i>Supply credentials from establishment.</i>
Date(s) which you are requesting a transient license:
Location of goods/supplies?
How will good/supplies be delivered?
Total number of employees who will be working in our municipality?
List the three (3) most recent cities or towns where you have carried on business immediately preceding the date of this application and the address from which the business was conducted in those municipalities.
1. _____
2. _____
3. _____

List each person who will be working in our municipality, attach supplement page if necessary:

Employee Name	Permanent Address	City, State Zip	Phone Number	Drivers License No. and State

A Legal Arizona Workers Act Form **MUST** be completed for the applicant and each person working within the municipality. If any person(s) is submitting identification other than a valid driver's license, other photo identification **MUST** be submitted as well, and is to include a clear photo of person, no smaller than two inches by two inches, showing head and shoulders.

Have you/employees ever been convicted of any crime, misdemeanor or violation of any municipal ordinance other than traffic violations? No Yes, please list the nature of the offense as well as the punishment or penalty assessed.

Employee	Violation	Punishment/Penalty

List all vehicles to be used to conduct business.

Year	Make	Model	Color	License No.

I certify that the statements made on this application are true and complete to the best of my knowledge. I accept the license authorized and issued in response to this addendum with the condition that I report timely and pay any and all taxes due by me to the City of Coolidge. Incomplete forms will not be processed.

Signature: _____ Date: _____

Title: _____

TO BE COMPLETED BY POLICE DEPARTMENT

Endorsed – No Fingerprint Checks Necessary

Endorsed – Fingerprint Checks Necessary on the following individuals:

Rejected: Reason(s) _____

Signature: _____ Date: _____
Police Chief or Designee

TO BE COMPLETED BY CITY FINANCE DEPARTMENT

Date forwarded to Police Department: _____

Date Received from Police Department: _____

Issued License No. _____ Date Issued: _____

Denied Reason(s): _____

Completed by:

Date: _____
Finance Director or Designee



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ADDENDUM B - LICENSED EMPLOYEE LIST

Business Name	
Physical Address	
Mailing Address	
City, State, Zip	
Phone Number	

Cosmetology License No.	Employee Name	Mailing Address	City, State, Zip	Phone Number

Business Owner Signature: _____

Date: _____



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ADDENDUM C – ITEMIZED HAZARDOUS MATERIALS

Business Name	
Physical Address	
City, State, Zip	
Emergency Contact	
Emergency Phone #	

QUANTITY	UNIT	ITEM

I certify that the above listing of hazardous material(s) is true and complete to the best of my knowledge. I have attached an MSDS sheet for each of the hazardous material(s) listed above.

Print Business Owner Name:	Business Owner Signature:	Date:



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ADDENDUM D - PERMISSION FOR USE OF PROPERTY TO CONDUCT BUSINESS

Applicant Name:	
Business Name:	
Mailing Address:	
City, State, Zip:	
Phone Number:	
Property location where business will be conducted:	
Tax Parcel Number:	
Days and hours of Operation:	
Property Owner:	
Mailing Address:	
City, State, Zip:	
Phone Number:	
I, _____, the owner of the property as described above, do hereby give permission for the business indicated in this document, to operate on the day(s) and time(s) indicated; to conduct business as provided in the business license application.	
Property Owner Signature: _____	
Date: _____	

A copy of this document is on file at the City of Coolidge Finance Department's Office, located at 130 W. Central Ave., Coolidge, Arizona, 85128. Ownership may be verified through Pinal County Records.

BUSINESS LICENSE FEES

To secure a license required by this article, every person engaged in any trade, calling, profession, occupation, or business within the city shall pay an annual fee as follows:

Description	Fee
General Fixed Business (that maintains a physical location in the City limits) – Other than specified below	\$50
General Fixed Business (that maintains a physical location outside the City limits)	\$100
Distiller, Brewer, Winery's License	\$125
On-Sale Retailers for all liquor	\$250
On-Sale Retailers - Beer & Wine	\$175
On-Sale Retailers- Beer Only	\$150
Off-Sale Retailer- All Spirituous Liquor	\$150
Off-Sale Retailer- Beer & Wine	\$125
Off-Sale Retailer- Beer Only	\$100
Grocers License- All Spirituous Liquor	\$200
Grocers License - Beer & Wine	\$175
Club License - All Spirituous Liquor	\$250
Hotel-Motel Retailer- All Spirituous Liquor	\$250
Restaurant Retailer- All Spirituous Liquor	\$250
Restaurant Retailer- Beer & Wine	\$200
Restaurant Retailer- Beer Only	\$175
Bank: Capital, Surplus and Financial Institutions when undivided profits are:	
Less than \$300,000	\$100
\$300,000 and over	\$150
Barber Shops and owner	\$50
Barber-Individual	\$25
Beauty Shops and owner	\$50
Beauty Operators/Individual	\$25
Hotels, Motels, Hospitals, Rest Homes, Sanitariums and Apartment Complexes:	
01-10 Rooms/Units	\$50
11-50 Rooms/Units	\$75
Over 50 Rooms/Units	\$100
3 or more Residential Rental units (single-family housing)	\$50
Commercial Rentals	\$50

MEDICAL MARIJUANA	
Annual Medical Marijuana Business License application and Investigation Fee	\$500
Annual Medical Marijuana employee License Fee (per employee)	\$250
Annual Medical Marijuana Business License fee	\$250

SEXUALLY ORIENTED BUSINESS	
Business License (\$500 non-refundable application fee)	\$500
Employee License	\$100

PEDDLE, SOLICITOR, TRANSIENT MERCHANT AND VENDOR/SPECIAL EVENTS/ROADSIDE SALES/EDIBLE FOODSTUFFS VENDOR	
Per day	\$25
Per month in excess of one month	\$300
Carnival License	\$75
Late fees per month	\$5
October 1 thru June 30 Full Fee. Pro-rate at July 1 to September 30 – 1/2 license fee.	

ORDINANCE NUMBER 14-10

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF THE CITY OF COOLIDGE, ARIZONA, AMENDING SECTION 9-2-3 OF CHAPTER 9 OF THE CODE OF THE CITY OF COOLIDGE, ARIZONA TO ADD LICENSE FEES FOR MEDICAL MARIJUANA BUSINESSES AND TO ADD AN EMPLOYEE LICENSE FEE TO SEXUALLY ORIENTED BUSINESSES.

WHEREAS, Chapter 9-2 of the Code of the City of Coolidge, Arizona (“City Code”) governs business license taxes for the City; and

WHEREAS, the City desires to keep its business license fees current and comparable with surrounding cities and towns; and

WHEREAS, the City proposed adopting license fees for medical marijuana businesses and to add an employee license fee for sexually oriented businesses. The City posted the proposed fees on the City’s website for sixty (60) days and no comments to the proposed fees were received by the City; and

WHEREAS, after consultation with its staff, the Mayor and City Council for the City of Coolidge believe that it would be in the best interest of the City of Coolidge to amend Section 9-2-3 the City Code to add license fees for medical marijuana businesses and to add an employee license fee to sexually oriented businesses.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF COOLIDGE, ARIZONA, AS FOLLOWS:

SECTION 1. Section 9-2-3 of the City Code is deleted in its entirety and replaced with the following Section 9-2-3:

Section 9-2-3 License Fee and Payment

To secure a license required by this article, every person engaged in any trade, calling, profession, occupation, or business within the city shall pay an annual fee as follows:

Description	Fee
General Fixed Business (that maintains a physical location in the City limits) – Other than specified below	\$50
General Fixed Business (that maintains a physical location outside the City limits)	\$100
Distiller, Brewer, Winery’s License	\$125
On-Sale Retailers for all liquor	\$250
On-Sale Retailers - Beer & Wine	\$175
On-Sale Retailers- Beer Only	\$150

Off-Sale Retailer- All Spirituous Liquor	\$150
Off-Sale Retailer- Beer & Wine	\$125
Off-Sale Retailer- Beer Only	\$100
Grocers License- All Spirituous Liquor	\$200
Grocers License - Beer & Wine	\$175
Club License - All Spirituous Liquor	\$250
Hotel-Motel Retailer- All Spirituous Liquor	\$250
Restaurant Retailer- All Spirituous Liquor	\$250
Restaurant Retailer- Beer & Wine	\$200
Restaurant Retailer- Beer Only	\$175
Bank: Capital, Surplus and Financial Institutions when undivided profits are:	
Less than \$300,000	\$100
\$300,000 and over	\$150
Barber Shops and owner	\$50
Barber-Individual	\$25
Beauty Shops and owner	\$50
Beauty Operators/Individual	\$25
Hotels, Motels, Hospitals, Rest Homes, Sanitariums and Apartment Complexes:	
01-10 Rooms/Units	\$50
11-50 Rooms/Units	\$75
Over 50 Rooms/Units	\$100
3 or more Residential Rental units (single-family housing)	\$50
Commercial Rentals	\$50

MEDICAL MARIJUANA	
Annual Medical Marijuana Business License application and Investigation Fee	\$500
Annual Medical Marijuana employee License Fee (per employee)	\$250
Annual Medical Marijuana Business License fee	\$250

SEXUALLY ORIENTED BUSINESS	
Business License (\$500 non-refundable application fee)	\$500
Employee License	\$100

PEDDLE, SOLICITOR, TRANSIENT MERCHANT AND VENDOR/SPECIAL EVENTS/ROADSIDE	
Per day	\$25

Per month in excess of one month	\$300
Carnival License	\$75
Late fees per month	\$5
October 1 thru June 30 Full Fee. Pro-rate at July 1 to September 30 – 1/2 license	

A year within the meaning of this article shall commence on the 1st day of October and end on the 30th day of September. The finance department shall prorate the fee charged for licenses issued on or after July 1, whereupon the fee through September 30 shall be one half the license fee.

SECTION 2. To the extent of any conflict between other City Ordinances and this Ordinance, this Ordinance shall be deemed to be controlling; provided, however, that this Ordinance is not intended to amend or repeal any existing City Ordinance, Resolution or regulation except as expressly set forth herein.

SECTION 3. If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

SECTION 4. This Ordinance shall be effective thirty (30) days after it is adopted.

PASSED AND ADOPTED by the Mayor and Council of the City of Coolidge, Arizona, this 10th day of November, 2014.

APPROVED:



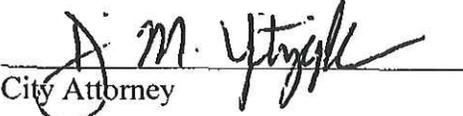
 Mayor

ATTEST:



 City Clerk

APPROVED AS TO FORM:



 City Attorney

EXHIBIT A
TO
RESOLUTION #13-19
(City of Coolidge Senate Bill 1598 Compliance Review Policy)

(see the following pages)

City of Coolidge
Senate Bill 1598 Compliance Review Policy

1. PURPOSE

- 1.1. The Arizona Legislature, in 2011 codified Arizona Revised Statutes Section §9-831 *et seq.* that applied to all Arizona municipalities and counties. The purpose of this policy is to bring City review and application processing procedures into compliance with applicable State law.

2. APPLICABILITY

- 2.1. This policy applies to the various City of Coolidge application review procedures that produces outcome that qualify as "licenses", defined in A.R.S. §9-831(2) as "the whole or part of any municipal permit, certification, approval registration, charter or similar permission required by law."
- 2.2. As required by A.R.S. §9-831 *et seq.* this Compliance Review Policy supersedes over any timeline as outlined in the City code, subdivision code or zoning code.
- 2.3. As required by A.R.S. §9-833, inspections required for any regulated person will be conducted only after proper notice, identification, explanation, and documentation has been presented.
- 2.4. The procedures outlined below involve a variety of license application types. Some requirements are the same for all applications, and some application procedures have unique requirements. In addition, most procedures have detailed instructions prepared and provided by the appropriate department. The procedures should be read carefully to ensure a complete application is prepared.

3. EXEMPTIONS – SHORT TERM EXEMPT LICENSES

- 3.1. An application or permit that is issued within 7 days of application and that expires within 21 days of issuance is exempt from the provision of this policy.

4. REVIEW OPTIONS

- 4.1. Two choices are available;
- 4.1.1. SB 1598 Compliance Review Policy (A.R.S. §9-831 *et seq.*)
- 4.1.2. City of Coolidge Review Policy "Streamlined Application Process" (The City's alternative to A.R.S. §9-831 *et seq.*)
- 4.2. The City has consistently supported and practiced expeditious review of all applications and will continue to do so under the time frames set forth in this policy. The City will continue to engage in process improvement to review various applications in the most expeditious way possible and will continue to work with the customers to review their applications in a manner that provides the following:
- 4.2.1. Flexibility when needed.
- 4.2.2. Assures the public health and safety.

4.2.3. Allows a customer complying with the City regulations to achieve their permitting/licensing in a timely manner.

4.3. To further this goal and to provide applicants with additional flexibility and choice, an applicant will have the option of waiving the requirements of A.R.S. §9-831 *et seq.* This option must be initiated and chosen by the applicant and the waiver must be signed by the applicant, owner or authorized representative at the time of submittal. The City will not request that an applicant waive the requirements of A.R.S. §9-831 *et seq.* or initiate discussions with an applicant about waiving such requirements. Choosing this option affords the applicant and the City more opportunity to work through and resolve issues that may arise during the review process.

5. APPLICATION FORM CONTENTS

5.1. City of Coolidge applications shall include the following information as required by A.R.S. §9-836;

5.1.1. A list of all required steps in the application/approval process.

5.1.2. Applicable time frames.

5.1.3. City contact person name, telephone number and e-mail.

5.1.4. City website address.

5.1.5. Notice for opportunity to clarify ordinances/regulations.

6. REVIEW TIME FRAME REQUIREMENTS

6.1. A.R.S. §9-835 requires the City to have in place an overall timeframe during which the City will either grant or deny license applications. A.R.S. §9-835(C) provides for flexibility in structuring the license process for certain types of "licensing". The time frame requirements for application review on applicable procedures are available on the City's website.

6.2. Existing applicable license application review procedures shall comply with policy immediately.

6.3. Any new applicable license application shall comply with the law and this policy.

7. NOTICE OF COMPLETENESS

7.1. The City shall review applications for administrative completeness. The City shall send notice to the applicant of the application's status within the mandatory timeframe. The notice shall cite a list of all deficiencies, if any, and inform the applicant that the City's administrative completeness and overall timeframes are suspended pending receipt of requested corrections or any missing information.

7.2. The City will accept all applications upon submittal and evaluate each application for administrative completeness. An application shall contain all information as identified by the appropriate department or as specified by the City code, subdivision code, zoning code, rule, or compliance review policy, and fee. An application must be made by the owner or authorized representative.

- 7.3. An applicant will be notified in electronic or written format if the application is incomplete and will be provided with a list of the specific deficiencies relative to all departments of the City. Upon resubmission of the required materials the City will notify the applicant whether the application is complete or remains incomplete.
 - 7.4. When an application is determined to be complete, it will be scheduled for Substantive Compliance Review, beginning the substantive review timeframe and/or scheduled for a public hearing as required by the applicable code provision or ordinance.
 - 7.5. The Substantive Compliance Review comments as shown on the redlined submittals may constitute notification to applicant under this policy.
8. TIME FRAME SUSPENSIONS
- 8.1. Overall time frames below are suspended for the following time periods;
 - 8.1.1. From the date of a notice to the applicant of specific deficiencies in an application, whether on review for completeness of application or substantive review, and the date that the City receives the missing information from the applicant.
 - 8.1.2. Time for completion of certain purposes, such as: public hearings, or state, or federal licenses.
 - 8.1.3. During agreed upon supplemental information requests from the City during a substantive review time period.
9. SUBMITTAL HOLDING AND ABANDONMENTS
- 9.1. The City will not hold or store applications at the City offices while the applicant is securing missing information.
 - 9.2. Any application on which no action is taken by the applicant that exceeds 90 days will be deemed abandoned and applicant will be notified.
 - 9.3. If application is deemed abandoned, the applicant shall be required to submit a new application and associated fees.
10. TIME FRAME EXTENSION PROCESS
- 10.1. For substantive reviews of license applications, the City shall submit no more than one comprehensive request for additional materials and corrections to the applicant. Said request will provide notice of possible denial of the application and any basis for that denial in the event the request is not fully complied with.
 - 10.2. If re-submittal after the one comprehensive request is still not in compliance, based upon the applicable City code, regulation, or policies, the submittal shall be denied. The City shall give notice of denial by electronic or written format. The notice shall include citations to the pertinent City code, subdivision code, zoning code, statutes, regulations, ordinances, or policy statements justifying a submittal denial and shall explain the applicant's rights to appeal.
 - 10.3. Upon receiving an application denial, the applicant may submit a new application to the City.
 - 10.4. The City will not be extending the substantive review time frame and the overall time frame as noted under A.R.S. §9-835 (H). Prior to the end of the

substantive review, a license will either be granted or denied. If denied, applicant must resubmit a complete application including all fees, and the applicant can choose to select the City of Coolidge Review Policy Option "Streamlined Application Process" for the new application.

- 10.5. Upon first review, if the reviewing department determines additional information is required to adequately evaluate an application, any such additional information shall be submitted by the applicant no later than 90 days from notification of the applicant. Failure to provide additional information in the time specified will result in the application being denied as abandoned and incomplete under the applicable City provisions. No fees shall be refunded for an application that is denied.

11. ACCEPTABLE PLAN SUBMITTAL PACKAGES

- 11.1. Applicants will use the information provided on the City of Coolidge website and the application forms to submit all applications.

12. REFUNDS

- 12.1. If the City does not send notice to an applicant regarding approval or denial within the overall time frame or any mutually agreed extension thereof, the City shall refund the application fees within 30 days of the expiration of the overall time frame or any mutually agreed extension thereof and waive any additional fees for the application. A.R.S. §9-835(J).

SB 1598 Compliance Review Timeframe Application Process

(All review time frames are City working days)

REVIEW TIMEFRAMES			
When a submittal includes any plans set that exceeds 50 sheets, all timeframes shall be increased by 50% of the original time frames)			
Application Type	Timeframes ^{***}		
	Administrative Completeness ^{**}	Substantive Review ^{**}	Overall
Business License	30	60	90
PERMIT CLASSIFICATIONS			
New construction and Additions for Commercial, Industrial, Office, Public, Assembly and Multi-Family (3+) Structures	10	60	70
New Construction and Additions for Single-Family and Two-Family	10	60	70
Foundation Only	10	30	40
Swimming Pool	10	30	40
Site Development	10	30	40
Miscellaneous	10	30	40
Single Family w/ Standard Plan	10	20	30
Park Homes (New & Add)	10	20	30
Demolition	10	20	30
Interior Remodel & Tennant Finish	10	30	40
Mechanical, Electrical & Plumbing	10	30	40
Certificate of Occupancy	10	20	30
New Sign	10	20	30
Detached Accessory Structure & Fences	10	20	30
Promotional Sign/Banner	10	20	30
Manufactured Homes (New & Add)	10	20	30

Temporary Use	10	15	25
Home Occupation	10	10	20
PROJECT CLASSIFICATION			
Certificate of appropriateness	10	20	30
Clomr/Lomr	10	20	30
Comprehensive Sign Plan	10	20	30
Conditional Use Permit	10	30	40
Final Landscape Plan	10	20	30
Final Plat	10	30	40
Subdivision Improvement Plans	15	60	75
Final Plat Abandonment	10	30	40
General Plan Amendment Major	10	60	70
General Plan Amendment Minor	10	30	40
Housing Product Review	10	15	25
Legal Non-Conforming Use	10	15	25
Major Site Plan/Final	10	30	40
Major Site Plan/Final Extension	10	20	30
Major Site Plan - Minor Amendment	10	15	25
Map of Dedication	10	20	30
Minor Site Plan	10	20	30
PAD Preliminary (New & Major Amendment)	10	30	40
PAD Preliminary (Minor Amendment)	10	20	30
Preliminary Plat	10	30	40
Preliminary Plat Extension	10	20	30
Special Use Permit	10	15	25
Street Name	10	15	25
Temporary Use Permit	10	15	25
Variance	10	30	40
Zone Change	10	30	40

Zoning Compliance Letter	10	15	25
Zoning Verification Letter	10	15	25
Flood Determination Letter	10	15	25
Grading Permits	15	30	45
Utility Right-of-Way Permits	15	30	45
Non-Utility Right-of-Way Permits	15	30	45
ROW/Easement Abandonment	10	30	40
Sewer Pre-Treatment Permit	30	60	90
PUBLIC HEARINGS P&Z AND CITY COUNCIL			
	Timeframes***		
Application Type	Administrative Completeness**	Substantive Review**	Overall
Conditional Use Permit	N/A	N/A	40
Rezoning	N/A	N/A	40
Planned Area Development	N/A	N/A	40
Major Site Plan	N/A	N/A	40
Sewer Pre-Treatment Permit-Public Hearing	15	45	60
BOARD OF ADJUSTMENT			
	Timeframes***		
Application Type	Administrative Completeness**	Substantive Review**	Overall
Appeal – Board of Adjustment	10	20	30
Appeal – Board of Appeals	10	20	30
Appeal – P&Z Decision to City Council	10	20	30

**Timeframe suspended from notice to return of requested documents.

***Timeframe is suspended from overall timeframe for all public hearings under A.R.S. 9-835(C)(8)(c).

AGREEMENT TO WAIVE ANY CLAIMS AGAINST THE CITY PURSUANT TO THE
REGULATORY BILL OF RIGHTS
ARIZONA REVISED STATUES 9-831, *ET.SEQ*

This Agreement to Waive Any Claims Against the City (the "Agreement") is entered into between the City of Coolidge (the "City") and _____, as the Owner or authorized agent (the "Owner or Authorized Agent") seeking a licensing, permit approval registration or approval ("Licensing") related to the use or development as described in the listed Case/Permit number _____. In exchange for the City of Coolidge's agreement to process licensing under its Streamlined Application Process ("Process"), the Owner or Authorized Agent agrees to waive any and all claims for any failure of the City of Coolidge to comply with licensing timeframes in conformance with the provisions of the Regulatory Bill of Rights, A.R.S. 9-831, *et. seq.*

The Owner or authorized Agent has submitted an application requesting the City approve a license as described in the listed Case/Permit number. The Owner or Authorized Agent is aware that during the process, they may be afforded multiple opportunities to alter or amend the application and to confer with City staff for advice without constraint of limited reviews or timeframes for approval imposed pursuant to the requirements of A.R.S. 9-831, *et. seq.* the City's procedures under the regulatory compliance process imposed by A.R.S. 9-831, *et. seq.* are compared to the City's streamlined application process in Exhibit A of this document. The Owner or Authorized Agent acknowledges prior receipt and review of Exhibit A. The Owner or Authorized Agent desires to be afforded an opportunity to adjust plans based on their own changing development circumstances over time or based upon suggestions by staff. The Owner or Authorized Agent believes and acknowledges that these benefits outweigh any rights or remedies that may be obtained under A.R.S. 9-831 *et. seq.*

By signing this Agreement, The Owner or Authorized Agent (1) acknowledges that the City did not initiate discussions regarding this waiver or request that Owner or its Authorized Agent enter into this Agreement; and (2) waives any right or claim that may arise under The Regulatory Bill of Rights, A.R.S. 9-831, *et. seq.*, including but not limited to any claim that an application must be deemed complete or that fees must be returned by the City pursuant to the requirements of A.R.S. 9-831, *et. seq.*

This Agreement is entered into in Arizona and will be construed and interpreted under the laws of the State of Arizona. The Owner or Authorized Agent has agreed to the form of this Agreement. The Owner or Authorized Agent has had the opportunity to consult with an attorney or his/her choice prior to entering this Agreement and enters the Agreement fully understanding that the owner or Authorized Agent waiving his/her rights and remedies proceed in A.R.S. 9-831, *et. seq.* The Owner or Authorized Agent warrants and represent that the person or persons listed in this Agreement is/are the owner in fee title of any property identified in Exhibit A or his/her/its authorized agent. The Owner or Authorized Agent further agrees to indemnify and hold the City of Coolidge, its councilmember's, officers, employees and agents harmless from any and all claims, causes of action, demands, losses, costs and expense based upon any failure to comply with A.R.S. 9-831, *et. seq.*

Dated this _____ Day of _____ 20 _____

Owner/Authorized Agent _____
(Owner's signature, Name of Individual, Corporation, Partnership, or LLC)

By: _____
(Signature of Authorized Agent, if applicable)

Its: _____
(title of Individual Signing in Representative Capacity)

City of Coolidge

By: _____

Its: City Manager

EXHIBIT A
(Continued)

SB 1598 REQUIREMENTS AND CITY OF COOLIDGE STREAMLINED
APPLICATION PROCESS

In 2011 the Arizona Legislature passed a "Regulatory Bill of Rights" (SB 1598) requiring municipalities to establish and adhere to time frames in a broad range of permitting process consisting of an "administrative completeness" time frame and a "substantive review" time frame. The aim of this bill was to create faster, more uniform, and more transparent processes, goals which the City of Coolidge shares. However, the implementation of these time frames may have unforeseen consequences.

Under the SB 1598 regulatory application process, the City must determine whether a permit application is complete or not during the administrative completeness time frame. If the City fails to make this determination within established time limits, the permit is deemed complete regardless of deficiencies. Similarly during the substantive review period an application must be denied or approved within the established time frame or the permit fee will be refunded.

The SB 1598 regulatory application process offers applicants very limited opportunities to supplement their application with additional material after submission. Moreover, changes to a permit application are limited to responses to a City request. Development changes proposed by the applicant do not appear to be allowed. Upon proper denial, during either a review period, applicants must reapply with new plans and pay another permit fees.

The City of Coolidge is committed to customer service and recognized that applicants may not wish to be locked into formulaic standards which do not provide an adequate opportunity to submit additional requested materials and desired plan changes. Therefore, the City offers applicants the opportunity to make permit applications according to either SB 1598 regulatory application process or, at the request and initiation of Applicant, the streamlined process that City of Coolidge customers are familiar with.

Under the streamlines application process, applicants have multiple opportunities to alter or amend their application and to confer with city staff for advice. This allows the applicant to adjust plans based on their own changing development circumstances over time or on suggestion by staff. Additionally, applicants may alter their permit applications as many times as necessary during the process.

Applicants are encouraged to carefully consider which application process best meets their needs. Staff can explain the processes in more detail upon request. The following points outline some of the highlights of each process.

EXHIBIT A
(Continued)

CASE NO. _____

A.R.S. §9-831 REQUIREMENTS AND CITY OF COOLIDGE REVIEW POLICY OPTION
PROPOSAL

"A.R.S. §9-831 – SB 1598 Compliance Review Timeframe Application Process"

- o A limited number of opportunities to confer with staff and supply necessary information and materials. City may request additional information only once after the application is deemed administratively complete.
- o If City fails to meet established timeline for review, an application may be deemed complete although lacking essential materials. If an application is not timely approved or denied, fees are refunded to the applicant.
- o During review period applicant loses opportunity to propose alterations to support permit approval or changes in circumstances during development.
- o If permit properly denied after City's one time request for more information, applicant must reapply and pay new fee.
- o Denials must be explained and the applicable provisions identified.
- o Applicant may request code clarification.
- o Review timeframes on the City's website.

City of Coolidge "Streamlined Process"

- o Multiple application conferences available before submittal and during process.
- o During review period applicant may propose changes to support permit approval and substantial and multiple changes may be made without reapplication.
- o No refund for review period longer than the established timeline. However, the City is committed to meeting or exceeding established review periods. Complex applications or substantial changes may take longer.
- o Denials will be explained and the applicable provisions identified.
- o Applicant may request code clarification.
- o Review timeframes on the City's website.

Review Times

	REGULATORY			STREAMLINED			Overall
	Administrative	Substantive	Overall	Administrative	Substantive	Overall	
Business License	30	60	90	15	15	30	
PERMIT CLASSIFICATIONS							
New construction and Additions for Commercial, Industrial, Office, Public, Assembly and Multi-Family (3+) Structures	10	60	70	10	30	40	
New Construction and Additions for Single-Family and Two-Family	10	60	70	10	30	40	
Foundation Only	10	30	40	5	25	30	
Swimming Pool	10	30	40	5	25	30	
Site Development	10	30	40	5	25	30	
Miscellaneous	10	30	40	5	25	30	
Single Family w/ Standard Plan	10	20	30	5	15	20	
Park Homes (New & Add)	10	20	30	5	15	20	
Demolition	1	030	40	5	15	20	
Interior Remodel & Tennant Finish	10	30	40	5	15	20	
Mechanical, Electrical & Plumbing	10	30	40	5	15	20	

Certificate of Occupancy	10	30	40	5	15	20
New sign	10	20	30	5	15	20
Detached Accessory Structure & Fences	10	20	30	5	15	20
Promotional Sign/Banner	10	20	30	5	5	10
Manufactured Homes (New & Add)	10	20	30	5	15	20
Temporary Use	10	15	25	5	10	15
Home Occupation	10	10	20	5	5	10
PROJECT CLASSIFICATION						
Certificate of appropriateness	10	20	30	10	10	20
Clomr/Lomr	10	20	30	5	15	20
Comprehensive Sign Plan	10	20	30	5	15	20
Conditional Use Permit	10	30	40	10	20	30
Final Landscape Plan	10	20	30	5	15	20
Final Plat	10	30	40	10	20	30
Subdivision Improvement Plan Review	15	60	75	15	40	65
Final Plat Abandonment	10	30	40	10	15	25
General Plan Amendment Major	10	60	70	10	40	50

General Plan Amendment Minor	10	30	40	10	20	30
Housing Product Review	10	15	25	5	15	20
Legal Non-Conforming Use	10	15	25	5	10	15
Major Site Plan/Final	10	30	40	10	20	30
Major Site Plan/Final. Extension	10	20	30	10	20	30
Major Site Plan/Final Minor Amendment	10	15	25	10	10	20
Map of Dedication	10	20	30	10	15	25
Minor Site Plan	10	20	30	5	15	20
PAD Preliminary (New & Major Amendment)	10	30	40	10	20	30
PAD Preliminary (Minor Amendment)	10	20	30	10	15	25
Preliminary Plat	10	30	40	10	20	30
Preliminary Plat Extension	10	20	30	5	15	20
Special Use Permit	10	15	25	5	15	20
Street Name	10	15	25	5	15	20
Temporary Use Permit	10	15	25	5	15	20
Variance	10	30	40	10	20	30
Zone Change	10	30	40	10	20	30
Zoning Compliance Letter	10	15	25	5	10	15

Zoning Verification Letter	10	15	25	5	10	15
Flood Determination Letter	10	15	25	5	10	15
Grading Permits	15	30	45	10	20	30
Utility Right of Way Permits	15	30	45	10	20	30
Non-Utility Right of Way Permits	15	30	45	10	20	30
ROW/Easement Abandonment	10	30	40	10	20	30

