



Maricopa County

Planning & Development Department

Department Directive

Department Directive:

DD-2016-01

Supersedes: N/A

Effective: Immediately

Initiator: Darren Gerard - *DG*

Director: Debra Stark - *DS*

PURPOSE: To ensure consistent routing of Planning applications.

REFERENCE: Maricopa County Zoning Ordinance (MCZO), Chapter 3
Maricopa County Subdivision Regulations (MCSR)
Maricopa County 'Vision 2030' Comprehensive Plan, Appendix
D: Comprehensive Plan Amendment Guidelines (MPCPAG)

POLICY/PROCEDURE:

MCZO, Chapter 3 discusses the administration of zoning regulations. Zone change / rezoning, Special Use Permit (SUP) are approved by the Board of Supervisors (BOS) at a public hearing after recommendation by the Planning & Zoning Commission (P&Z) at a public hearing.

Variances are approved by the Board of Adjustment (BOA) at a public hearing. Temporary Use Permits (TUP) may only be approved by the BOA at a public hearing if there has been any negative public comment.

TUPs may be administratively approved if there has been no negative public comment. Conditional Use Permit (CUP) and Plans of Development (POD) may be administratively approved.

The MCSR requires Final Subdivision Plats to be approved by the BOS at a public meeting, and Preliminary Subdivision Plats to be approved by the P&Z at a public meeting.

The MCCPAG requires Comprehensive Plan Amendments (CPA) to be approved by the BOS at a public hearing after P&Z recommendation at a public hearing.

Planning staff will route all cases for review and comment to secondary review agencies (such as community and other groups registered as an 'Area of Interest', and cities/towns in proximity) scheduled for a public hearing or meeting. These include:

- Zone Change / rezoning
- Special Use Permit
- Variance
- Temporary Use Permit
- Final Plat
- Preliminary Plat
- Comprehensive Plan Amendment / Development Master Plan

Other types of applications will not be routed to secondary review agencies.