



Planning & Development
Department

TEXT AMENDMENT



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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-DET**

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

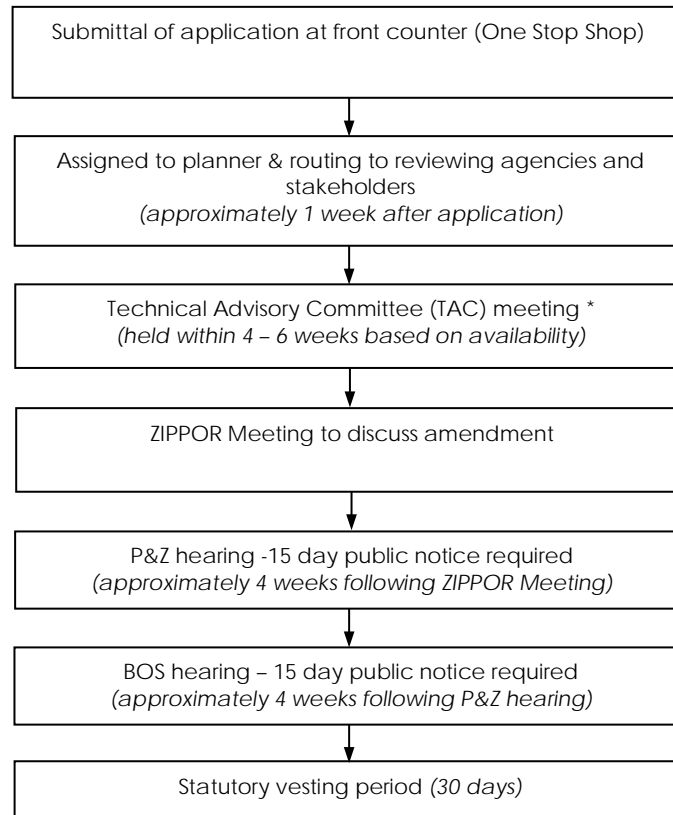
The text amendment request will again be advertised and posted prior to a public hearing before the Maricopa County Board of Supervisors. The Board of Supervisors will ultimately vote to approve or deny the request. Their action may or may not concur with the recommendation made by the Planning and Zoning 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 2019 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 15, 2019	October 29, 2018	N/A	November 29, 2018**	January 9, 2019
February 5, 2019	November 13, 2018	November 16, 2018	December 13, 2018 *	January 16, 2019
February 19, 2019	December 17, 2018	December 21, 2018	January 17, 2019	February 13, 2019
March 5, 2019	December 31, 2018	January 4, 2018	January 31, 2019	February 27, 2019
March 19, 2019	January 14, 2019	January 18, 2019	February 14, 2019	March 13, 2019
April 2, 2019	January 28, 2019	N/A	February 28, 2019**	March 27, 2019
April 16, 2019	February 11, 2019	February 15, 2019	March 14, 2019	April 10, 2019
May 7, 2019	February 25, 2019	March 1, 2019	March 28, 2019	April 24, 2019
May 21, 2019	March 11, 2019	March 15, 2019	April 11, 2019	May 8, 2019
June 4, 2019	March 25, 2019	March 29, 2019	April 25, 2019	May 22, 2019
June 18, 2019	April 15, 2019	April 19, 2019	May 16, 2019	June 12, 2019
July 2, 2019	April 29, 2019	N/A	May 30, 2019**	June 26, 2019
July 16, 2019	May 13, 2019	May 17, 2019	June 13, 2019	July 31, 2019
August 6, 2019	June 24, 2019	June 28, 2019	July 25, 2019	August 21, 2019
August 20, 2019	July 8, 2019	July 12, 2019	August 8, 2019	September 4, 2019
September 3, 2019	July 22, 2019	N/A	August 22, 2019**	September 18, 2019
September 17, 2019	August 12, 2019	August 16, 2019	September 12, 2019	October 9, 2019
October 1, 2019	August 26, 2019	August 30, 2019	September 26, 2019	October 23, 2019
October 15, 2019	September 9, 2018	September 13, 2019	October 10, 2019	November 6, 2019
November 5, 2019	September 23, 2019	September 27, 2019	October 24, 2019	November 20, 2019
November 19, 2019	October 7, 2019	October 11, 2019	November 7, 2019	December 11, 2019
December 3, 2019	October 21, 2019	N/A	November 21, 2019**	TBD
December 17, 2019	November 12, 2019	November 15, 2019	December 12, 2019	TBD

*The December 13, 2018 P&Z to be held at 501 N. 44th Street in the Gold/Platinum Conference Rooms.

** 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.