

TEXT AMENDMENT

SUBMITTAL FORMS INDEX

TEXT AMENDMENT PROCESS & TIMEFRAME
GENERAL APPLICATION
FILING DEADLINES AND HEARING DATES



TEXT AMENDMENT PROCESS & TIMEFRAME

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 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

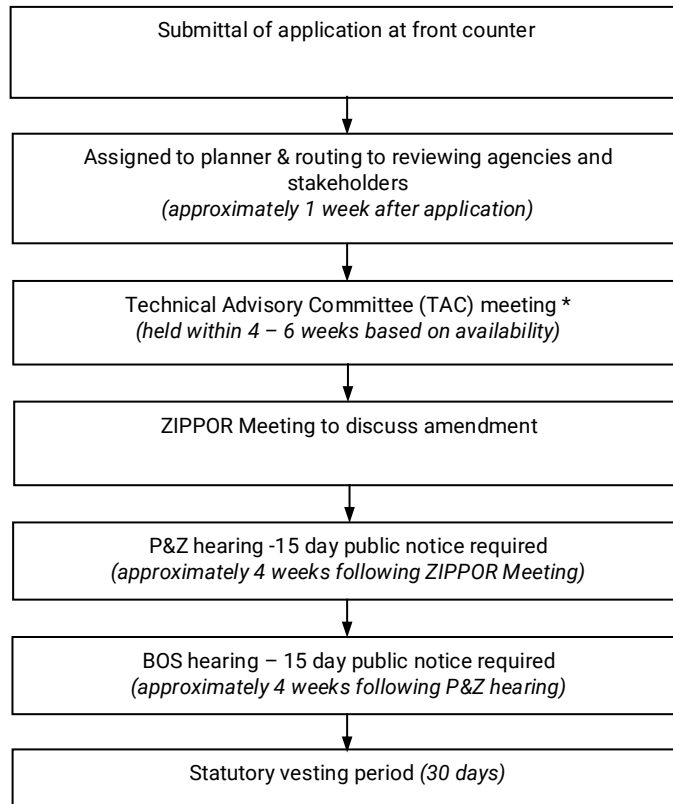
The text amendment request will again be advertised and posted prior to a public hearing before the Maricopa County Board of Supervisors. The Board of Supervisors will ultimately vote to approve or deny the request. Their action may or may not concur with the recommendation made by the Planning and Zoning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



**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 - Signature Required

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 - Signature Required

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.





2023 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/ZIPPOR Meetings	Board of Supervisors Hearings
January 3, 2023	November 7, 2022	November 10, 2022	December 8, 2022	January 25, 2023
January 17, 2023	December 12, 2022	December 16, 2022	January 12, 2023	February 8, 2023
February 7, 2023	December 26, 2022	December 30, 2022	January 26, 2023	March 1, 2023
February 21, 2023	January 9, 2023	January 13, 2023	February 9, 2023	March 15, 2023
March 7, 2023	January 23, 2023	N/A	February 23, 2023	March 29, 2023
March 21, 2023	February 6, 2023	February 10, 2023	March 9, 2023	April 12, 2023
April 4, 2023	February 21, 2023	February 24, 2023	March 23, 2023	April 26, 2023
April 18, 2023	March 6, 2023	March 10, 2023	April 6, 2023	May 10, 2023
May 2, 2023	March 20, 2023	March 24, 2023	April 20, 2023	May 24, 2023
May 16, 2023	April 10, 2023	April 14, 2023	May 11, 2023	June 14, 2023
June 6, 2023	April 24, 2023	N/A	May 25, 2023	June 28, 2023
June 20, 2023	May 8, 2023	May 12, 2023	June 8, 2023	July 26, 2023
July 18, 2023	May 22, 2023	May 26, 2023	June 22, 2023	July 26, 2023
August 1, 2023	June 12, 2023	June 16, 2023	July 13, 2023	August 9, 2023
August 15, 2023	June 26, 2023	June 30, 2023	July 27, 2023	August 23, 2023
September 5, 2023	July 17, 2023	July 21, 2023	August 17, 2023	September 13, 2023
September 19, 2023	July 31, 2023	N/A	August 31, 2023	September 27, 2023
October 3, 2023	August 14, 2023	August 18, 2023	September 14, 2023	October 18, 2023
October 17, 2023	September 5, 2023	September 8, 2023	October 5, 2023	November 1, 2023
November 7, 2023	September 18, 2023	September 22, 2023	October 19, 2023	November 15, 2023
November 21, 2023	October 2, 2023	October 6, 2023	November 2, 2023	December 6, 2023
December 5, 2023	October 16, 2023	N/A	November 16, 2023	TBD
December 19, 2023	November 6, 2023	November 9, 2023	December 7, 2023	TBD

Planning & Zoning Commission, ZIPPOR and Board of Supervisors to be held at 205 W. Jefferson Phoenix, AZ 85003 in the Board of Supervisors' Auditorium

