



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:

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.



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AFFIDAVIT OF NOTIFICATION

Date: _____

I, _____, being the owner or authorized agent 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.

Owner's / Authorized Agent'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 owner or authorized agent 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 owner or authorized agent 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)