



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.
4. 1 CD or jump drive with application materials saved as Adobe PDF files. Sample application should be saved as APPL-FORM.

Completed Application **APPL-FORM**

Supporting Text Amendment **TEXT-DETL**

5. Application(s) determined to be incomplete shall not be processed by staff.
6. 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.

TECHNICAL REVIEW

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. The TAC meeting will also serve as a 'Stakeholder Meeting' required by the County Enhanced Regulatory Outreach Program (EROP).

Please see the EROP website for further information.

www.maricopa.gov/EROP

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.

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.

BOARD OF SUPERVISORS

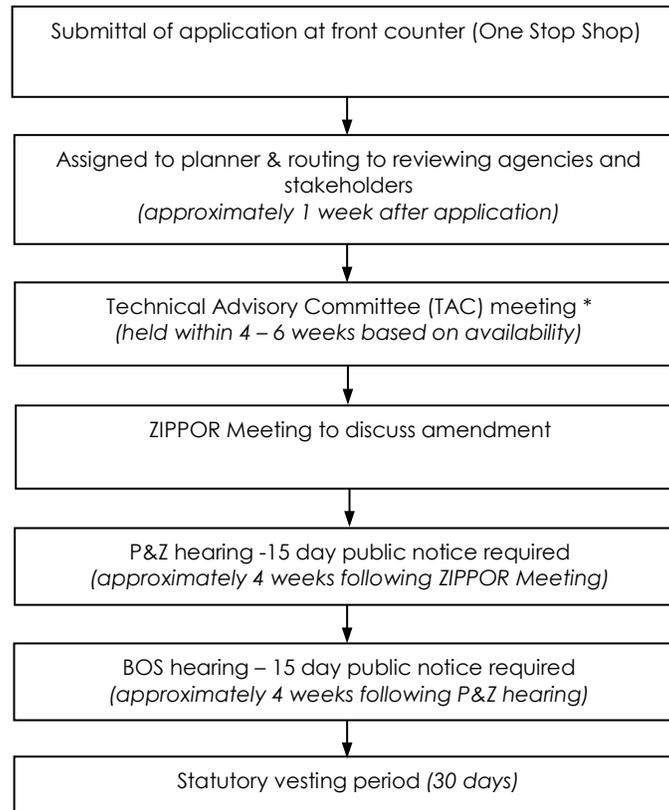
The text amendment request will again be advertised and posted prior to a public hearing before the Maricopa County Board of Supervisors. The Board of Supervisors will ultimately vote to approve or deny the request. Their action may or may not concur with the recommendation made by the Planning and Zoning 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 & TIMEFRAME



*The TAC Meeting is the Stakeholder Meeting identified in the Enhanced Regulatory Outreach Program (EROP) at www.maricopa.gov/EROP

The processing timeframe for a Text Amendment is dependent upon the EROP processes.



Planning & Development Department



TEXT AMENDMENT 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 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, 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 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.

Owner or Authorized Agent 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.



MARICOPA COUNTY PLANNING & DEVELOPMENT DEPARTMENT 2020 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 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 Hearings/Meetings	Board of Supervisors Hearings/Meetings
January 7, 2020	October 21, 2019	N/A	November 21, 2019*	January 8, 2020
January 21, 2020	November 12, 2019	November 15, 2019	December 12, 2019	January 15, 2020
February 4, 2020	December 16, 2019	December 20, 2019	January 16, 2020	February 12, 2020
February 18, 2020	December 30, 2019	January 3, 2020	January 30, 2020	February 26, 2020
March 3, 2020	January 13, 2020	January 17, 2020	February 13, 2020	March 11, 2020
March 17, 2020	January 27, 2020	N/A	February 27, 2020*	March 25, 2020
April 7, 2020	February 10, 2020	February 14, 2020	March 12, 2020	April 8, 2020
April 21, 2020	February 24, 2020	February 28, 2020	March 26, 2020	April 22, 2020
May 5, 2020	March 9, 2020	March 13, 2020	April 9, 2020	May 6, 2020
May 19, 2020	March 23, 2020	March 27, 2020	April 23, 2020	May 20, 2020
June 2, 2020	April 13, 2020	April 17, 2020	May 14, 2020	June 10, 2020
June 16, 2020	April 27, 2020	N/A	May 28, 2020*	June 24, 2020
July 7, 2020	May 11, 2020	May 15, 2020	June 11, 2020	July 22, 2020
July 21, 2020	June 22, 2020	June 26, 2020	July 23, 2020	August 19, 2020
August 4, 2020	July 6, 2020	July 10, 2020	August 6, 2020	September 2, 2020
August 18, 2020	July 20, 2020	N/A	August 20, 2020*	September 16, 2020
September 1, 2020	August 10, 2020	August 14, 2020	September 10, 2020	October 7, 2020
September 15, 2020	August 24, 2020	August 28, 2020	September 24, 2020	October 21, 2020
October 6, 2020	September 8, 2020	September 11, 2020	October 8, 2020	November 4, 2020
October 20, 2020	September 21, 2020	September 25, 2020	October 22, 2020	November 18, 2020
November 3, 2020	October 5, 2020	October 9, 2020	November 5, 2020	December 9, 2020
November 17, 2020	October 19, 2020	N/A	November 19, 2020*	TBD
December 1, 2020	November 9, 2020	November 13, 2020	December 10, 2020	TBD
December 15, 2020				

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



One Stop Shop - Planning Application Submittal – *What to Expect at the One Stop Shop*



Purpose: Provide customers with information about what to expect when submitting a text amendment. 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 (to ensure adequate time for application submittal, projects should 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).**

Text Amendment Submittal Documents	
	1 copy – Application
	1 copy – Supporting material to justify amendment
	1 CD or jump drive with electronic copies of application materials

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 and MasterCard for credit card payment. In August 2013, the County will also accept Discover and American Express. **Please note that proper payment in full, based upon the following fee schedule, is required at the time of application:**

Text Amendment Application Fee Schedule	
Amending Zoning Ordinance Text	\$1,000 per section, \$5,000 max.