



Planning & Development  
Department  
**ADMINISTRATIVE APPROVAL**  
FOR WIRELESS COMMUNICATION FACILITIES  
PER MCZO CHAPTER 12, SECTION 1201.2.5



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**Planning & Development  
Department  
ADMINISTRATIVE APPROVAL - WCF  
APPLICATION  
APPLICATION MUST BE COMPLETED IN FULL**



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

**REQUEST**

Title of Project: \_\_\_\_\_  
 Description of Request: \_\_\_\_\_  
 Existing Use of Property: \_\_\_\_\_  
 Existing Zoning District: \_\_\_\_\_  
 Related Case Number/s: \_\_\_\_\_

**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: \_\_\_\_\_  
 Subdivision Name (if applicable): \_\_\_\_\_

**APPLICANT INFORMATION**

Name: \_\_\_\_\_ Contact: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Fax#: \_\_\_\_\_ Email \_\_\_\_\_

**PROPERTY OWNER INFORMATION**

Name: \_\_\_\_\_ Contact: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Fax#: \_\_\_\_\_ Email \_\_\_\_\_

**PROPERTY OWNER AND APPLICANT AUTHORIZATION**

I (property owner) \_\_\_\_\_ authorize (applicant's name) \_\_\_\_\_  
 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 stipulations, development agreements, and/or any other requirement that may encumber or otherwise affect the use of my property.

**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, with full knowledge of all rights granted to the property owner 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: \_\_\_\_\_

**CASE INACTIVITY**

Cases which are not active within three (3) months will be considered inactive and closed by staff. A letter addressing the inactivity will be sent to the applicant or property owner with notification of the case to be closed within thirty (30) days. To pursue entitlement after the closing of the case, a new application and associated fees will need to be filed.



Planning & Development  
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**AFFIDAVIT OF NOTIFICATION**

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

I, \_\_\_\_\_, being the owner or authorized applicant for the Maricopa County planning case referenced below, do hereby affirm that the attached listing of names and addresses accurately reflects the ownership of property within 300 feet of the subject planning case/project, according to current Maricopa County Assessor Records.

Applicant's/Owner's Signature: \_\_\_\_\_

SUBSCRIBED AND SWORN before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_

Notary Public

My Commission Expires: \_\_\_\_\_



# Planning & Development Department

## ADMINISTRATIVE APPROVAL FOR WIRELESS COMMUNICATION FACILITIES CHECKLIST



This packet is for an application for an Administrative Approval for Wireless Communication Facilities, as provided in the Maricopa County Zoning Ordinance, Chapter 12, Section 1201.2.5.

A general application for an Administrative Approval and all supporting materials listed below shall be submitted to the Maricopa County Planning & Development Department. Application(s) determined to be incomplete shall not be processed by staff.

If the Administrative Approval is granted, a building permit/s is required prior to any construction or use of the property.

### INFORMATION REQUIRED FOR SUBMITTAL

1. **APPLICATION – 1 copy:** The application is to be completed in full. Staff will only accept a completed application form. The owner of the subject property must sign the application, or the applicant shall provide a letter of authorization at the time the application is made.
2. **THREE (3) SITE PLANS (24" x 36") FOLDED**
3. **THREE (3) NARRATIVE REPORTS** describing request (include the applicable MCZO section, i.e. 1202.3.1.1.h) and justification
4. **RECORDED OFFICIAL DEED** (proof of ownership) – 1 copy
5. **FILING FEES:** none
6. **SUPPORTING MATERIALS:** Any information deemed necessary by staff.
7. **NOTIFICATION REQUIREMENTS:**

Provide the **names, addresses and Tax Assessor’s Parcel Numbers**, on a list and on mailing labels, for all the owners of property within 300 feet of the boundary of your project (exclude right-of-way). Also submit postage for postcards equal to the number of labels. Include a notarized ‘Affidavit of Notification’ (attached), signed by the applicant verifying that the labels represent the most current ownership information available through the Maricopa County Assessor’s Office.

- \_\_\_\_\_ A. List of property owners (name, address and parcel number) within 300’
- \_\_\_\_\_ B. Mailing labels
- \_\_\_\_\_ C. Postcard postage
- \_\_\_\_\_ D. Notarized ‘Affidavit of Notification’ (Attached)