



Planning & Development  
Department

TEXT AMENDMENT



SUBMITTAL FORMS INDEX

TEXT AMENDMENT PROCESS	540
GENERAL APPLICATION	501
FINANCIAL RESPONSIBILITY	FR-PND
LLC RESOLUTION	LLC
CORPORATE RESOLUTION	Corporate
FILING DEADLINES AND HEARING DATES	503



## Planning & Development Department



### TEXT AMENDMENT PROCESS

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#### FILING AN APPLICATION

To submit an application, the following information is required:

1. A completed and signed application form. The application form should include the Zoning Ordinance section proposed for amendment, the current Zoning Ordinance text, the proposed amended text, and the purpose of the request. If additional room is needed, a separate sheet or report may be filed.
2. Application fees: Amending Zoning Ordinance Text; \$1,000/section, \$5,000 maximum fee.
3. Any additional supporting material that would justify the proposed amendment.
4. Application(s) determined to be incomplete shall not be processed by staff.
5. No application shall be scheduled for hearing by any board or commission 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.

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#### TECHNICAL REVIEW

As the breadth and scope of proposed text amendments can vary considerably, the level of technical review will vary accordingly. In certain instances, a Technical Advisory Committee (TAC) may be necessary. The TAC is composed of representatives of the County's Planning, Transportation, Flood Control, Drainage Review and Environmental Services departments, as well as representatives from any other County department or other interested party that may be affected by or has an interest in the proposed text amendment.

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

Staff will provide you with written comments from any party unable to attend the meeting.

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#### PLANNING AND ZONING COMMISSION

Prior to public hearing, the Planning and Zoning Commission may choose to discuss the proposed text amendment with the owner or owner's authorized agent and County staff at a Zoning Implementation Policy, Procedure and Ordinance Committee (ZIPPOR) meeting. The ZIPPOR meeting provides an opportunity for the Commission to better understand technical issues regarding the proposed amendment.

The Planning and Zoning Commission will hold a public hearing for all interested persons wishing to comment on the text amendment. The owner or owner's authorized agent 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 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 text amendment request will again be advertised and posted 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 the Planning and Zoning Commission.

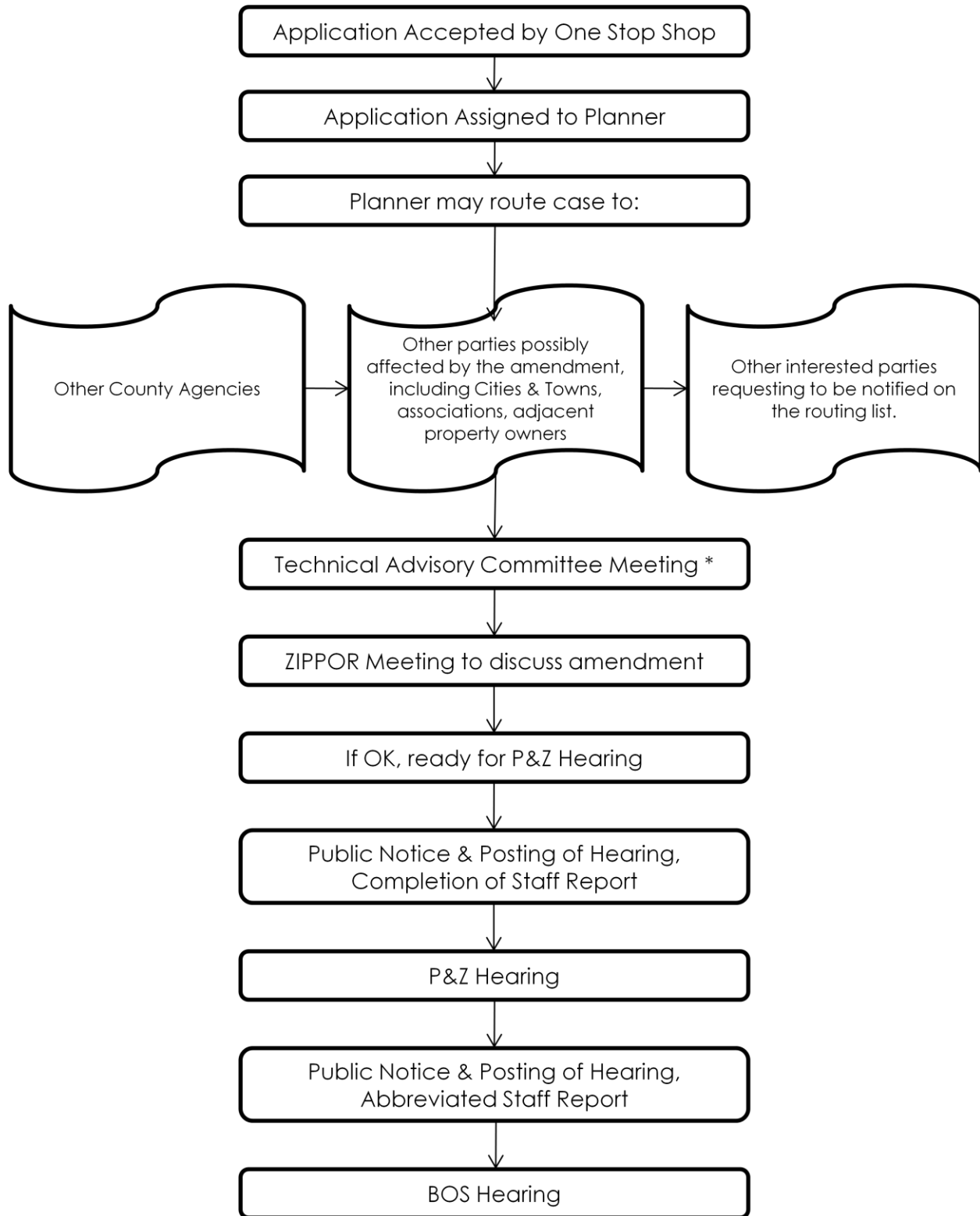
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#### POST- BOARD OF SUPERVISOR ACTIVITY

Once approved by the Board of Supervisors, the text amendment becomes effective 31 days after Board action.



# TEXT AMENDMENT PROCESS FLOWCHART



\*May not be required for all cases.



Planning & Development Department



GENERAL APPLICATION APPLICATION MUST BE COMPLETED IN FULL

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

REQUEST

Project Name: Description of Request: Existing Use of Property: Existing Zoning District: Requested Zone (if applicable): 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



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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 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  
Department



**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 2012 FILING DEADLINES AND HEARING DATES



TECHNICAL ADVISORY COMMITTEE (TAC)	PLANNING & ZONING COMMISSION (P & Z)			BOARD OF SUPERVISORS (BOS)
TAC meetings are scheduled as needed. Typically, a TAC meeting is held within 60 days of application; however TAC slots are limited.	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.	This deadline refers to the last day an applicant can provide an Affidavit of Posting and Photos to the assigned Planner.	Dates in <b>bold</b> indicate meetings of the Maricopa County Zoning, Infrastructure, Policy, Procedure & Ordinance Review Committee (ZIPPOR) committee.	These dates typically follow the preceding P&Z date unless the case is continued or the P&Z does not take action.
TAC meetings	County Agency sign off deadlines	Affidavit of Posting and Photo deadlines	P&Z Meetings/Hearings	Board of Supervisors Meetings/Hearings
December 20, 2011	October 31, 2011	November 4, 2011	December 1, 2011	January 11, 2012
January 17, 2012	November 14, 2011	November 18, 2011	December 15, 2011	January 25, 2012
February 21, 2012	December 5, 2011	December 9, 2011	January 5, 2012	February 8, 2012
March 20, 2012	December 19, 2011	December 23, 2011	January 19, 2012	February 22, 2012
April 17, 2012	January 3, 2012	January 6, 2012	February 2, 2012	March 14, 2012
May 15, 2012	January 17, 2012	<b>N/A</b>	<b>February 16, 2012</b>	March 28, 2012
June 19, 2012	January 30, 2012	February 3, 2012	March 1, 2012	April 11, 2012
July 17, 2012	February 13, 2012	February 17, 2012	March 15, 2012	April 25, 2012
August 21, 2012	March 5, 2012	March 9, 2012	April 5, 2012	May 9, 2012
September 18, 2012	March 19, 2012	<b>N/A</b>	<b>April 19, 2012</b>	May 23, 2012
October 16, 2012	April 2, 2012	April 6, 2012	May 3, 2012	June 6, 2012
November 20, 2012	April 16, 2012	April 20, 2012	May 17, 2012	June 20, 2012
December 18, 2012	May 7, 2012	May 11, 2012	June 7, 2012	July 25, 2012
	May 21, 2012	<b>N/A</b>	<b>June 21, 2012</b>	July 25, 2012
	June 4, 2012	June 8, 2012	July 5, 2012	August 8, 2012
	June 18, 2012	June 22, 2012	July 19, 2012	August 22, 2012
	July 2, 2012	July 6, 2012	August 2, 2012	September 12, 2012
	July 16, 2012	<b>N/A</b>	<b>August 16, 2012</b>	September 26, 2012
	August 6, 2012	August 10, 2012	September 6, 2012	October 17, 2012
	August 20, 2012	August 24, 2012	September 20, 2012	October 31, 2012
	September 4, 2012	September 7, 2012	October 4, 2012	November 14, 2012
	September 17, 2012	<b>N/A</b>	<b>October 18, 2012</b>	November 28, 2012
	October 1, 2012	October 5, 2012	November 1, 2012	December 12, 2012
	October 15, 2012	October 19, 2012	November 15, 2012	December 12, 2012
	November 5, 2012	November 9, 2012	December 6, 2012	tbd
	November 19, 2012	<b>N/A</b>	<b>December 20, 2012</b>	tbd