



Planning & Development
Department

COMPREHENSIVE PLAN AMENDMENT



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**Planning & Development
Department
COMPREHENSIVE PLAN AMENDMENT
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: _____ _____	
Current Land Use: _____	
Proposed Land Use: _____	
Supervisor District: _____	
PROPERTY INFORMATION	
General Location (include nearest city/town): _____ _____	
Gross Acres: _____	
Legal Description: _____	
Section: _____ Township: _____ Range: _____	
Assessor's Parcel Number(s): _____	
APPLICANT INFORMATION	
Name: _____ Contact: _____	
Address: _____	
City: _____ State: _____ Zip: _____	
Phone #: _____ Fax #: _____ Email: _____	
PROPERTY OWNER INFORMATION	
Name: _____ Contact: _____	
Address: _____	
City: _____ State: _____ Zip: _____	
Phone #: _____ Fax #: _____ Email: _____	
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

COMPREHENSIVE PLAN AMENDMENT APPLICATION 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 requested by Department Staff in order to adequately review the proposal. An application will only be accepted by the Planning Department when all of the items listed below are submitted, unless otherwise deemed unnecessary by staff. Additional information, detail and/or copies may be required after review by the Technical Advisory Committee (TAC). **PLEASE BE ADVISED THAT COMPLIANCE WITH TAC/STAFF REQUIREMENTS DOES NOT GUARANTEE STAFF SUPPORT OF THE REQUEST OR FINAL APPROVAL OF THE REQUEST.**

1. **PRE-APPLICATION MEETING FORM – 1 Copy**

2. **APPLICATION MATERIALS:**

- A. Completed and signed application – **up to 25 Copies**
 B. Proof of ownership-Official Recorded Deeds (**2 copies**):

3. **NARRATIVE REPORT – up to 25 copies** The narrative report must include the information identified in the Maricopa County Comprehensive Plan Amendment Guidelines and must address the following questions:

- A. Executive Summary Section to include the following:
- A. On-site and regional location
 - B. CPA size and description of land use types by acreages
 - C. Roads/transportation systems serving the proposed project
 - D. Suitability with surrounding land uses
- B. Whether the amendment constitutes an overall improvement to the Comprehensive Plan and is not solely for the good or benefit of a particular landowner or owners at a particular point in time.
- C. Whether the amendment will adversely impact all or a portion of the planning area by:
- Altering acceptable land use patterns to the detriment of the plan.
 - Requiring public expenditures for larger and more expensive infrastructure.
 - Requiring public improvements to roads, sewer, or water systems that are needed to support the planned land uses.
 - Adversely impacting planned uses because of increased traffic.
 - Affecting the livability of the area or health or safety of present and future residents.
 - Adversely impacting the natural environment or scenic quality of the area in contradiction to the plan.
- D. Whether the amendment is consistent with the overall intent of the Comprehensive Plan.

COMPREHENSIVE PLAN AMENDMENT SUBMITTAL CHECKLIST

- E. The extent to which the amendment is consistent with the specific goals and policies contained within the plan.
- F. Other pertinent information as requested by the Maricopa County Planning Department Staff.

4. LAND USE EXHIBIT

- A. Land Use Exhibit – **up to 25 Folded Color Copies** * on 24" x 36" size sheets (if required)
- B. Land Use Exhibit – **up to 25 Color Copies** on 8 ½" x 11" size sheets

5. ELECTRONIC COPIES OF APPLICATION MATERIALS – Adobe PDF Format

- A. Completed Application form – **1 copy**
- B. Narrative Report including Executive Summary, and exhibits– **1 copy**

6. TRAFFIC IMPACT STUDY (TIS) or TRAFFIC STATEMENT- 2 COPIES (if required)

7. WATER, WASTEWATER PLANS, AND REVIEW FEES – SUBMIT DIRECTLY TO MCESD

Maricopa County Department of Environmental Services (MCESD) requires submittal of one (1) water master plan and one (1) wastewater master plan to be submitted directly to MCESD with the associated fees.

8. PUBLIC PARTICIPATION PLAN: 2 copies. The public participation plan must include the following information as required by the Maricopa County Public Participation Guidelines:

- A. A description of the community involvement area.
- B. A list of stakeholders that may be affected by the application. While individual circumstances will vary, stakeholders include residents, property owners, homeowners associations, and any other identified within an area agreed upon by the applicant and the Planning and Development Department. The applicant should also include a description of how and when the identified stakeholders will be notified that an application for a plan amendment or development master plan has been submitted.
- C. A description of how the applicant will make information available to interested parties, prior to public hearings.
- D. A description of how the applicant will identify stakeholders' issues and concerns.
- E. A description of how the applicant will respond to stakeholders' feedback and recommendations.
- F. A discussion of how the applicant will keep the Maricopa County Planning and Development Department informed of public participation program progress.
- G. A timeline for the public participation program.

COMPREHENSIVE PLAN AMENDMENT SUBMITTAL CHECKLIST

The following items are required after the original submittal of an application. For questions, please ask your assigned planner:

9. PUBLIC PARTICIPATION – INITIAL NOTIFICATION AND POSTING: These items are due within 30 days of application submittal.

- A. A copy of the notification letter.
- B. Signed and notarized "Affidavit of Citizen Participation".
- C. Map of posting sites.
- D. Photographic evidence of posting.

10. PUBLIC PARTICIPATION PROGRAM RESULTS REPORT: 2 copies. Prior to scheduling public hearing, the applicant shall submit a written report that details the results of the public participation program. The report shall include the following information:

Record of Applicant Activities

- A. The dates, times, and/or locations of:
 - a. All meetings the applicant initiated with stakeholders.
 - b. Other contacts with affected stakeholders.
- B. Description of the approximate number of people that participated in the public participation process, and where they are located in relation to the subject property.
- C. Discussion of the results of the public participation process. This discussion should include information about the major issues and concerns identified by the stakeholders, how the applicant will address the concerns or issues raised by affected stakeholders, and what concerns or issues the applicant cannot or will not address and why.
- D. Appendix of information, including mailings, fliers, newsletters, handouts, and other pertinent materials that help describe the public participation program.

11. PUBLIC HEARING NOTIFICATION REQUIREMENTS:

- A. List of property owners (name, address and parcel number) within 300'
- B. Labels and postcard postage for property owners within 300'
- C. Signed and notarized "Affidavit of Notification"

12. AFFIDAVIT OF PUBLIC HEARING POSTING: The following listing of items are required before the request is scheduled for P&Z hearing as indicated on the Filing Deadlines and Hearing Dates table.

- A. Signed and notarized "Affidavit of Public Hearing Posting".
- B. Map of posting sites.
- C. Photographic evidence of posting.



Planning & Development Department



PUBLIC PARTICIPATION PROCESS NOTIFICATION LETTER EXAMPLE

This form should be sent to each real property owner as shown on the last assessment of the property within 300' of the proposed Comprehensive Plan Amendment. Below is an example of how the form should be completed. A clean copy for your use is found on the following page.

REQUEST: Comprehensive Plan Amendment

PURPOSE: Neighborhood Commercial Center

LOCATION: Northwest corner of Main and Park Streets

SIZE: 20 acres

APPLICANT: Name / address

CONTACT PERSON: Name / telephone number / fax number / e-mail address

Map of area:
(Not to scale)



Insert vicinity map here. Subject property should be filled or patterned.

An application has been filed or will be filed shortly with the Maricopa County Department of Planning and Development regarding the request above. This notice is being sent to you because property listed in your name is located within 300 feet of the site noted above. This notice is being sent to you to inform you of this application and to provide you with an opportunity to relay any questions, issues or concerns regarding this application to the contact person listed in the top box of this page.

THIS IS NOT A NOTICE OF A PUBLIC HEARING WITH THE PLANNING AND ZONING COMMISSION OR COUNTY BOARD OF SUPERVISORS. HOWEVER, YOU MAY RECEIVE SUCH A NOTICE AT A FUTURE DATE IF THE APPLICATION IS SCHEDULED FOR HEARING.



Planning & Development Department

PUBLIC PARTICIPATION PROCESS NOTIFICATION LETTER EXAMPLE



REQUEST:

PURPOSE:

LOCATION:

SIZE:

APPLICANT:

CONTACT PERSON:

Map of area:
(Not to scale)



An application has been filed or will be filed shortly with the Maricopa County Department of Planning and Development regarding the request above. This notice is being sent to you because property listed in your name is located within 300 feet of the site noted above. This notice is being sent to you to inform you of this application and to provide you with an opportunity to relay any questions, issues or concerns regarding this application to the contact person listed in the top box of this page.

THIS IS NOT A NOTICE OF A PUBLIC HEARING WITH THE PLANNING AND ZONING COMMISSION OR COUNTY BOARD OF SUPERVISORS. HOWEVER, YOU MAY RECEIVE SUCH A NOTICE AT A FUTURE DATE IF THE APPLICATION IS SCHEDULED FOR HEARING.



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AFFIDAVIT OF PUBLIC PARTICIPATION



To be submitted at the Technical Advisory Committee Meeting or within 30 days of application.

Date: _____

I, _____, being owner or authorized applicant for the Comprehensive Plan Amendment referenced below, do hereby affirm that within 30 days upon submitting an application I have posted the property included in the proposed change. The postings were no less than two places with at least one notice for each quarter mile of frontage along perimeter right-of-way so that the notices were visible from the nearest public right-of-way. The signs were a minimum of six square feet in area and included, at a minimum, a brief description of the area of the proposed Comprehensive Plan Amendment, a general explanation of the nature of the proposal, the name of the applicant, and contact information for the applicant. The postings shall remain in place for the entire extent of the application period.

SUBMIT PHOTOGRAPHS OF THE POSTINGS MOUNTED ON AN 8 ½ X 11 SHEET OF PAPER AND A MAP ILLUSTRATING THE POSTING SITES WITH THIS AFFIDAVIT.

I also affirm that within 30 days upon submitting an application, I have noticed by first class mail to each real property owner as shown on the last assessment of the property within three hundred feet of the proposed Comprehensive Plan Amendment. The notice by mail included, at a minimum, a description of the area of the proposed amendment or change, a general explanation of the nature of the proposed amendment or change, the name of the applicant, and contact information for the applicant.

ATTACH THE FOLLOWING DOCUMENTATION:

- _____ Copy of 300' letter of notification
- _____ Map identifying the location of posting sites
- _____ Photographic evidence of postings

Applicant's or Owner's signature: _____

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

(Notary Public)

My Commission Expires: _____

Project Name: _____



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SITE POSTING REQUIREMENTS

1. The signs must be posted prior to the due date for submitting a signed and notarized Affidavit of Public Hearing Posting and photographs of the posting. However, the applicant can combine the Citizen Review Process posting and Public Hearing posting requirements (in the this scenario, the signs would be posted at the beginning of the application process and updated with the public hearing dates). The CRP affidavit would be submitted within 30 days of application and the Public Hearing affidavit would be submitted prior to scheduling the case for a P&Z hearing.
2. The signs must be maintained and updated with amended information until after the Board of Supervisor's hearing.
3. The signs must be removed and disposed of within 10 days after the Board of Supervisor's hearing.
4. You may use a sign vendor of your choice or see attached listing.
5. A signed and notarized "Affidavit of Public Hearing Posting" as well as photographs of the posting and a map illustrating the posting sites must be filed with the Maricopa County Planning and Zoning Division by the applicable date indicated on the Filing Deadlines and Hearing Dates table. Failure to provide such documentation in a timely manner will result in the case not being scheduled for a Planning and Zoning Commission (P & Z) hearing.
6. See "Sign Specifications" for specific sign details.



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SIGN SPECIFICATIONS

(The example shown below is for a combined
Public Participation Process & Public Hearing posting)



1. The sign shall be a minimum of 3ft x 3ft in size. If an applicant opts to not combine the public participation signage and public hearing postings, the public participation sign can be 3ft x 2ft in size.
2. The sign shall be constructed of laminated coroplast, laminated plywood, or other suitable construction material approved by planning staff.
3. The sign shall have a white background with black lettering.
4. The minimum lettering size shall be 1/2 inch for lowercase and 1 inch for upper case. The words "Notice of Comprehensive Plan Amendment" and "Public Hearing" shall be a minimum of 2 inches in size.
5. The content of the sign shall match the example below and include specific case details.
6. The sign shall be securely fastened to wooden or metal stakes. The applicant is responsible for maintaining the integrity and accuracy of the sign.
7. The height of the sign shall be at least 4 ft from finished grade to top of sign and shall not be obstructed from view.

**MARICOPA COUNTY NOTICE OF
COMPREHENSIVE PLAN AMENDMENT
and
PUBLIC HEARINGS**

PLANNING & ZONING COMMISSION: 9:30 am on [date]

BOARD OF SUPERVISORS: 9:00 am on [date]

(BOS date subject to change – contact the Planning & Zoning Division for verification)

LOCATION OF HEARINGS: 205 W. Jefferson Street
Phoenix, Arizona (BOS Auditorium)

REQUEST:

PROPOSAL:

GENERAL LOCATION:

SIZE:

CASE #:

APPLICANT/CONTACT/PHONE #/EMAIL:
PLANNING & ZONING DIVISION: 602-506-3301
Pdplanner@mail.maricopa.gov

Posting Date: _____



Planning & Development Department

POSSIBLE SIGN VENDORS



This listing is not an endorsement. You may use any sign vendor.

1. Dynamite Signs
29040 N. 44th Street
Cave Creek, AZ 85331
480-585-3031

2. Epic Signs
1043 E. Indian School Road
Phoenix, AZ 85014
602-264-5800

3. Sign A Rama
4229 W. Bell Road
Phoenix, AZ 85053
602-547-8012

4. Fast Signs
13802 N Scottsdale Road #119
Scottsdale, AZ 85254
602-494-1737

5. Fast Signs
2517 N. Central Avenue
Phoenix, AZ 85004-1334
602-266-7446

6. Techniprint Company
2545 N. 7th Street
Phoenix, AZ 85006-1047
602-257-0686



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AFFIDAVIT OF PUBLIC HEARING POSTING

This form is used to ensure compliance with the posting requirements for Zone Changes, Development Master Plans, Comprehensive Plan Amendments, Special Use Permits, Major Amendments, and modification of Board of Supervisor approved stipulations. For additional information, please call the Planning and Zoning Division at 602-506-3301 or email to Pdplanner@mail.maricopa.gov.

Case Number: _____

Project Name: _____

Applicant Name: _____

Location: _____

In order to assist in providing adequate notice to interested parties, the *applicant* shall post signs as prescribed by the "Maricopa County Site Posting Requirements." It shall be the responsibility of the applicant to post and maintain the sign on the subject property and to update the hearing information on the sign until the final disposition of the case. It shall also be the responsibility of the applicant to remove the sign within 10 days after final disposition of the case.

SUBMIT PHOTOGRAPHS OF THE POSTING MOUNTED ON AN 8 ½ X 11 SHEET OF PAPER AND A MAP ILLUSTRATING THE POSTING SITES WITH THIS AFFIDAVIT.

I confirm that the site has been posted as required by Maricopa County for the case above. Photographs of the site postings are included with this affidavit.

ATTACH THE FOLLOWING DOCUMENTATION:

- _____ Map identifying the location of posting sites
- _____ Photographic evidence of postings

Applicant's / Representative's signature: _____

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

Notary Public _____



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AFFIDAVIT OF NOTIFICATION

Date: _____

I, _____, being the owner or authorized applicant 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.

Applicant's/Owner's Signature: _____

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

Notary Public

My Commission Expires: _____

Project Name: _____



Planning & Development Department

COMPREHENSIVE PLAN AMENDMENT FEE SCHEDULE



FEE SCHEDULE

Fee Schedule for Major and General Comprehensive Plan Amendments per Maricopa County Zoning Ordinance Chapter 16 – Section 1602 Fees.

Please note fees are non-refundable and are rounded up to the nearest acre.

Agency	Major Comprehensive Plan Amendment or General Comprehensive Plan Amendment
Planning & Development	\$2,000 + \$20 per acre or portion thereof - Maximum fee of \$100,000
Transportation	No fee 2 copies of Traffic Impact Study (TIS) or Traffic Statement
Environmental	\$225 – CPA Review \$500 water master plan review * \$500 wastewater master plan review * * water and wastewater plans along with associated fees to be submitted directly to MCESD
Drainage Administration	No Review
Flood Control District	No Review

MARICOPA COUNTY AGENCY CONTACTS:

Planning and Development:	602-506-3301
Transportation:	602-506-8600
Environmental Services:	602-506-0371
Drainage Review:	602-372-0790
Flood Control District:	602-506-1501