Planning & Development Department

MILITARY COMPATIBILITY PERMIT (MCP)

Can be used for related Major Amendments and Modification of Condition/s.

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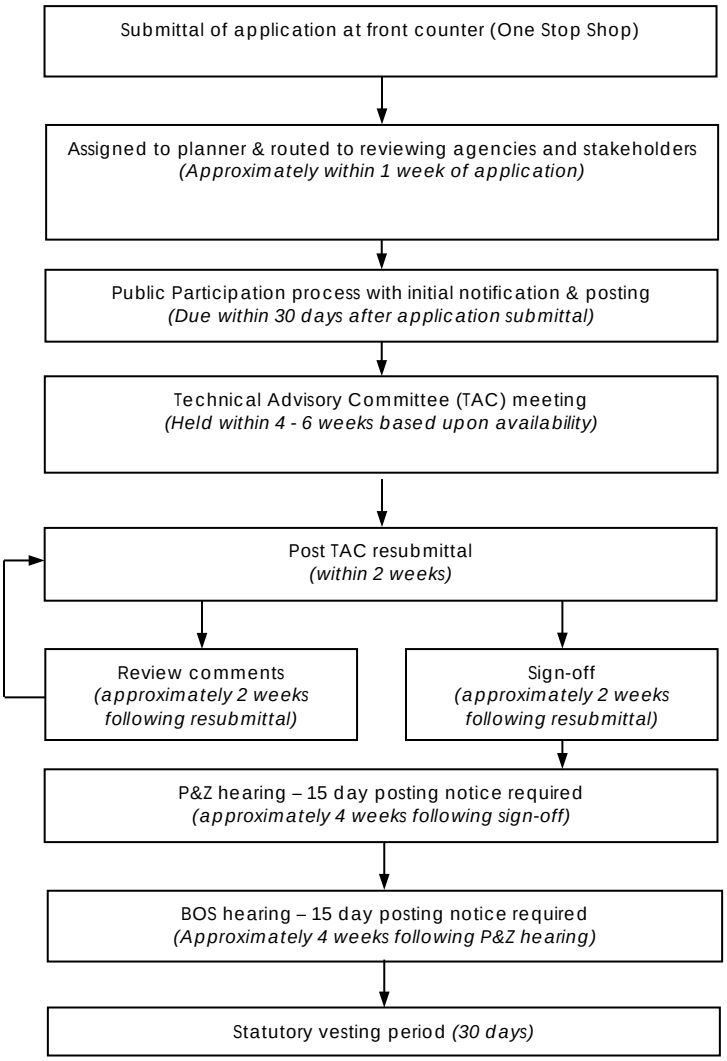
Planning & Development Department

MILITARY COMPATIBILITY PERMIT PROCESS

PROCESS FLOW CHART & PROJECTED TIMEFRAME



Approximate timeframe to Board of Supervisors hearing is 5 ½ months assumes only 2 review cycles and two weeks resubmittals.

PRE-APPLICATION MEETING

A pre-application meeting is required for all cases. Discussion will include whether a *Use Compatibility and Consistency Determination* (UCCD) is necessary prior to application for a Military Compatibility Permit, and the nature of the proposed use in relation to military facility operations. Other discussion items may include requirements, public participation plan, county and municipal land use plans, zoning patterns and trends, and similar topics. The pre-application meeting will include other County agencies such as Transportation, Drainage Review, Flood Control and Environmental Services. If a UCCD is necessary prior to application for a Military Compatibility Permit, a subsequent pre-application meeting prior to submittal of the Military Compatibility Permit application is not necessary.

After the meeting and after consulting with staff, and once the UCCD has been obtained or is deemed unnecessary, the owner or owner's authorized agent may file the Military Compatibility Permit application and begin implementing the Public Participation Plan.

FILING AN APPLICATION

To submit an application, the following information is required:

- Use Compatibility Consistency Determination (UCCD), if deemed necessary.
- Pre-application meeting form.
- Verification of ownership of the site, such as a recorded deed.
- Application and fees for Planning, Drainage Review, Environmental Services, and Transportation.
- Photographs of the site and adjacent properties.
- Precise Plan of Development (also known as a site plan), if applicable. A Preliminary Plat shall substitute, if applicable.
- Narrative Report, describing the request, justification for the request, property and area

conditions, potential impacts, proposed improvements, services, utilities, etc.

- Other information such as building elevations and details, floor plans, sign details, landscape plans, architectural renderings, a drainage report and/or a traffic impact study.

- Public Participation Plan, describing the parties contacted by the owner or owner's authorized agent, how information about the application is disseminated, how inquiries are handled, schedule of completion, etc.

TECHNICAL ADVISORY COMMITTEE REVIEW

The Technical Advisory Committee (TAC) is composed of representatives of the County's Planning, Transportation, Drainage Review, Flood Control and Environmental Services departments. Other comments may be supplied by representatives from other County departments, fire district, school district, City or Town, homeowner's association, or other interested parties.

After a complete application is submitted and accepted by the Planning Department, staff will forward copies of the application to members of the TAC. Staff will then schedule the request for review by the TAC and notify the owner or owner's authorized agent of the date and time.

Staff will provide the owner or owner's authorized agent with written comments from any reviewing agency unable to attend the meeting.

POST-TAC REVIEW

Depending on the comments received at the TAC, the application materials (such as the Site Plan or Narrative) may need revisions. The owner or owner's authorized agent must submit revised materials, reflecting the TAC comments, to the Planning and Development Department, which will forward the revised materials to the appropriate agencies. Once they are satisfied that the technical requirements have been met (more than one re-submittal may be necessary) and the Public Participation Plan has been satisfactorily completed (see Public Review Process), the request will be scheduled for public hearing by the Planning and Zoning Commission. Staff will also conduct the 300' mailing, legal ad as well as prepare a staff report. The owner or owner's authorized agent will be required to post the site. Please note that compliance with comments from the TAC does not guarantee that the application will be supported or recommended for approval by staff. Staff will provide written and verbal recommendations to the Planning and Zoning Commission.

PLANNING AND ZONING COMMISSION

The Planning and Zoning Commission will hold a public hearing for all interested persons wishing to comment on the Military Compatibility Permit. 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 to the Board of Supervisors for approval or denial of the request. Their recommendation may or may not concur with staff's recommendation.

BOARD OF SUPERVISORS

The Military Compatibility Permit request will again be legally advertised 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 staff or the Planning and Zoning Commission.

POST-BOARD OF SUPERVISORS ACTIVITY

Once approved by the Board of Supervisors, the Military Compatibility Permit becomes effective 31 days after Board action and when any required conditions are met. A separate application and approval for a Plan of Development will be required prior to any physical development if the Plan of Development was not submitted and approved concurrent with the Military Compatibility Permit. The owner or owner's authorized agent may then apply for a Zoning Clearance and Building Permit as long as the property is in compliance with the Maricopa County Zoning Ordinance.

Planning & Development Department
MILITARY COMPATIBILITY PERMIT APPLICATION
APPLICATION MUST BE COMPLETED IN FULL

MILITARY COMPATIBILITY PERMIT WITH PLAN OF DEVELOPMENT
MILITARY COMPATIBILITY PERMIT WITHOUT PLAN OF DEVELOPMENT
MILITARY COMPATIBILITY PERMIT MODIFICATION OF CONDITION(S)

APPLICATION MUST BE COMPLETED IN FULL AND ALL FEES ARE DUE AT TIME OF APPLICATION AND ARE NON-REFUNDABLE.

REQUEST		
Project Name:		
Existing Use of Property:		
Existing Zoning District:		
Requested use(s) of property, (must match the UCCD application as necessary):		
Related Case Number/s (List V# if site is subject to code violation):		
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):		
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 conditions, 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, 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 statements in this application and support material are true. Any approvals or permits granted by Maricopa County in reliance upon the truthfulness of these 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

MILITARY COMPATIBILITY PERMIT APPLICATION SUBMITTAL CHECKLIST

Applications submitted to the Maricopa County Department of Planning and Development shall include all of the exhibits, items and information listed in this checklist. This information is required by County Ordinance or Planning and Development staff in order to adequately review the proposal. **An application will only be accepted by the Planning and Development Department when all of the items listed below are submitted, unless otherwise deemed unnecessary by staff. Application(s) determined to be incomplete shall not be processed 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. USE COMPATIBILITY AND CONSISTENCY DETERMINATION – 1 copy (if required)

3. APPLICATION:

_____ A. Completed and signed application – **9 copies**
_____ B. Proof of ownership-Unofficial recorded deeds- **1 copy**
_____ C. List and mailing labels for the owner's authorized agent, property owner, and other persons to keep informed of the project's status.
_____ D. Electronic copy of application materials – **1 CD**. Application, narrative report and site plan.

4. SITE PLAN *:

_____ A. 8-1/2" x 11" paper copy of site plan – **1 copy**
_____ B. 24" x 36" **collated, folded, and stapled copies** of site plan – **9 copies**

*** If a precise site plan is not included with a Military Compatibility Permit application then a subsequent Plan of Development will be required.**

Site Plan to include the following information:

_____ 1. Project name and case/tracking #
_____ 2. Date of plan and dates of any subsequent revisions
_____ 3. Vicinity map with location of site
_____ 4. Title block identifying Owner, Developer, Engineer and/or authorized agent
_____ 5. Site dimensions/boundaries
_____ 6. North arrow and scale (written and graphic)
_____ 7. Site summary table:
- Gross acreage
- Net acreage
- Existing zoning and land use
- Proposed zoning and land use

_____ 8. Request (i.e. Military Compatibility Permit to allow _____ use(s) on parcel(s) _____.
_____ 9. Legal Description of parent parcel and MCP area, if applicable
_____ 10. Street names, existing and proposed, along with right-of-way dimensions, for all existing and proposed streets, show proposed cross-sections
_____ 11. Access points with centerline dimensioned from property corner
_____ 12. Dimensions of all driveway widths and distances between driveways
_____ 13. Each use identified:
- Dimensions of each structure

- Dimensions between structures
- Distances from property lines
- Lot coverage
- Building height and square footage

_____ 14. Parking areas:
- Dimensions and angles
- Surfacing and /or paving material
- Vehicle storage areas
- Loading spaces or zones identified
- Required & Proposed parking spaces (including handicapped-accessible)

_____ 15. Adjacent property owners, uses, zoning and parcel numbers

_____ 16. Name of school district where project is located

_____ 17. Utility commitment table (a table illustrating water, wastewater disposal, Fire protection, police protection, electric, natural gas, telephone, and refuse providers)

_____ 18. Location of all utilities (existing and proposed)

_____ 19. Signs:
- Location, size, height and type
- Elevations of each sign
- Source of illumination
- Area and number allowed/area and number requested

_____ 20. Location of all recorded/proposed easements

_____ 21. Type of screening (i.e. walls and plantings)

_____ 22. Existing and proposed elevation contours

_____ 23. Location of landscaping and retention areas

_____ 24. Location of noise contours and Accident Potential Zone boundaries (if applicable)

_____ 25. Typical landscaping section

_____ 26. Location, height and type of outdoor lighting. Note compliance with Section 1112 of the Zoning Ordinance in regard to outdoor lighting

_____ 27. Show the location of all proposed and existing fire hydrants, water supply/storage, and wells, and septic systems

5. NARRATIVE REPORT: Explanation of the project, **9 copies** – 8 1/2" x 11" paper. Underlined wording indicates a section heading.

_____ A. Title page – include project name, general location, case/tracking #, and vicinity map

_____ B. Purpose of Request

_____ C. Description of Proposal, including requested uses(s), business operations, hours/days of operation, # of employees, description/location of buildings, color palette, type of construction material, sign detail/descriptions, screening wall/fence details and location, etc.

_____ D. Relationship to Surrounding Properties (their use, zoning, etc.)
- Explanation of how the proposed development will benefit the community or area.
- Discussion of recent changes in the area of your request that support the application request (i.e. adoption of city or town plans, subdivision approvals, surrounding development, etc.)

_____ E. Location and Accessibility

_____ F. Relationship to State Statute- including how the project complies with ARS 28-8481 and Chapter 10, Section 1010 of the Maricopa County Zoning Ordinance.

_____ G. Circulation System (on & off-site) – include proposed improvements or dedications

_____ H. Development Schedule (phasing)
_____ I. Community Facilities and Services (school district, parks, amenities within area, etc)
_____ J. Public Utilities and Services (refuse, sewer, water, police, fire, etc.)
_____ K. Other information that will be helpful in evaluating the request
- Architectural renderings and themes (descriptions)
- Landscaping renderings and themes (descriptions)
- Floor plans, elevations

6. PUBLIC PARTICIPATION PLAN: (**1 copy** - 8-1/2" x 11" paper. Underlined wording indicates a section heading.) (See Public Review Process Guidelines for details)

_____ A. Title Page - include project name, general location and vicinity map
_____ B. Parties Affected by Application - which property owners, interested parties, political jurisdictions and public agencies may be affected by the application
_____ C. Notification and Information Procedures – how those interested in and potentially affected by an application will be notified the application has been made and the substance of the application
_____ D. Response Procedures – how those interested in and potentially affected by an application will be will be provided and opportunity to express any concerns, issues or problems they may have with the proposal in advance of the public hearing
_____ E. Schedule for Completion
_____ F. Status Procedure – how the owner or owner's authorized agent will keep the Planning and Zoning Department informed on the status of their public participation efforts

7. Photographs are to be mounted on 8 ½ x 11 sheets. Submit photographs of the site, taken on all four corners of the property and looking inward to the property (minimum of four photographs). Also submit photographs looking out from the property taken from all four sides (2 photographs from each side – 8 photographs minimum). Additional photographs are recommended for large sites. Please label each photograph with the view, direction and date. A site plan or key map may also be used in conjunction with the photographs with notations showing what direction the photograph faces and where it is taken.

8. DRAINAGE REPORT/PLAN (Check with Drainage Review to determine if applicable) **– 2 copies**

9. TRAFFIC IMPACT STUDY (Check with Maricopa County Department of Transportation to determine if applicable) – **2 copies**

10. FEES:

_____ A. Planning Review Fee:

Military Compatibility Permit $3000 + $100/acre or portion thereof ($50,000 max.)

Modification of Condition/s $500 per condition ($1000 min., $5000 max.)

No application shall be scheduled for hearing by any board or commission or administratively approved 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.

See Maricopa County Zoning Ordinance, Chapter 16 – (www.maricopa.gov/planning) – **(Please be aware that an investigation fee equal to the planning fee will be charged when a request is related to an active violation case.)**

_____ B. Drainage Review Fee:

Military Compatibility Permit $1,000 +$500 per acre or portion thereof ($11,000 max.)

MCP with disturbance of less than 1,500 sq. ft. $650

Modification of Condition/s $60 per condition

(This fee is a separate fee, but can be combined with the planning fee.)

_____ C. Maricopa County Department of Transportation (MCDOT) Review Fee of $250. (This is a separate fee, but can be combined with the planning fee.)

_____D. Maricopa County Environmental Services Department (MCESD) Review Fee of $225. (This is a separate fee, but can be combined with the planning fee.)

_____ E. Addressing Review Fee of $10 to verify an existing address or $50 to assign an address. (The Addressing fee is a separate fee, but can be combined with the planning fee.)

11. OTHER INFORMATION: (as required by staff and/or other department or agency)

_____ A. Title report – 2 copies
_____ B. Deed restrictions (C.C. & R.'s) – 2 copies
_____ C. Parcel map(s) of site and area – 2 copies
_____ D. Letters of support or commitment – 2 copies
_____ E. Market study – 2 copies
_____ F. Landscape Plans (including plant types, quantities, sizes, % coverage, group-cover etc.) – 2 copies
_____ G. Building Elevations (including material, color and treatment descriptions, etc.) – 2 copies

12. If the request is for a Major Amendment to a previously approved Military Compatibility Permit, the submittal requirements and fees are the same. If the request is for a Modification of Condition/s, please check with planning staff to coordinate submittal material.

MARICOPA COUNTY AGENCY CONTACTS:

Planning and Development (Planning, Plan Review, Engineering):	602-506-3301
Environmental Services:	602-506-0371
Flood Control District:	602-506-1501

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

PUBLIC REVIEW PROCESS – INITIAL NOTIFICATION: (These items are due within 30 days of application).

_____ A. A copy of the notification letter
_____ B. A signed and notarized "Affidavit for the Public Review Process" form along with photographic evidence of posting and a map illustrating posting sites

AFFIDAVIT OF PUBLIC HEARING POSTING: (signed and notarized) along with photographic evidence of the posting and a map illustrating posting sites. (These items are due before the request is scheduled for a P&Z hearing as indicated on the Filing Deadlines and Hearing Dates table).

PUBLIC HEARING NOTIFICATION REQUIREMENTS: (These items are due prior to scheduling the request for a P&Z hearing). Provide the names, addresses and Tax Assessor's Parcel Numbers, on a list and on labels, of all the owners of property within 300 feet of the boundary of your project. Include a signed and notarized "Affidavit of Notification", signed by the owner or owner's authorized agent verifying that the listed names represent the most current ownership information available through the Maricopa County Assessor's office.

_____ 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"

Purpose

Pursuant to State Law, the Maricopa County Board of Supervisors adopted a Public Review Process for Zone Changes, Special Use Permits, and Military Compatibility Permits (Section 305 of the Maricopa County Zoning Ordinance). There are three (3) basic purposes for a Public Review Process:

- Notifying the public of the rezoning *application* and not just the public hearing.
- Informing the public of the substance of the application.
- Providing the public an opportunity to express issues or concerns prior to any public hearing regarding the application.

Public participation is an important component of successful planning. The public need and deserve ongoing communication regarding projects and issues that affect their communities. Through the Public Review Process, Maricopa County demonstrates its commitment to ensuring that the owner or authorized agent pursue early and meaningful input in applications for Zone Changes, Special Use Permits, and Military Compatibility Permits. Such participation will help the owner or authorized agent resolve concerns early in the process, and promote goodwill between the owner or authorized agent, County officials, citizens, property owners, and other stakeholders. While the Public Review Process may not produce complete consensus regarding specific applications, it will encourage the owner or authorized agent to make sound investment and planning decisions by listening to and, where feasible, addressing the concerns of their neighbors.

Process

The Public Review Process has five (5) requirements that are discussed below:

1. Requirement for a Pre-Application Meeting
2. Requirement to develop a Public Participation Plan
3. Requirement to notice adjacent property owners upon application
4. Requirement to post properties upon application
5. Requirement to complete a Public Participation Results Report

1. Requirement for a Pre-application Meeting / Pre-application Meeting Form

Prior to submitting a formal application, the owner or authorized agent is required to participate in a pre-application meeting with Planning and Development Department staff. Pre-application meetings allow the owner or authorized agent to become familiar with the planning process, and also enable the owner or authorized agent to obtain guidance with the requirements of the Public Review Process. At the pre-application meeting, the *Public Participation Plan* will be discussed between staff and the owner or authorized agent

At the pre-application meeting, staff will provide the owner or authorized agent with a copy of the *pre-application meeting form*. This form is used to verify that the pre-application meeting has occurred. **Please do not discard or misplace this form – it is a required submittal with your application.**

2. *Requirement to develop a Public Participation Plan*

The Public Participation Plan discusses the extent and procedure the owner or authorized agent will take to complete the Public Review Process. Staff and the owner or authorized agent will discuss the extent of the Public Participation Plan at the pre-application meeting. At a minimum, the following information should be submitted as a part of the Public Participation Plan, using the headings and format shown below:

Title Page

- Include the project name, general location and vicinity map

Parties Affected by Application

- Discuss which residents; property owners, interested parties, political jurisdictions and public agencies may be affected by the application.

Notification and Information Procedures

- Discuss how those interested in and potentially affected by an application will be notified that an application has been made.
- Discuss how those interested and potentially affected parties will be informed of the substance of the change, amendment, or development proposed by the application.

Response Procedures

- Describe how those affected or otherwise interested will be provided an opportunity to discuss the proposal with the owner or authorized agent and express any concerns, issues or problems they may have with the proposal in advance of the public hearing.

Schedule for Completion

- Describe the schedule for completion of the Public Participation Plan.

Status Procedure

- Describe how the owner or authorized agent will keep the Planning and Zoning Division informed on the status of their public participation efforts.

The level of public interest and area involvement will vary depending on the nature of the application and the location of the site. The target area for early notification will be determined through a coordinated effort of the owner or authorized agent and staff. The Planning Director shall resolve any disputes that may arise while arriving at the target area. At a minimum, the target area of the *Public Participation Plan* shall include the following:

a) real property owners within 300' of the proposed Military Compatibility Permit, Zone Change or Special Use Permit request;

b) the head of any homeowners association within 300' of the proposed Military Compatibility Permit, Zone Change or Special Use Permit request;

c) other potentially affected citizens in the target area who have requested that they be placed on the routing list maintained by the Planning Department.

The owner or authorized agent may submit the *Public Participation Plan* for review as early as the pre-application meeting, but must submit it with the formal application.

3. *Requirement to Notice Adjacent Property Owners Upon Application, and*
4. *Requirement to Post Properties Upon Application*

The owner or authorized agent shall send notice (see example notification letter) by first class mail to each real property owner as shown on the last assessment of the property within 300' of the proposed amendment or change. The notice by mail shall include, at a minimum, description of the area of the proposed Zone Changes, Special Use Permits, and Military Compatibility Permits, a general explanation of the nature of the proposal, the name of the owner or authorized agent, and contact information for the owner or authorized agent.

The owner or authorized agent shall also post the property (see example in "Sign Specifications") included in the proposed change. The posting shall be in 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 are visible from the nearest public right-of-way. The postings shall remain in place for the entire application period. Each notice shall be a minimum of six square feet in area unless combined with the public hearing notices. The posting shall include, at a minimum, a brief description of the area of the proposed Zone Changes, Special Use Permit, and Military Compatibility Permit, a general explanation of the nature of the proposal, the name of the owner or authorized agent, and contact information for the owner or authorized agent. **A copy of the notice as well as a signed and notarized "Affidavit for the Public Review Process" along with photographic evidence demonstrating proof of posting and a map illustrating posting sites shall be submitted to staff within 30 days of application submittal.**

5. *Requirement to Complete a Public Participation Results Report*

Upon completion of the Public Review Process, the owner or authorized agent must submit an official report on the results. At a minimum, the following information should be submitted as a part of the Public Participation Results Report, using the headings and format shown below:

Title Page

- Include the project name, general location and vicinity map.

Details and Techniques Used To Involve the Public

- Include all dates and locations of any and all meetings where citizens were invited to discuss the owner's or authorized agent's proposal.
- Provide the content, dates mailed, and number of mailings, including letters, meeting notices, newsletters and other publications.
- Indicate the location of residents, property owners, and interested parties receiving notices, newsletters or other written materials.
- Indicate the number of people that participated in the process.

Summary of Concerns, Issues and Problems

- Describe the substance of concerns, issues, and problems.
- Describe how the owner or authorized agent has addressed or intends to address perceived or real concerns, issues, and problems expressed during the process
- Describe perceived or real concerns, issues and problems with which the owner or authorized agent disagrees, which the owner or authorized agent cannot address, or which the owner or authorized agent chooses not to address, including an explanation of the owner's or authorized agent's reasoning.

The *Public Participation Results Report* must be submitted and approved prior to scheduling the case for public hearing with the Planning and Zoning Commission and County Board of Supervisors.

Planning & Development Department

PUBLIC REVIEW PROCESS NOTIFICATION LETTER (EXAMPLE)

This letter should be sent to each real property owner as shown on the last assessment of the property within 300' of the proposed Military Compatibility Permit, Zone Change or Special Use Permit. Below is an example of how the form should be completed.

REQUEST: Rezone from Rural-43 to R1-35 RUPD / Special Use Permit / Military Compatibility Permit

PROPOSAL: 40 lot, 4 tract single family subdivision / Horse riding and boarding stable

LOCATION: Northwest corner of Main and Park Streets

SIZE: 40.00 acres

OWNER/AUTHORIZED AGENT: Name / address

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

Map of area:
(Not to scale)

N

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. As required by the Maricopa County Zoning Ordinance, 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 BOARD OF SUPERVISORS. HOWEVER, YOU MAY RECEIVE SUCH A NOTICE AT A FUTURE DATE IF THE APPLICATION IS SCHEDULED FOR HEARING.

Planning & Development Department
AFFIDAVIT FOR THE PUBLIC REVIEW PROCESS

To be submitted to the assigned planner within 30 days of application.

Date:_____

I, _____ , being owner or the owner's authorized agent for the Zone Change, Special Use Permit, or Military Compatibility Permit 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 Zone Change, Special Use Permit, or Military Compatibility Permit, a general explanation of the nature of the proposal, the name of the owner or authorized agent, and contact information for the owner or authorized agent. 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 Zone Change, Special Use Permit, or Military Compatibility Permit. The notice by mail included, at a minimum, a description of the area of the proposed Zone Change, Special Use Permit, or Military Compatibility Permit a general explanation of the nature of the proposal, the name of the owner or authorized agent, and contact information for the owner or authorized agent.

ATTACH A COPY OF THE NOTICE LETTER TO THIS AFFIDAVIT.

Owner's Signature or Owner's Authorized Agent Signature:_____

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

_____
(Notary Public)

My Commission Expires:
_____

Tracking Number: _____

Project Name: _____

Planning & Development Department

SITE POSTING REQUIREMENTS

1. *Arizona State Statutes* requires that the site posting for public hearings in the unincorporated county "be no less than two (2) places with at least one notice for each quarter mile of frontage along perimeter rights-of-way so that the notices are visible from the nearest public right-of-way." The owner or authorized agent can request a map designating the location of posting sites from the assigned planner.

2. 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 owner or authorized agent can combine the Public 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.

3. The signs must be maintained and updated with amended information until after the Board of Supervisor's hearing.

4. The signs must be removed and disposed of within 10 days after the Board of Supervisor's hearing.

5. You may use a sign vendor of your choice.

6. 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.

7. See "Sign Specifications" for specific sign details.

Planning & Development Department

SIGN SPECIFICATIONS

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

1. The sign shall be a minimum of 3ft x 3ft in size. If an owner or authorized agent opts to not combine the PRP and public hearing postings, the PRP 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 "Zoning / Special Use Permit / Military Compatibility Permit" 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

ZONING / SPECIAL USE PERMIT / MILITARY COMPATIBILITY PERMIT REQUEST
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 #:

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

Posting Date:_____

Planning & Development Department
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, Military Compatibility Permits, Major Amendments, and modification of Board of Supervisors approved conditions. 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: _____

Owner or Authorized Agent: _____

Location: _____

In order to assist in providing adequate notice to interested parties and to meet *Arizona State Statute*, the *owner or authorized agent* shall post signs as prescribed by the "Maricopa County Site Posting Requirements." It shall be the responsibility of the owner or authorized agent 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 owner or authorized agent to remove the sign within 10 days after final disposition of the case.

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 confirm that the site has been posted as detailed by the *Maricopa County Site Posting Requirements* as well as in accordance with Maricopa County Zoning Ordinance Article 304.2.2 and Arizona Revised Statutes for the case above.

Owner's / Authorized Agent's Signature: _____

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

Notary Public _____

Tracking Number: _____

Project Name: _____

Planning & Development Department

AFFIDAVIT OF NOTIFICATION

Date: _____

I, _____, being the owner or authorized agent 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.

ATTACH THE FOLLOWING DOCUMENATION:

_____ List of names and address within 300' of subject case

Owner's / Authorized Agent's Signature: _____

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

_____
Notary Public

My Commission Expires: _____

MARICOPA COUNTY
PLANNING & DEVELOPMENT DEPARTMENT
2018 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 at least three (3) weeks prior to this deadline 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 **bold** 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**
January 2, 2018	October 30, 2017	November 3, 2017	November 30, 2017	January 17, 2018
January 16, 2018	November 13, 2017	November 17, 2017	December 14, 2017	January 17, 2018
February 6, 2018	December 11, 2017	December 15, 2017	January 11, 2018	February 7, 2018
February 20, 2018	December 26, 2017	December 29, 2017	January 25, 2018	February 21, 2018
March 6, 2018	January 8, 2018	January 12, 2018	February 8, 2018	March 7, 2018
March 20, 2018	January 22, 2018	**N/A**	**February 22, 2018****	March 21, 2018
April 3, 2018	February 5, 2018	February 9, 2018	March 8, 2018	April 11, 2018
April 17, 2018	February 20, 2018	February 23, 2018	March 22, 2018	April 25, 2018
May 1, 2018	March 12, 2018	March 16, 2018	April 12, 2018	May 9, 2018
May 15, 2018	March 26, 2018	March 30, 2018	April 26, 2018	May 23, 2018
June 5, 2018	April 9, 2018	April 13, 2018	May 10, 2018	June 13, 2018
June 19, 2018	April 23, 2018	**N/A**	**May 24, 2018****	June 27, 2018
July 3, 2018	May 14, 2018	May 18, 2018	June 14, 2018	August 1, 2018
July 17, 2018	May 29, 2018	June 1, 2018	June 28, 2018	August 15, 2018
August 7, 2018	June 25, 2018	June 29, 2018	July 26, 2018	August 29, 2018
August 21, 2018	July 9, 2018	July 13, 2018	August 9, 2018	September 5, 2018
September 4, 2018	July 23, 2018	**N/A**	**August 23, 2018****	September 19, 2018
September 18, 2018	August 6, 2018	August 10, 2018	September 6, 2018	October 10, 2018
October 2, 2018	August 20, 2018	August 24, 2018	September 20, 2018	October 24, 2018
October 16, 2018	September 10, 2018	September 14, 2018	October 11, 2018	November 7, 2018
November 6, 2018	September 24, 2018	September 28, 2018	October 25, 2018	November 28, 2018
November 20, 2018	October 8, 2018	October 12, 2018	November 8, 2018	December 12, 2018
December 4, 2018	October 29, 2018	**N/A**	**November 29, 2018****	TBD
December 18, 2018	November 13, 2018	November 16, 2018	December 13, 2018	TBD

*** ZIPPOR to be held at 501 N. 44th Street in the Gold/Platinum Conference Rooms.*

Planning & Development Department

DRAINAGE REVIEW REQUIREMENTS FOR PRECISE PLANS INCLUDING SPECIAL USE PERMITS AND MILITARY COMPATIBILITY PERMITS

A detailed drainage report with respect to hydrology and hydraulics in conjunction with grading, drainage and paving plans may need to be submitted. The final drainage plan needs to be signed and sealed by an Arizona Registered Professional Civil Engineer and should address the following:

1. **Offsite Hydrology** – Need to determine the quantity, the entrance and exit points, and how the flow is to be routed through the site.

2. **Onsite Hydrology** – Need to show how the flows are to be routed to retention basins.

3. **Onsite Retention** – Need to retain water for the 100-year, 2-hour storm for the site, including adjacent right of way. Determine volume needed and the size and location of basins.

4. **Retention Disposal** – Provide testing results in conformance with Standard 6.10 for disposal of total ponding volume within 36 hours.

5. **Onsite Hydraulic Calculations** – Need to show hydraulic analysis for any channels, culverts, storm drains, or street drainage.

6. **Cross Sections** – Need to show perpendicular cross-sections through the site indicating property lines, swales, retention areas, finished floors, and street details.

7. **Finished Floor Elevations** – Need to show finished floor elevation and certification note.

8. **Topography** – Need to show natural and proposed contour elevations or spot elevations.

9. **Dry Wells** – If applicable, need to submit a copy of the dry well registration before final drainage clearance of a permit.

10. **Floodplains** – Need to show the delineated floodplain boundaries if the site is within a Federal Emergency Management Agency's (FEMA) special flood hazard area. Will also need to apply for Floodplain Use Permit.

11. **Erosion Setbacks** – For washes and other watercourse channels an erosion setback will need to be determined, which meets Arizona State Standard 5-96.

Since complex drainage systems may require more detailed information, a meeting should be arranged with personnel from Drainage Review.

FEE INFORMATION*:

Planning Cases:

Plan of Development including SUP, MCP (except SFR-SUP)	$ 1,000 + $ 500/Acre	$ 11,000 Maximum
MCP with disturbance of less than 1,500 sq. ft.	$ 650	
Modification of Stipulation/s	$ 60 each condition	

Construction Permits

$ 2,000 + $ 250/Acre $ 42,000 Maximum

Minor Accessory structure on previously developed site (see Regulation for restrictions) - $ 650

Major Accessory structure on previously developed site (see Regulation for restrictions) - $ 5,000

(Or as noted above if lower).

* See the Drainage Regulation for current fee schedule

Planning and Development Department

WHAT TO EXPECT AT THE ONE STOP SHOP

Purpose: Provide customers with information about what to expect when submitting a comprehensive plan amendment application. This information sheet includes the application material checklist, fee schedule, and a three step process for application submittal.

Location: Maricopa County Planning & Development Department
501 N. 44th Street, Suite 200 Phoenix, AZ 85008

Business Hours: 8:00 a.m. – 5:00 p.m. Monday through Friday, except holidays (new application submittals must be submitted no later than 4:30 p.m.)

STEP 1 - Reception: Proceed to the One Stop Shop Reception desk to obtain a call ticket for the application submittal. Provide the receptionist your name and specify the type of planning application.

STEP 2 - Intake Counter: One Stop Shop customer service will call your ticket number and evaluate the application materials for completeness. Once the application materials are accepted a tracking number will be provided and staff will advise you to proceed to the cashier to process application payment. The following is a list of required application materials: **(Please note, if any documentation is missing your application may not be accepted during the intake process, please be sure to follow this checklist).**

Military Compatibility Permit Submittal Documents	
	1 copy – Pre-application meeting form
	1 copy – UCCD (if required)
	9 copies – Application
	1 copy – Official Recorded deed or unofficial deed
	9 copies – Narrative Report
	9 copies – Site Plan 26" X 36" collated, folded, and stapled *(if applicable)*
	1 copy – Site Plan on 8 ½" X 11" *(if applicable)*
	1 copy – Public Participation Plan
	1 copy – Photographs of site
	1 CD – Electronic version of application materials
	2 copies – Drainage Report/Plan *(if applicable)*
	2 copies – Traffic Impact Study *(if applicable)*

STEP 3 – Cashier - Processing Payment: The cashier will call your ticket number, request your application tracking number, advise you of the total application fees and request your method of payment. Maricopa County accepts cash, check, or credit card. Please make checks payable to: **MARICOPA COUNTY**. We currently accept Visa, MasterCard, Discover, and American Express for credit card payment. **Please note that proper payment in full, based upon the following fee schedule, is required at the time of application:**

Military Compatibility Permit Application Fee Schedule		
Reviewing Agency	**Military Compatibility Permit**	**Modification of Condition/s**
✓ **Planning**	**$3,000 + $100/acre or portion thereof ($50,000 max.)**	**$500 per condition ($1,000 min., $5,000 max.)**
Drainage	**$1,000 + $500 per acre or portion thereof ($11,000 max.)** **MCP with disturbance of less than 1,500 sq. ft. $650**	**$60 per condition**
MCDOT	**$250**	**$250**
MCESD	**$225**	**$225**
Addressing	**$10 to verify address or $50 to assign address**	**$10 to verify address or $50 to assign address**

✓ Planning application fees will be **DOUBLED** if request is the result of a Code Violation case.