



**Planning & Development  
Department  
ZONE CHANGE  
SPECIAL USE PERMIT (SUP)**



Can be used for related Major Amendments,  
Modification of Stipulation/s, Unit Plan of Development, and  
Planned Area Development applications

**SUBMITTAL FORMS INDEX**

ZONE CHANGE/SUP PROCESS	550a
ZONE CHANGE/SUP APPLICATION	551a
ZONE CHANGE/SUP CHECKLIST	553a
FINANCIAL RESPONSIBILITY	FR-PND
UPD CHART EXAMPLE	554
SUP SUPPLEMENTAL QUESTIONNAIRE FOR WIRELESS COMMUNICATION FACILITIES	574
CITIZEN REVIEW PROCESS (CRP) GUIDELINES	555
CRP NOTIFICATION LETTER EXAMPLE	556
AFFIDAVIT FOR THE CITIZEN REVIEW PROCESS	558
SITE POSTING REQUIREMENTS	506b
SIGN SPECIFICATIONS FOR CRP & PUBLIC HEARINGS	506c
SIGN VENDORS	506d
AFFIDAVIT OF PUBLIC HEARING POSTING	506e
AFFIDAVIT OF NOTIFICATION	505
FILING DEADLINES AND HEARING DATES	503
DRAINAGE REQUIREMENTS FOR PRECISE PLAN	703

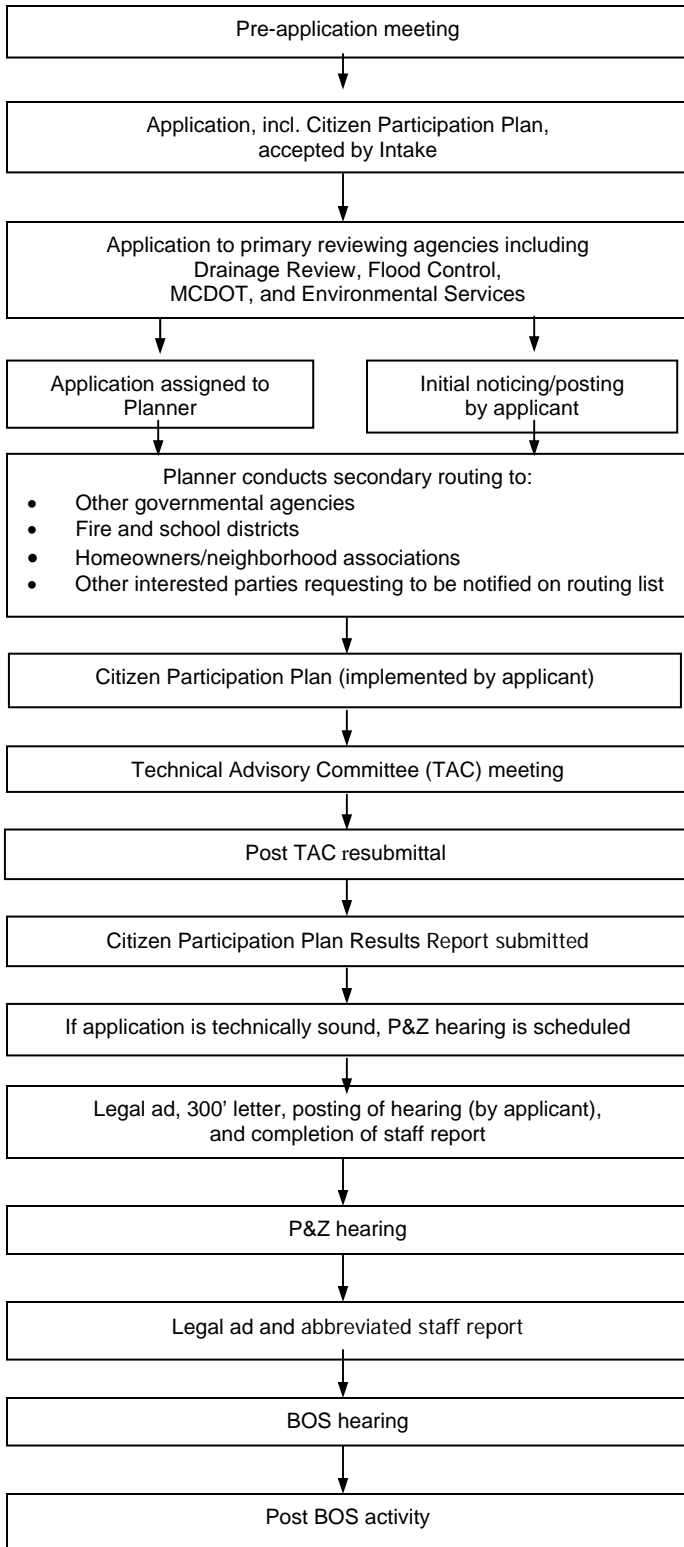


# Planning & Development Department

## ZONE CHANGE/SUP PROCESS



### PROJECT FLOW CHART



### PRE-APPLICATION MEETING

A pre-application meeting is required for all cases. Possible items of discussion may include requirements, citizen participation plan, community and area plans, zoning patterns and trends. The pre-application meeting will include other County agencies such as Transportation, Drainage Review, Flood Control and Environmental Services.

After the meeting and after consulting with staff, the applicant may begin implementing the Citizen Participation Plan.

### FILING AN APPLICATION

To submit an application, the following information is required:

- Pre-application meeting and application.
- Verification of ownership of the site, such as a recorded deed.
- Application fees for Planning, Drainage Review, and Transportation.
- Photographs of the site and adjacent properties.
- Precise Plan of Development (also known as a Site Plan). A Preliminary Plat may substitute, if applicable.
- Narrative Report, describing the request, justification for the request, property and area conditions, potential impacts, proposed improvements, services, utilities, etc.
- Other information such as building elevations and details, floor plans, sign details, landscape plans, architectural renderings, a drainage report and/or a traffic impact study.
- Citizen Participation Plan, describing the parties contacted by the applicant, how information about the application is disseminated, how inquiries are handled, schedule of completion, etc.

## **TECHNICAL ADVISORY COMMITTEE REVIEW**

The Technical Advisory Committee (TAC) is composed of representatives of the County's Planning, Transportation, Drainage Review, Flood Control and Environmental Services departments. Other comments may be supplied by representatives from other County departments, fire district, school district, City or Town, homeowner's association, or other interested parties.

After a complete application is submitted and accepted by the Planning Department, staff will forward copies of the application to members of the TAC. Staff will then schedule the request for review by the TAC and notify the applicant of the date and time.

Staff will provide the applicant with written comments from any reviewing agency unable to attend the meeting.

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## **POST-TAC REVIEW**

Depending on the comments received at the TAC, the application materials (such as the Site Plan or Narrative) may need revisions. The applicant must submit revised materials, reflecting the TAC comments, to the Planning and Development Department, which will forward the revised materials to the appropriate agencies. Once they are satisfied that the technical requirements have been met (more than one re-submittal may be necessary) and the Citizen Participation Plan has been satisfactorily completed (see Citizen Review Process), the request will be scheduled for public hearing by the Planning and Zoning Commission. Staff will also conduct the 300' mailing, legal ad as well as prepare a staff report. The applicant will be required to post the site. Please note that compliance with comments from the TAC does not guarantee that the application will be supported or recommended for approval by staff. Staff will provide written and verbal recommendations to the Planning and Zoning Commission.

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## **PLANNING AND ZONING COMMISSION**

The Planning and Zoning Commission will hold a public hearing for all interested persons wishing to comment on the Zone Change or Special Use Permit. The applicant must attend this meeting, and will be asked to comment on the application, the staff report and/or any comments that are made during the public hearing. The Planning and Zoning Commission will make a recommendation to the Board of Supervisors for

approval or denial of the request. Their recommendation may or may not concur with staff's recommendation.

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## **BOARD OF SUPERVISORS**

The Zone Change or Special Use Permit request will again be legally advertised prior to a public hearing before the Maricopa County Board of Supervisors. The Board of Supervisors will ultimately vote to approve or deny the request. Their action may or may not concur with the recommendation made by staff or the Planning and Zoning Commission.

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## **POST-BOARD OF SUPERVISOR ACTIVITY**

Once approved by the Board of Supervisors, the Zone Change or Special Use Permit becomes effective 31 days after Board action and when any required stipulations are met. The applicant may then apply for a Zoning Clearance and Building Permit as long as the property is in compliance with the Maricopa County Zoning Ordinance.

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# Planning & Development Department

## ZONE CHANGE/SPECIAL USE PERMIT APPLICATION APPLICATION MUST BE COMPLETED IN FULL



- |  |   |
|--|---|
| <input type="checkbox"/> ZONE CHANGE (ZC) - WITH OVERLAY | <input type="checkbox"/> SPECIAL USE PERMIT (SU)      |
| <input type="checkbox"/> ZC - WITHOUT OVERLAY            | <input type="checkbox"/> SU - SINGLE WIDE MOBILE HOME |
| <input type="checkbox"/> ZC - MAJOR AMENDMENT            | <input type="checkbox"/> SU - MAJOR AMENDMENT         |
| <input type="checkbox"/> ZC - MODIFICATION OF STIP/S     | <input type="checkbox"/> SU - MODIFICATION OF STIP/S  |

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

**A separate application is required for a MINOR AMENDMENT.**

### REQUEST

Project Name \_\_\_\_\_  
 Description of Request: \_\_\_\_\_  
 Existing Use of Property: \_\_\_\_\_  
 Existing Zoning District: \_\_\_\_\_  
 Requested Zone/SUP: \_\_\_\_\_  
 Related Case Numbers: (List V# if site is subject to code violation) \_\_\_\_\_

### 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 six (6) 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 Department

## ZONE CHANGE/SUP APPLICATION SUBMITTAL CHECKLIST



Applications submitted to the Maricopa County Department of Planning and Development shall include all of the exhibits, items and information listed in this checklist. This information is required by County Ordinance or Planning and Development staff in order to adequately review the proposal. **An application will only be accepted by the Planning and Development Department when all of the items listed below are submitted, unless otherwise deemed unnecessary by staff. Application(s) determined to be incomplete shall not be processed by staff.** Additional information, detail and/or copies may be required after review by the Technical Advisory Committee (TAC). **PLEASE BE ADVISED THAT COMPLIANCE WITH TAC/STAFF REQUIREMENTS DOES NOT GUARANTEE STAFF SUPPORT OF THE REQUEST OR FINAL APPROVAL OF THE REQUEST.**

- 1. **PRE-APPLICATION MEETING FORM – 1 copy**
- 2. **FINANCIAL RESPONSIBILITY – 1 copy**
- 3. **APPLICATION:**
  - \_\_\_\_\_ A. Completed and signed application – **20 copies**
  - \_\_\_\_\_ B. Proof of ownership-Official Recorded Deeds- **2 copies**
  - \_\_\_\_\_ C. List and mailing labels for the applicant, property owner, and other persons to keep informed of the project's status.
- 4. **SITE PLAN:**
  - \_\_\_\_\_ A. 8-1/2" x 11" paper copy of site plan – **2 copies**
  - \_\_\_\_\_ B. 24" x 36" **collated, folded, and stapled copies** of site plan – **20 copies**

**Site Plan to include the following information:**

- \_\_\_\_\_ 1. Project name and case/tracking #
- \_\_\_\_\_ 2. Date of plan and dates of any subsequent revisions
- \_\_\_\_\_ 3. Vicinity map with location of site
- \_\_\_\_\_ 4. Title block identifying Owner, Developer, Engineer and/or Applicant
- \_\_\_\_\_ 5. Site dimensions/boundaries
- \_\_\_\_\_ 6. North arrow and scale (written and graphic)
- \_\_\_\_\_ 7. Site summary table:
  - Gross acreage
  - Net acreage
  - Existing zoning and land use
  - Proposed zoning and land use
- \_\_\_\_\_ 8. Request (i.e. Zone Change from \_\_\_\_\_ to \_\_\_\_\_ [or SUP] for \_\_\_\_\_ project name)
- \_\_\_\_\_ 9. Legal Description of parent parcel and SUP area, if applicable
- \_\_\_\_\_ 10. Street names, existing and proposed, along with right-of-way dimensions, for all existing and proposed streets, show proposed cross-sections
- \_\_\_\_\_ 11. Access points with centerline dimensioned from property corner
- \_\_\_\_\_ 12. Dimensions of all driveway widths and distances between driveways
- \_\_\_\_\_ 13. Each use identified:
  - Dimensions of each structure
  - Dimensions between structures
  - Distances from property lines
  - Lot coverage
  - Building height and square footage
- \_\_\_\_\_ 14. Parking areas:
  - Dimensions and angles
  - Surfacing and /or paving material

- Vehicle storage areas
- Loading spaces or zones identified
- Required & Proposed parking spaces (including handicapped-accessible)
- \_\_\_\_\_ 15. Adjacent property owners, uses, zoning and parcel numbers
- \_\_\_\_\_ 16. Name of school district where project is located
- \_\_\_\_\_ 17. Utility commitment table (a table illustrating water, wastewater disposal, fire protection, police protection, electric, natural gas, telephone, and refuse providers)
- \_\_\_\_\_ 18. Location of all utilities (existing and proposed)
- \_\_\_\_\_ 19. Signs:
  - Location, size, height and type
  - Elevations of each sign
  - Source of illumination
  - Area and number allowed/area and number requested
- \_\_\_\_\_ 20. Location of all recorded/proposed easements
- \_\_\_\_\_ 21. Type of screening (i.e. walls and plantings)
- \_\_\_\_\_ 22. Existing and proposed contours
- \_\_\_\_\_ 23. Location of landscaping and retention areas
- \_\_\_\_\_ 24. Typical landscaping section
- \_\_\_\_\_ 25. Location, height and type of outdoor lighting. Note compliance with Section 1112 of the Zoning Ordinance in regard to outdoor lighting
- \_\_\_\_\_ 26. Show the location of all proposed and existing fire hydrants, water supply/storage, and wells, and septic systems
- \_\_\_\_\_ 27. For UPD's – comparison chart (**see example**)

**5. NARRATIVE REPORT:** Explanation of the project, **20 copies** – 8 1/2" x 11" paper. Underlined wording indicates a section heading.

- \_\_\_\_\_ A. Title page – include project name, general location, case/tracking #, and vicinity map
- \_\_\_\_\_ B. Purpose of Request
- \_\_\_\_\_ C. Description of Proposal, including proposed uses(s), business operations, hours/days of operation, # of employees, description/location of buildings, color palette, type of construction material, sign detail/descriptions, screening wall/fence details and location, etc.
- \_\_\_\_\_ D. Relationship to Surrounding Properties (their use, zoning, etc.)
  - Explanation of how the proposed development will benefit the community or area.
  - Discussion of recent changes in the area of your request that support the application request (i.e. adoption of city or town plans, subdivision approvals, surrounding development, etc.)
- \_\_\_\_\_ E. Location and Accessibility
- \_\_\_\_\_ F. Circulation System (on & off-site) – include proposed improvements or dedications
- \_\_\_\_\_ G. Development Schedule (phasing)
- \_\_\_\_\_ H. Community Facilities and Services (school district, parks, amenities within area, etc)
- \_\_\_\_\_ I. Public Utilities and Services (refuse, sewer, water, police, fire, etc.)
- \_\_\_\_\_ J. For RUPD's – comparison chart, if applicable
- \_\_\_\_\_ K. Other information that will be helpful in evaluating the request
  - Architectural renderings and themes (descriptions)
  - Landscaping renderings and themes (descriptions)
  - Floor plans, elevations

**6. CITIZEN PARTICIPATION PLAN:** (**2 copies** - 8-1/2" x 11" paper. Underlined wording indicates a section heading.) (See Citizen Review Process Guidelines for details)

- \_\_\_\_\_ A. Title Page - include project name, general location and vicinity map

- \_\_\_\_\_ B. Parties Affected by Application - which property owners, interested parties, political jurisdictions and public agencies may be affected by the application
- \_\_\_\_\_ C. Notification and Information Procedures – how those interested in and potentially affected by an application will be notified the application has been made and the substance of the application
- \_\_\_\_\_ D. Response Procedures – how those interested in and potentially affected by an application will be will be provided and opportunity to express any concerns, issues or problems they may have with the proposal in advance of the public hearing
- \_\_\_\_\_ E. Schedule for Completion
- \_\_\_\_\_ F. Status Procedure – how the applicant will keep the Planning and Zoning Department informed on the status of their citizen participation efforts

**7. Photographs are to be mounted on 8 ½ x 11 sheets.** Submit photographs of the site, taken on all four corners of the property and looking inward to the property (minimum of four photographs). Also submit photographs looking out from the property taken from all four sides (2 photographs from each side – 8 photographs minimum). Additional photographs are recommended for large sites. Please label each photograph with the view, direction and date. A site plan or key map may also be used in conjunction with the photographs with notations showing what direction the photograph faces and where it is taken.

**8. DRAINAGE REPORT/PLAN** (Check with Drainage Review to determine if applicable) - **5 copies**

**9. TRAFFIC IMPACT STUDY** (Check with Maricopa County Department of Transportation to determine if applicable) - **5 copies**

**10. FEES:**

- \_\_\_\_\_ A. Planning Review Fee:  
 Zone Change with Overlay, Special Use Permit \$3000 + \$100/acre or portion thereof (\$50,000 max.)  
 Zone Change (no site plan) \$1200 + \$100/acre or portion thereof (\$50,000 max.)  
 Special Use Permit for a Manufactured Home or Mobile Home \$250  
 Modification of Stipulation/s \$500 per stipulation (\$1000 min., \$5000 max.)

**All outstanding fees and fines against a property owed to the department shall be current and paid in full before any application will be scheduled for approval.**

See Maricopa County Zoning Ordinance, Chapter 16 – ([www.maricopa.gov/planning](http://www.maricopa.gov/planning)) – **(Please be aware that an investigation fee equal to the planning fee will be charged when a request is related to an active violation case.)**

- \_\_\_\_\_ B. Drainage Review Fee:  
 Zone Change with Overlay, Special Use Permit \$1,000 +\$500 per acre or portion thereof (\$11,000 max.)  
 Zone Change (no site plan, without precise plan entitlements) \$60

Special Use Permit for a Single Family Residential \$210

Modification of Stipulation/s to a Special Use Permit \$60

(This fee is a separate fee, but can be combined with the planning fee.)

- \_\_\_\_\_ C. Maricopa County Department of Transportation (MCDOT) Review Fee of \$250. A MCDOT fee is not charged for a SUP for Manufacture/Mobile Home. (This is a separate fee, but can be combined with the planning fee.)
- \_\_\_\_\_ D. Maricopa County Environmental Services Department (MCESD) Review Fee of \$225. (This is a separate fee, but can be combined with the planning fee.)
- \_\_\_\_\_ E. Addressing Review Fee of \$10 to verify an existing address or \$50 to assign an address. (The Addressing fee is a separate fee, but can be combined with the planning fee.)

**11. OTHER INFORMATION:** (as required by staff and/or other department or agency)

- \_\_\_\_\_ A. Title report – 2 copies
- \_\_\_\_\_ B. Deed restrictions (C.C. & R.'s) – 2 copies
- \_\_\_\_\_ C. Parcel map(s) of site and area – 2 copies
- \_\_\_\_\_ D. Letters of support or commitment – 2 copies
- \_\_\_\_\_ E. Market study – 2 copies
- \_\_\_\_\_ F. Landscape Plans (including plant types, quantities, sizes, % coverage, group-cover etc.) – 20 copies
- \_\_\_\_\_ G. Building Elevations (including material, color and treatment descriptions, etc.) – 20 copies

**12.** If the request is for a Major Amendment to a previously approved Zone Change or SUP case, the submittal requirements and fees are the same. If the request is for a Modification of Stipulation/s, please check with planning staff to coordinate submittal material.

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**MARICOPA COUNTY AGENCY CONTACTS:**

Planning and Development (Planning & Zoning):	602-506-3301
Planning and Development (Plan Review):	602-506-3301
Transportation:	602-506-8600
Environmental Services:	602-506-0371
Drainage Review:	602-372-0790
Flood Control District:	602-506-1501

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**The following items are required after the original submittal of a formal application. For questions, please ask your assigned planner:**

**CITIZEN REVIEW PROCESS – INITIAL NOTIFICATION:** (These items are due within 30 days of application).

- \_\_\_\_\_ A. A copy of the notification letter
- \_\_\_\_\_ B. A signed and notarized "Affidavit for the Citizen Review Process" form along with photographic evidence of posting and a map illustrating posting sites

**AFFIDAVIT OF PUBLIC HEARING POSTING:** (signed and notarized) along with photographic evidence of the posting and a map illustrating posting sites. (These items are due before the request is scheduled for a P&Z hearing as indicated on the Filing Deadlines and Hearing Dates table).

**PUBLIC HEARING NOTIFICATION REQUIREMENTS:** (These items are due prior to scheduling the request for a P&Z hearing). Provide the names, addresses and Tax Assessor's Parcel Numbers, on a list and on labels, of all the owners of property within 300 feet of the boundary of your project. Include a signed and notarized "Affidavit of Notification", signed by the applicant verifying that the listed names 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. Labels and postcard postage for property owners within 300'
- \_\_\_\_\_ C. Signed and notarized "Affidavit of Notification"



Planning & Development  
Department



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**ADDENDUM: PERSONAL GUARANTEE OF FINANCIAL RESPONSIBILITY**

I, \_\_\_\_\_, hereby absolutely, unconditionally and irrevocably  
(print name)

guarantee to Maricopa County the prompt payment of any and all fees and charges in connection with this application, including any fees incurred if this application is withdrawn, and the property for which the application made, without the necessity of Maricopa County first seeking payment from the named applicant.

All outstanding fees and fines against a property owed to the Department must be current and paid in full before any application will be scheduled for hearing or administrative approval as applicable.

Signature of Guarantor: \_\_\_\_\_

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



**Planning & Development  
Department**



**Residential Unit Plan of Development (RUPD) Example**

REGULATION	BASE ZONING DISTRICT REGULATIONS (R1-35)	PROPOSED ZONING DISTRICT REGULATIONS (R1-35 RUPD)
Height	30'/2 stories	
Front Yard	40'	
Side Yard	20'	
Street-side Yard	20'	
Rear Yard	40'	
Lot Area	35,000 sq. ft.	
Lot Width *	145'	
Lot Area per Dwelling Unit **	35,000 sq. ft.	
Lot Coverage	20%	
Distance between buildings	15	
Parking Spaces	2	

\*Lot width is measured at front yard setback.

\*\*Lot Area per Dwelling Unit = total area of lots and open spaces, excluding all public and private streets, divided by the total number of lots.

**Commercial and Industrial Unit Plans of Development (CUPD and IUPD) Example**

REGULATION	BASE ZONING DISTRICT REGULATIONS (C-2)	PROPOSED ZONING DISTRICT REGULATIONS (C-2 CUPD)
Height	40'/3 stories	
Front Yard	10'	
Side Yard	10'	
Street-side Yard	10'	
Rear Yard	25'	
Lot Area	6,000 sq. ft.	
Lot Width *	60'	
Lot Coverage	60%	
Parking Spaces	See parking regulations	
Screening	6' solid wall	

\*Lot width is measured at front yard setback.



# Planning & Development Department



## SPECIAL USE PERMIT SUPPLEMENTAL QUESTIONNAIRE FOR WIRELESS COMMUNICATION FACILITIES

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

1. In what Wireless Communication Facility (WCF) Use District is the request located?

DISTRICT 1                      DISTRICT 1-A                      DISTRICT 2                      DISTRICT 3

If in DISTRICT 1-A, what highway does it border? \_\_\_\_\_

2. Is the subject property located within a Scenic Corridor or Airbase Overlay District?

YES                      NO

If YES, which one(s): \_\_\_\_\_

3. Is the property located in a Rural, Single-family or Multiple-family zoning district that is being used for a single-family purpose?

YES                      NO

If YES, how is the property being used? \_\_\_\_\_

4. What is the height of the proposed WCF? \_\_\_\_\_

5. Provide a map showing all the existing WCFs within a 3 mile radius (Regardless of provider).

6. Provide a list with locations and approximate height of all existing vertical structures (of a height approximately equal or greater than the requested tower) within the WCF's search area. This includes church spires and steeples, light standards, water towers, transmission lines, buildings, or other similar structures.

7. Provide a map showing the service areas which the proposed facility will serve.

8. Explain any attempts or possibilities that have been investigated relating to co-location with another provider or existing facility.

9. Explain how this request can facilitate co-location with other users.

10. Will the request involve removal of mature trees or cacti? If so, discuss plans for relocation of such vegetation.

11. Discuss the following compatibility issues:

- a. Setbacks from residential uses.
- b. Setbacks from uses/structures on adjacent property.
- c. Setbacks from public and private streets or access easements.
- d. Future additional appurtenances or expansion plans.
- e. Color and type of tower, landscaping, and fence screening.
- f. Surrounding non-residential uses (if applicable).

12. If a stealth design is not being proposed, please explain why.

**\*This Supplemental Questionnaire shall be a requirement of all Special Use permit applications for cellular towers submitted after August 1, 1997.**



# Planning & Development Department

## CITIZEN REVIEW PROCESS GUIDELINES



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### Purpose

Pursuant to ARS § 11-829, Paragraph B, on May 2, 2001 the Maricopa County Board of Supervisors adopted a Citizen Review Process for Zone Changes and Special Use Permits (Section 305 of the Maricopa County Zoning Ordinance). There are three (3) basic purposes for a Citizen Review Process:

- Notifying citizens of the rezoning *application* and not just the public hearing.
- Informing citizens of the substance of the application.
- Providing citizens an opportunity to express issues or concerns prior to any public hearing regarding the application.

Public participation is an important component of successful planning. Citizens need and deserve ongoing communication regarding projects and issues that affect their communities. Through the Citizen Review Process, Maricopa County demonstrates its commitment to ensuring that applicants pursue early and meaningful citizen input in applications for Zone Changes and Special Use Permits. Such participation will help an applicant resolve concerns early in the process, and promote goodwill between the applicant, County officials, citizens, property owners, and other stakeholders. While the Citizen Review Process may not produce complete consensus regarding specific applications, it will encourage applicants to make sound investment and planning decisions by listening to and, where feasible, addressing the concerns of their neighbors.

### Process

The Citizen Review Process has five (5) requirements that are discussed below:

1. Requirement for a Pre-Application Meeting
2. Requirement to develop a Citizen Participation Plan
3. Requirement to notice adjacent property owners upon application
4. Requirement to post properties upon application
5. Requirement to complete a Citizen Participation Results Report

#### 1. Requirement for a Pre-application Meeting / Pre-application Meeting Form

Prior to submitting a formal application, the applicant is required to participate in a pre-application meeting with Planning and Development Department staff. Pre-application meetings allow applicants to become familiar with the planning process, and also enable the applicant to obtain guidance with the requirements of the Citizen Review Process. At the pre-application meeting, the *Citizen Participation Plan* will be discussed between staff and the applicant.

At the pre-application meeting, staff will provide the applicant with a copy of the *pre-application meeting form*. This form is used to verify that the pre-application meeting has occurred. **Please do not discard or misplace this form – it is a required submittal with your application.**

#### 2. Requirement to develop a Citizen Participation Plan

The Citizen Participation Plan discusses the extent and procedure the applicant will take to complete the Citizen Review Process. Staff and the applicant will discuss the extent of the Citizen Participation Plan at the pre-application meeting. At a minimum, the following information should be submitted as a part of the Citizen Participation Plan, using the headings and format shown below:

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## Title Page

- Include the project name, general location and vicinity map

## Parties Affected by Application

- Discuss which residents; property owners, interested parties, political jurisdictions and public agencies may be affected by the application.

## Notification and Information Procedures

- Discuss how those interested in and potentially affected by an application will be notified that an application has been made.
- Discuss how those interested and potentially affected parties will be informed of the substance of the change, amendment, or development proposed by the application.

## Response Procedures

- Describe how those affected or otherwise interested will be provided an opportunity to discuss the applicant's proposal with the applicant and express any concerns, issues or problems they may have with the proposal in advance of the public hearing.

## Schedule for Completion

- Describe the schedule for completion of the Citizen Participation Plan.

## Status Procedure

- Describe how the applicant will keep the Planning and Zoning Division informed on the status of their citizen participation efforts.

The level of citizen interest and area involvement will vary depending on the nature of the application and the location of the site. The target area for early notification will be determined through a coordinated effort of the applicant and staff. The Planning Director shall resolve any disputes that may arise while arriving at the target area. At a minimum, the target area of the *Citizen Participation Plan* shall include the following:

- a) real property owners within 300' of the proposed Zone Change or Special Use Permit request;
- b) the head of any homeowners association within 300' of the proposed Zone Change or Special Use Permit request;
- c) other potentially affected citizens in the target area who have requested that they be placed on the routing list maintained by the Planning Department.

**Applicants may submit the *Citizen Participation Plan* for review as early as the pre-application meeting, but must submit it with the formal application.**

3. *Requirement to Notice Adjacent Property Owners Upon Application, and*
4. *Requirement to Post Properties Upon Application*

The applicant shall send notice (see example notification letter) by first class mail to each real property owner as shown on the last assessment of the property within 300' of the proposed amendment or change. The notice by mail shall include, at a minimum, description of the area of the proposed Zone Change or Special Use Permit, a general explanation of the nature of the proposal, the name of the applicant, and contact information for the applicant.

The applicant shall also post the property (see example in "Sign Specifications") included in the proposed change. The posting shall be in no less than two places with at least one notice for each quarter mile of frontage along perimeter right-of-way so that the notices are visible from the nearest public right-of-way. The postings

shall remain in place for the entire application period. Each notice shall be a minimum of six square feet in area unless combined with the public hearing notices. The posting shall include, at a minimum, a brief description of the area of the proposed Zone Change or Special Use Permit, a general explanation of the nature of the proposal, the name of the applicant, and contact information for the applicant. **A copy of the notice as well as a signed and notarized "Affidavit for the Citizen Review Process" along with photographic evidence demonstrating proof of posting and a map illustrating posting sites shall be submitted to staff within 30 days of application submittal.**

#### *5. Requirement to Complete a Citizen Participation Results Report*

Upon completion of the Citizen Review Process, the applicant must submit an official report on the results. At a minimum, the following information should be submitted as a part of the Citizen Participation Results Report, using the headings and format shown below:

##### **Title Page**

- Include the project name, general location and vicinity map.

##### **Details and Techniques Used To Involve the Public**

- Include all dates and locations of any and all meetings where citizens were invited to discuss the applicant's proposal.
- Provide the content, dates mailed, and number of mailings, including letters, meeting notices, newsletters and other publications.
- Indicate the location of residents, property owners, and interested parties receiving notices, newsletters or other written materials.
- Indicate the number of people that participated in the process.

##### **Summary of Concerns, Issues and Problems**

- Describe the substance of concerns, issues, and problems.
- Describe how the applicant has addressed or intends to address perceived or real concerns, issues, and problems expressed during the process
- Describe perceived or real concerns, issues and problems with which the applicant disagrees, which the applicant cannot address, or which the applicant chooses not to address, including an explanation of the applicant's reasoning.

**The *Citizen Participation Results Report* must be submitted and approved prior to scheduling the case for public hearing with the Planning and Zoning Commission and County Board of Supervisors.**



Planning & Development  
Department



CITIZEN REVIEW PROCESS  
NOTIFICATION LETTER (EXAMPLE)

This letter should be sent to each real property owner as shown on the last assessment of the property within 300' of the proposed Zone Change or Special Use Permit. Below is an example of how the form should be completed.

REQUEST: Rezone from Rural-43 to R1-35 RUPD / Special Use Permit

PROPOSAL: 40 lot, 4 tract single family subdivision / Horse riding and boarding stable

LOCATION: Northwest corner of Main and Park Streets

SIZE: 40.00 acres

APPLICANT: Name / address

CONTACT PERSON: Name / telephone number / fax number / e-mail address

Map of area:  
(Not to scale)



Insert vicinity map here. Subject property should be filled or patterned.

An application has been filed or will be filed shortly with the Maricopa County Department of Planning and Development regarding the request above. As required by the Maricopa County Zoning Ordinance, this notice is being sent to you because property listed in your name is located within 300 feet of the site noted above. This notice is being sent to you to inform you of this application and to provide you with an opportunity to relay any questions, issues or concerns regarding this application to the contact person listed in the top box of this page.

**THIS IS NOT A NOTICE OF A PUBLIC HEARING WITH THE PLANNING AND ZONING COMMISSION OR BOARD OF SUPERVISORS. HOWEVER, YOU MAY RECEIVE SUCH A NOTICE AT A FUTURE DATE IF THE APPLICATION IS SCHEDULED FOR HEARING.**



**Planning & Development  
Department  
AFFIDAVIT FOR THE  
CITIZEN REVIEW PROCESS**



**To be submitted to the assigned planner within 30 days of application.**

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

I, \_\_\_\_\_, being owner or authorized applicant for the Zone Change or Special Use Permit referenced below, do hereby affirm that within 30 days upon submitting an application I have posted the property included in the proposed change. The postings were no less than two places with at least one notice for each quarter mile of frontage along perimeter right-of-way so that the notices were visible from the nearest public right-of-way. The signs were a minimum of six square feet in area and included, at a minimum, a brief description of the area of the proposed Zone Change or Special Use Permit, a general explanation of the nature of the proposal, the name of the applicant, and contact information for the applicant. The postings shall remain in place for the entire extent of the application period.

**SUBMIT PHOTOGRAPHS OF THE POSTINGS MOUNTED ON AN 8 ½ X 11 SHEET OF PAPER AND A MAP ILLUSTRATING THE POSTING SITES WITH THIS AFFIDAVIT.**

I also affirm that within 30 days upon submitting an application, I have noticed by first class mail to each real property owner as shown on the last assessment of the property within three hundred feet of the proposed Zone Change or Special Use Permit. The notice by mail included, at a minimum, a description of the area of the proposed Zone Change or Special Use Permit, a general explanation of the nature of the proposal, the name of the applicant, and contact information for the applicant.

**ATTACH A COPY OF THE NOTICE LETTER TO THIS AFFIDAVIT.**

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

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

\_\_\_\_\_  
(Notary Public)

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

Tracking Number: \_\_\_\_\_

Project Name: \_\_\_\_\_



## Planning & Development Department



### SITE POSTING REQUIREMENTS

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1. *Arizona State Statutes* requires that the site posting for public hearings in the unincorporated county "be no less than two (2) places with at least one notice for each quarter mile of frontage along perimeter rights-of-way so that the notices are visible from the nearest public right-of-way." The applicant can request a map designating the location of posting sites from the assigned planner.
2. The signs must be posted prior to the due date for submitting a signed and notarized Affidavit of Public Hearing Posting and photographs of the posting. However, the applicant can combine the Citizen Review Process posting and Public Hearing posting requirements (in the this scenario, the signs would be posted at the beginning of the application process and updated with the public hearing dates). The CRP affidavit would be submitted within 30 days of application and the Public Hearing affidavit would be submitted prior to scheduling the case for a P&Z hearing.
3. The signs must be maintained and updated with amended information until after the Board of Supervisor's hearing.
4. The signs must be removed and disposed of within 10 days after the Board of Supervisor's hearing.
5. You may use a sign vendor of your choice or see attached listing.
6. A signed and notarized "Affidavit of Public Hearing Posting" as well as photographs of the posting and a map illustrating the posting sites must be filed with the Maricopa County Planning and Zoning Division by the applicable date indicated on the Filing Deadlines and Hearing Dates table. Failure to provide such documentation in a timely manner will result in the case not being scheduled for a Planning and Zoning Commission (P & Z) hearing.
7. See "Sign Specifications" for specific sign details.



Planning & Development  
Department  
**SIGN SPECIFICATIONS**

(The example shown below is for a combined  
Citizen Review Process & Public Hearing posting)



1. The sign shall be a minimum of 3ft x 3ft in size. If an applicant opts to not combine the CRP and public hearing postings, the CRP sign can be 3ft x 2ft in size.
2. The sign shall be constructed of laminated coroplast, laminated plywood, or other suitable construction material approved by planning staff.
3. The sign shall have a white background with black lettering.
4. The minimum lettering size shall be 1/2 inch for lowercase and 1 inch for upper case. The words "Zoning / Special Use Permit" and "Public Hearing" shall be a minimum of 2 inches in size.
5. The content of the sign shall match the example below and include specific case details.
6. The sign shall be securely fastened to wooden or metal stakes. The applicant is responsible for maintaining the integrity and accuracy of the sign.
7. The height of the sign shall be at least 4 ft from finished grade to top of sign and shall not be obstructed from view.

**MARICOPA COUNTY NOTICE OF  
ZONING / SPECIAL USE PERMIT REQUEST  
and  
PUBLIC HEARINGS**

**PLANNING & ZONING COMMISSION: 9:30 am on [date]  
BOARD OF SUPERVISORS: 9:00 am on [date]**  
(BOS date subject to change – contact the Planning & Zoning Division for verification)

**LOCATION OF HEARINGS:** 205 W. Jefferson Street  
Phoenix, Arizona (BOS Auditorium)

**REQUEST:  
PROPOSAL:  
GENERAL LOCATION:  
SIZE:  
CASE #:**

**APPLICANT/CONTACT/PHONE #/EMAIL:  
PLANNING & ZONING DIVISION: 602-506-3301  
[Pdplanner@mail.maricopa.gov](mailto:Pdplanner@mail.maricopa.gov)**

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



## Planning & Development Department

### POSSIBLE SIGN VENDORS



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**This listing is not an endorsement. You may use any sign vendor.**

1. Dynamite Signs  
29040 N. 44<sup>th</sup> Street  
Cave Creek, AZ 85331  
480-585-3031
  
2. Epic Signs  
1043 E. Indian School Road  
Phoenix, AZ 85014  
602-264-5800
  
3. Sign A Rama  
4229 W. Bell Road  
Phoenix, AZ 85053  
602-547-8012
  
4. Fast Signs  
13802 N Scottsdale Road #119  
Scottsdale, AZ 85254  
602-494-1737
  
5. Fast Signs  
2517 N. Central Avenue  
Phoenix, AZ 85004-1334  
602-266-7446
  
6. Techniprint Company  
2545 N. 7<sup>th</sup> Street  
Phoenix, AZ 85006-1047  
602-257-0686



Planning & Development  
Department  
AFFIDAVIT OF  
PUBLIC HEARING POSTING



This form is used to ensure compliance with the posting requirements for Zone Changes, Development Master Plans, Comprehensive Plan Amendments, and Special Use Permits applications. For additional information, please call the Planning and Zoning Division at 602-506-3301 or email to [Pdplanner@mail.maricopa.gov](mailto:Pdplanner@mail.maricopa.gov).

Case Number: \_\_\_\_\_

Project Name: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Location: \_\_\_\_\_

In order to assist in providing adequate notice to interested parties and to meet *Arizona State Statute*, the *applicant* shall post signs as prescribed by the "Maricopa County Site Posting Requirements." It shall be the responsibility of the applicant to post and maintain the sign on the subject property and to update the hearing information on the sign until the final disposition of the case. It shall also be the responsibility of the applicant to remove the sign within 10 days after final disposition of the case.

**SUBMIT PHOTOGRAPHS OF THE POSTINGS MOUNTED ON AN 8 ½ X 11 SHEET OF PAPER AND A MAP ILLUSTRATING THE POSTING SITES WITH THIS AFFIDAVIT.**

I confirm that the site has been posted as detailed by the *Maricopa County Site Posting Requirements* as well as in accordance with Maricopa County Zoning Ordinance Article 304.2.2 and Arizona Revised Statute Title 11, Section 829C, for the case above.

Applicant's / Representative's signature: \_\_\_\_\_

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

Notary Public \_\_\_\_\_

Tracking Number: \_\_\_\_\_

Project Name: \_\_\_\_\_



Planning & Development  
Department



**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 2009 FILING DEADLINES AND HEARING DATES



TECHNICAL ADVISORY COMMITTEE (TAC)	PLANNING & ZONING COMMISSION (P & Z)			BOARD OF SUPERVISORS (BOS)
TAC meetings are scheduled as needed when cases are submitted and processed. Typically, a TAC meeting is held within 60 days of application; however TAC slots are limited. After a TAC meeting, revisions must be resubmitted through One Stop Shop (OSS).	This deadline refers to written sign off being obtained by all County agencies. A submittal must be received <u>at least three (3) weeks prior to this deadline</u> to allow for review/sign off. Projects <u>WILL NOT be scheduled for a P&amp;Z hearing without all required sign offs.</u>	This deadline refers to the last day an applicant can provide an Affidavit of Posting and Photographs to the assigned Planner. Failure to meet this deadline will likely result in a case not being scheduled for a P&Z hearing. <u>Note:</u> not applicable to some applications.	P&Z meeting/hearing dates. Dates in <b>bold</b> indicate meetings of the Maricopa County Zoning, Infrastructure, Policy, Procedure & Ordinance Review Committee (ZIPPOR), an informal committee where cases are not typically heard.	BOS meeting/hearing dates. These dates typically follow the preceding P&Z date unless the case is continued or the P&Z does not take action. <u>Property owner &amp; MCDOT signed final plat mylars must be received by the Planner at least four (4) weeks prior to a BOS date.</u> <u>Note:</u> the Planner will obtain Assessor/Treasurer signatures.
TAC meetings	County Agency sign off deadlines	Affidavit of Posting and Photo deadlines	P&Z Meetings/Hearings	Board of Supervisors Meetings/Hearings
December 2, 2008	November 3, 2008	November 7, 2008	December 4, 2008	January 14, 2009
December 16, 2008	November 17, 2008	<b>N/A</b>	<b>December 18, 2008</b>	January 28, 2009
January 6, 2009	December 15, 2008	December 19, 2008	January 15, 2009	February 11, 2009
January 20, 2009	December 29, 2008	January 2, 2009	January 29, 2009	February 25, 2009
February 3, 2009	January 12, 2009	January 16, 2009	February 12, 2009	March 18, 2009
February 17, 2009	January 26, 2009	<b>N/A</b>	<b>February 26, 2009</b>	April 1, 2009
March 3, 2009	February 17, 2009	February 20, 2009	March 19, 2009	April 15, 2009
March 17, 2009	March 2, 2009	March 6, 2009	April 2, 2009	May 6, 2009
April 14, 2009	March 16, 2009	<b>N/A</b>	<b>April 16, 2009</b>	May 20, 2009
May 5, 2009	April 6, 2009	April 10, 2009	May 7, 2009	June 3, 2009
May 19, 2009	April 20, 2009	April 24, 2009	May 21, 2009	June 17, 2009
June 2, 2009	May 4, 2009	May 8, 2009	June 4, 2009	July 22, 2009
June 16, 2009	May 18, 2009	<b>N/A</b>	<b>June 18, 2009</b>	August 5, 2009
July 14, 2009	June 22, 2009	June 26, 2009	July 23, 2009	August 19, 2009
August 4, 2009	July 6, 2009	July 10, 2009	August 6, 2009	September 2, 2009
August 18, 2009	July 20, 2009	<b>N/A</b>	<b>August 20, 2009</b>	September 16, 2009
September 1, 2009	August 3, 2009	August 7, 2009	September 3, 2009	October 7, 2009
September 15, 2009	August 17, 2009	August 21, 2009	September 17, 2009	October 21, 2009
October 6, 2009	September 8, 2009	September 11, 2009	October 8, 2009	November 4, 2009
October 20, 2009	September 21, 2009	<b>N/A</b>	<b>October 22, 2009</b>	November 18, 2009
November 3, 2009	October 5, 2009	October 9, 2009	November 5, 2009	December 2, 2009
November 17, 2009	October 19, 2009	October 23, 2009	November 19, 2009	December 16, 2009
December 1, 2009	November 2, 2009	November 6, 2009	December 3, 2009	tbd
December 15, 2009	November 16, 2009	<b>N/A</b>	<b>December 17, 2009</b>	tbd



# Planning & Development Department



## DRAINAGE REVIEW REQUIREMENTS FOR PRECISE PLANS INCLUDING SPECIAL USE PERMITS

A detailed drainage report with respect to hydrology and hydraulics in conjunction with grading, drainage and paving plans may need to be submitted. The final drainage plan needs to be signed and sealed by an Arizona Registered Professional Civil Engineer and should address the following:

1. **Offsite Hydrology** – Need to determine the quantity, the entrance and exit points, and how the flow is to be routed through the site.
2. **Onsite Hydrology** – Need to show how the flows are to be routed to retention basins.
3. **Onsite Retention** – Need to retain water for the 100-year, 2-hour storm for the site, including adjacent right of way. Determine volume needed and the size and location of basins.
4. **Retention Disposal** – Provide testing results in conformance with Standard 6.10 for disposal of total ponding volume within 36 hours.
5. **Onsite Hydraulic Calculations** – Need to show hydraulic analysis for any channels, culverts, storm drains, or street drainage.
6. **Cross Sections** – Need to show perpendicular cross-sections through the site indicating property lines, swales, retention areas, finished floors, and street details.
7. **Finished Floor Elevations** – Need to show finished floor elevation and certification note.
8. **Topography** – Need to show natural and proposed contour elevations or spot elevations.
9. **Dry Wells** – If applicable, need to submit a copy of the dry well registration before final drainage clearance of a permit.
10. **Floodplains** – Need to show the delineated floodplain boundaries if the site is within a Federal Emergency Management Agency's (FEMA) special flood hazard area. Will also need to apply for Floodplain Use Permit.
11. **Erosion Setbacks** – For washes and other watercourse channels an erosion setback will need to be determined, which meets Arizona State Standard 5-96.

Since complex drainage systems may require more detailed information, a meeting should be arranged with personnel from Drainage Review.

### FEE INFORMATION\*:

#### Planning Cases:

Plan of Development including SUP (except SFR-SUP)	\$ 1,000 + \$ 500/Acre	\$ 11,000 Maximum
Minor Amendment to a Plan of Development	\$ 650	
Special Use plan for SFR uses	\$ 210	

#### Construction Permits

	\$ 2,000 + \$ 250/Acre	\$ 42,000 Maximum
Minor Accessory structure on previously developed site (see Regulation for restrictions)	- \$ 650	
Major Accessory structure on previously developed site (see Regulation for restrictions)	- \$ 5,000	

(Or as noted above if lower).

\* See the Drainage Regulation for current fee schedule