



Planning & Development
Department
MINOR AMENDMENT
TO APPROVED SPECIAL USE PERMITS, PLANS OF DEVELOPMENTS,
AND UNIT PLANS OF DEVELOPMENT



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**Planning & Development
Department
MINOR AMENDMENT APPLICATION
APPLICATION MUST BE COMPLETED IN FULL**



MA TO ZONE CHANGE MA TO SPECIAL USE PERMIT MA TO PLAN OF DEVELOPMENT

APPLICATION MUST BE COMPLETED IN FULL AND 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: _____

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): _____

OWNER'S AUTHORIZED AGENT INFORMATION

Name: _____ Contact: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone #: _____ Fax#: _____
 E-mail Address: _____

PROPERTY OWNER INFORMATION

Name: _____ Contact: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone #: _____ Fax#: _____
 E-mail Address: _____

PROPERTY OWNER AND OWNER'S AGENT AUTHORIZATION

I (property owner) _____ authorize (owner's agent) _____ 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: _____

VERIFICATION OF APPLICATION INFORMATION

I certify that the above statements are true. If any of the above statements is willfully false, I understand that I am subject to punishment and that any approvals or permits granted by Maricopa County in reliance upon the truthfulness of the above statements may be revoked or rescinded.

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 owner's authorized agent 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



MINOR AMENDMENT APPLICATION SUBMITTAL CHECKLIST

Applications submitted to the Maricopa County Planning and Development Department shall include all of the exhibits, items and information listed in this checklist. This information is required by County Ordinance or staff in order to adequately review the proposal. An application will only be accepted by the 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 assigned Planner. **PLEASE BE ADVISED THAT COMPLIANCE WITH STAFF REQUIREMENTS DOES NOT GUARANTEE STAFF SUPPORT OF THE REQUEST OR FINAL APPROVAL OF THE REQUEST.**

The criteria for making an application for a Minor Amendment are provided in the Maricopa County Zoning Ordinance, Chapter 3, Section 304.9.

If the amendment is approved, a building permit/s is required prior to any construction or use of the property.

1. APPLICATION:

- _____ A. Completed and signed application – **10 copies**
- _____ B. Proof of ownership (official recorded deed, etc.) – **2 copies**
- _____ C. Corporate or LLC Resolution as applicable.

2. SITE PLAN:

- _____ A. 8-1/2" x 11" paper copy of site plan – **1 copy**
- _____ B. 24" x 36" **collated, folded, and stapled** copies of site plan – **10 copies**

Site Plan to include the following information:

- _____ 1. Project name and case (tracking) number
- _____ 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 authorized agent
- _____ 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 land use
- _____ 8. Request (i.e. Minor Amendment for _____ (project name)
- _____ 9. Legal Description
- _____ 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 within
- _____ 17. Existing and proposed contours
- _____ 18. Utility commitment table (a table illustrating water, wastewater disposal, fire protection, police protection, electric, natural gas, telephone, and refuse providers)
- _____ 19. Location of all utilities (existing and proposed)
- _____ 20. Location, height and type of outdoor lighting. Note compliance with Section 1112 of the Zoning Ordinance in regard to outdoor lighting
- _____ 21. Signs
- Location, size, height and type
 - Elevations of each sign
 - Source of illumination
 - Area and number allowed/area and number requested
- _____ 22. Location of all recorded/proposed easements
- _____ 23. Type of screening (i.e. walls and plantings)
- _____ 24. Location of landscaping and retention walls
- _____ 25. Typical landscaping section
- _____ 26. Show the location of all proposed and existing fire hydrants, water supply/storage, wells, and septic systems.

3. NARRATIVE REPORT: (Brief explanation of the project. **10 copies** – 8 1/2" x 11" paper, Underlined wording indicates a section heading.)

- _____ A. Title page – include project name, general location, case/tracking number, and vicinity map
- _____ B. Narrative Report Notarized Statement– Include a page with the following information to be completed by the owner or the owner’s authorized agent with notary information.

I, _____, being owner or owner’s authorized agent for the Minor Amendment recognize and acknowledge that this Narrative Report will become a part of the application to which it applies and that the truth of its contents will be relied upon by the Maricopa County Planning and Development Department, the Maricopa County Planning and Zoning Commission and the Maricopa County Board of Supervisors.

I certify that all of the information in this Narrative Report is complete and true. If any of the statements in the Narrative Report is willfully false or incomplete, I understand that I am subject to punishment and that any approvals or permits granted by Maricopa County in reliance upon the truthfulness of the above statements may be revoked or rescinded.

Owner/Owner’s authorized agent signature: _____

SUBSCRIBED AND SWORN before me this _____ day of _____, _____

(Notary Public)

My Commission Expires: _____

- _____ C. Purpose of Request
- _____ D. 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
- _____ E. 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.)
- _____ F. Location and Accessibility
- _____ G. Circulation System (on & off-site) – include proposed improvements or dedications
- _____ H. Development Schedule (phasing)
- _____ I. Community Facilities and Services (school district, parks, amenities, etc.)
- _____ J. Public Utilities and Services (refuse, sewer, water, police, fire, etc.)
- _____ K. Other information that will be helpful in evaluating the request
 - Architectural renderings and themes (descriptions)
 - Landscaping renderings and themes (descriptions)
 - Floor plans, elevations

4. FINANCIAL RESPONSIBILITY – 1 copy

5. FEES:

- _____ A. Planning Review Fee: \$750 + \$100/acre or portion thereof (\$5000 max.) See Maricopa County Zoning Ordinance, Chapter 16 (www.maricopa.gov/planning).

No application shall be scheduled for hearing by any board or commission or administratively approved unless and until all fees and fines owed to the Department as a result of any activity or inactivity attributable to the property that is the subject of the application are brought current and paid in full or any amounts owed pursuant to an agreement of compliance are current, as the case may be. This requirement shall not be waived by the Board of Supervisors or Planning and Zoning Commission.

- _____ B. Drainage Review Fee: \$650 for sites under one acre in size which includes billboards and wireless communication facilities.

Sites larger than one acre in size \$1,000 + \$500 per acre.

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

- _____ C. Department of Transportation Review Fee of \$250. (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. (This is a separate fee, but can be combined with the planning fee.)

6. DRAINAGE REPORT: (Please check with Maricopa County Drainage Review to determine if required and the type of report required).

_____ **5 copies**

7. OTHER INFORMATION: (as required by staff and/or other Department or Agency)

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

MARICOPA COUNTY AGENCY CONTACTS:

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



Planning & Development
Department



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 and the property for which the application made, including any fees incurred if this application is withdrawn, 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



LIMITED LIABILITY COMPANY RESOLUTION

Be it resolved that the transaction herein referred to, being herewith approved, _____ member of _____, L.L.C. be and (s)he is hereby directed, authorized and empowered to execute, acknowledge and deliver such documents, instruments and papers and perform such acts as may be legally, properly and reasonably required or necessary for the purpose of filing necessary applications with the Maricopa County Planning and Development Department to obtain _____ for parcel number(s) _____.

I, _____ (attesting witness); member of _____ L.L.C., a Limited Liability Company of the State of _____, CERTIFY that the foregoing Resolution is duly authorized by the Certificate of Formation and the Operating Agreement of the company; that it has not been modified, amended or rescinded, and is in full force and effect as of the date hereof.

Dated: _____



Planning & Development
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CORPORATE RESOLUTION

Be it resolved that the transaction herein referred to, being herewith approved, _____ President of _____, be and (s)he is hereby directed, authorized and empowered to execute, acknowledge and deliver such documents, instruments and papers and perform such acts as may be legally, properly and reasonably required or necessary for the purpose of filing necessary applications with the Maricopa County Planning and Development Department to obtain _____ for parcel number(s) _____.

I, _____ (attesting witness); Secretary of _____ a corporation of the State of _____, CERTIFY that the foregoing Resolution is duly authorized by the Board of Directors of the company; that it has not been modified, amended or rescinded, and is in full force and effect as of the date hereof.

Dated: _____



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
SUP or Plan of Development with disturbance of less than 1,500 sq. ft.	\$ 650	
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