



Planning & Development
Department



TEXT AMENDMENT

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Planning & Development Department

TEXT AMENDMENT PROCESS



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.

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 (see attached schedule), 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.

PLANNING AND ZONING COMMISSION

Prior to public hearing, the Planning and Zoning Commission may choose to discuss the proposed text amendment with the applicant and County staff at a Zoning Implementation Policy, Procedure and Ordinance Committee (ZIPPOR) meeting (see attached schedule). 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 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 for approval or denial of the request. Their recommendation may or may not concur with staff's recommendation.

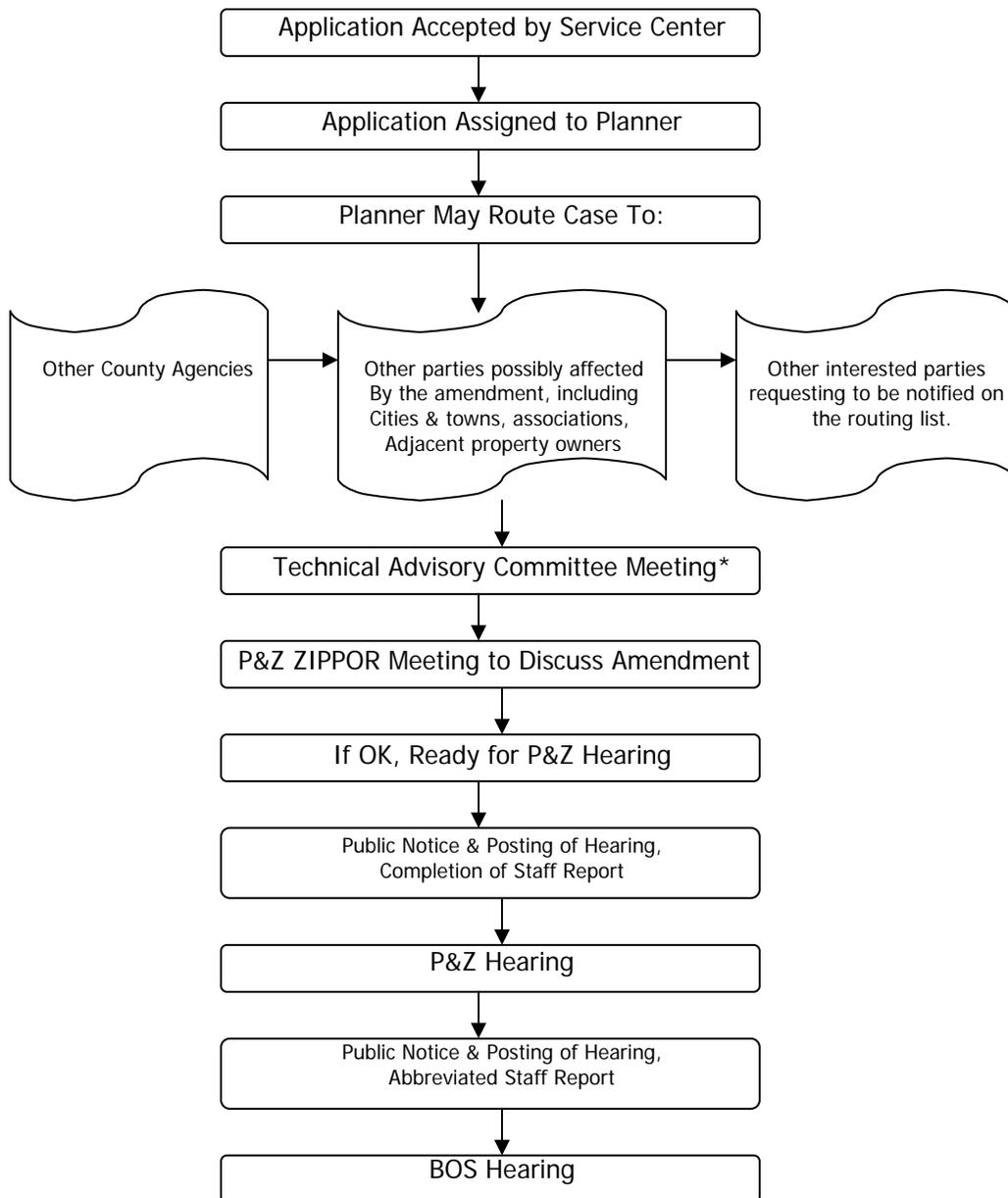
BOARD OF SUPERVISORS

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.

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): _____

APPLICANT 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 APPLICANT AUTHORIZATION

I (property owner) _____ authorize (applicant's name) _____
 to file this application on all matters relating to this request with Maricopa County.

PROPOSITION 207 WAIVER

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. Also by signing I waive claim for diminution in value due to enforcement of any stipulations of the approval.

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 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&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 bold 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 & 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	N/A	December 18, 2008	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	N/A	February 26, 2009	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	N/A	April 16, 2009	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	N/A	June 18, 2009	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	N/A	August 20, 2009	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	N/A	October 22, 2009	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	N/A	December 17, 2009	tbd