



Planning & Development
Department
PRE-APPLICATION MEETING



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**Planning & Development
Department
PRE-APPLICATION MEETING APPLICATION**



DMP CPA ZONE CHANGE SUP OTHER (DESCRIBE IN DETAIL BELOW)

APPLICATION MUST BE COMPLETED IN FULL

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

REQUEST:

Description of Request: _____

 Water/Sewer Provider/s: _____
 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/s: _____
 Subdivision Name (if applicable): _____

APPLICANT OR PROPERTY OWNER 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: _____

Applicant's Signature or Property Owner's Signature: _____ Date: _____



Planning & Development Department

PRE-APPLICATION MEETING CHECKLIST



Per Section 305 of the Maricopa County Zoning Ordinance (MCZO), a pre-application meeting is required for any application that requires a Citizen Review Process (Zone Changes, Special Use Permits, Development Master Plans, Military Compatibility Permit, and Comprehensive Plan Amendments). Although not required, a pre-application meeting may be conducted for other planning applications.

The primary purpose of a pre-application meeting is to provide an applicant or property owner with specific information on process requirements for the applicant or property owner's proposal from representatives from Current (P&Z) Planning, Comprehensive Planning, Zoning Plan Review, Drainage Review, Transportation, Environmental Services, and Flood Control District of Maricopa County. Whether or not a development proposal is supportable by staff may be discussed, but final determination will not be made until a formal application is evaluated. Note: the Board of Supervisor's will ultimately vote to approve or deny the request. Their actions may or may not concur with the recommendations of staff and the Planning and Zoning Commission. Pre-application meetings are considered proprietary and any information received or discussed is not considered public information.

The following application materials are required prior to scheduling a pre-application meeting. This material can be submitted in person at the One Stop Shop (OSS) or mailed in "Attention P&Z division". Application(s) determined to be incomplete shall not be processed by staff. Once these materials are received, they will be distributed to County reviewers and the applicant or property owner will be contacted with a pre-application date and time. Agendas are limited and are filled on a "first come-first serve" basis (see attached schedule).

A copy of the signed pre-application form with meeting notes will be given to the applicant or property owner after the meeting and will be a submittal requirement for future formal applications. Pre-application meetings are only valid for a period of twelve (12) months, after which, a new pre-application meeting may be required under separate fee.

INFORMATION REQUIRED FOR SUBMITTAL

1. **APPLICATION – 8 copies**
2. **SITE PLAN (collated, folded, and stapled copies) illustrating the proposal or layout of the site – 8 copies**
3. **NARRATIVE REPORT** describing the request in detail – **8 copies**
4. **FILING FEE:** \$250. Fee includes \$100 Planning fee and \$150 Drainage Review Fee.

MARICOPA COUNTY AGENCY CONTACTS:

Planning:	(602) 506-3301
Zoning Plan Review:	(602) 506-3201
Transportation (MCDOT):	(602) 506-8600
Environmental Services (MCESD):	(602) 506-6666
Flood Control District:	(602) 506-1501
Drainage Review:	(602) 372-0790



Planning & Development
Department
2012 PRE-APPLICATION MEETING DATES



December 6, 2011
December 13, 2011
December 27, 2011
January 3, 2012
January 10, 2012
January 24, 2012
January 31, 2012
February 7, 2012
February 14, 2012
February 28, 2012
March 6, 2012
March 13, 2012
March 27, 2012
April 3, 2012
April 10, 2012
April 24, 2012
May 1, 2012
May 8, 2012
May 22, 2012
May 29, 2012
June 5, 2012
June 12, 2012

June 26, 2012
July 3, 2012
July 10, 2012
July 24, 2012
July 31, 2012
August 7, 2012
August 14, 2012
August 28, 2012
September 4, 2012
September 11, 2012
September 25, 2012
October 2, 2012
October 9, 2012
October 23, 2012
October 30, 2012
November 6, 2012
November 13, 2012
November 27, 2012
December 4, 2012
December 11, 2012
December 27, 2012