



**Planning & Development  
Department**

**MINOR AMENDMENT TO A  
DEVELOPMENT MASTER PLAN**



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# Planning & Development Department

## MINOR AMENDMENT TO A DEVELOPMENT MASTER PLAN



<b>APPLICATION MUST BE COMPLETED IN FULL</b> ALL FEES ARE DUE AT TIME OF APPLICATION AND ARE NON-REFUNDABLE	
<b>REQUEST</b>	
Project Name: _____	
Description of Request: _____ _____	
Existing Use of Property: _____	
Existing Zoning District: _____	
Related Case Number: _____	
<b>PROPERTY INFORMATION</b>	
Address (if known): _____	
General Location (include nearest city/town): _____	
Gross Acres: _____	Square Feet: _____
Legal Description: _____	
Section: _____	Township: _____ Range: _____
Assessor's Parcel Number(s): _____	
<b>APPLICANT INFORMATION</b>	
Name: _____	Contact: _____
Address: _____	
City: _____	State: _____ Zip: _____
Phone #: _____	Fax #: _____ Email: _____
<b>PROPERTY OWNER INFORMATION</b>	
Name: _____	Contact: _____
Address: _____	
City: _____	State: _____ Zip: _____
Phone #: _____	Fax #: _____ Email: _____
<b>PROPERTY OWNER AND APPLICANT AUTHORIZATION</b>	
I (property owner) _____ authorize (applicant's name) _____ to file this application on all matters relating to this request with Maricopa County.	
<b>PROPOSITION 207 WAIVER</b>	
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: _____
<b>CASE INACTIVITY</b>	
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



## MINOR AMENDMENT TO A DEVELOPMENT MASTER PLAN APPLICATION SUBMITTAL 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:**

- A. Completed and signed application – **10 Copies**
- B. Proof of ownership-Official Recorded Deeds (**2 copies**):

3. **NARRATIVE REPORT: 10 copies**, including 8½" x 11" proposed land use maps (color). The narrative report must include the information identified in the Maricopa County Development Master Plan Guidelines. The narrative report must be organized as follows:

- A. Title page
- B. Table of Contents
- C. Executive Summary
- D. Location Description
- E. Site Analysis
- F. Plan Amendment Description
- G. Suitability Analysis
- H. Land Use Display Map
- I. Other materials as necessary or required

4.  **FEES:** Fee Schedule for Minor Development Master 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 & Phone Number	Minor Amendment to a Development Master Plan
Planning & Development 602-506-3301	\$1,500 + \$10 per acre or portion there of - Maximum fee of \$30,000
Transportation 602-506-8600	\$500
Environmental 602-506-0371	\$225
Drainage Administration 602-372-7090	\$3,100 + \$500/sq. mi.  Maximum fee \$20,000  Submittal: 1 Copy of master drainage plan
Flood Control District 602-506-1501	No Review