

PLAN OF DEVELOPMENT (POD)

SUBMITTAL FORMS INDEX

PLAN OF DEVELOPMENT PROCESS
PLAN OF DEVELOPMENT APPLICATION
PLAN OF DEVELOPMENT TIMEFRAME
PLAN OF DEVELOPMENT CHECKLIST
DRAINAGE REQUIREMENTS FOR PRECISE PLAN
FILING DEADLINES AND HEARING DATES

*Note: As of December 31, 2012, all Plan of Development applications are subject to ARS §11-1605.

- As of September 13, 2013 all Residential uses are excluded per ARS §11-1605 M.2.

Plan of Development is available as Electronic Document Review (EDR) - digital application submittal & review. The EDR Overview webpage includes information on how to get started with EDR submittal and processing.

https://www.maricopa.gov/4687/Electronic-Document-Review-EDR-Overview

Download the EDR User Guide – Plan of Development and the Plan of Development application packet at the following website:

https://www.maricopa.gov/4688/EDR-Guides-Tutorials-and-Applications#packets

Any questions with EDR, please contact us at 602-506-8573 or use the On-line chat feature within the On-line Permit Manager click on **Let's Talk!**



PLAN OF DEVELOPMENT PROCESS

INTRODUCTION

All development involving non-residential zoning districts, two-family or multi-family residential development in a two-family residential zoning district or multi-family residential zoning district, or property with a Unit Plan of Development (UPD), Planned Area Development (PAD), or Planned Development (PD) overlay shall be subject to a Plan of Development (POD) approval as set forth in the provisions of Maricopa County Zoning Ordinance (MCZO).

GENERAL PROCESS

Obtaining a POD is an administrative approval process involving a precise site plan, narrative report, and other supporting documentation (see attached checklist). Approval of a POD is required before any development of the property can occur. The use, height, yard, intensity of use, parking, loading and unloading, and any additional regulations shall remain the same as specified in the primary or approved UPD zoning district.

Per MCZO, Section 306, an application and phasing plan, if proposed, for a POD shall be submitted to the Planning and Development Department through the One Stop Shop (OSS) on an official form provided by the Department. The application shall satisfy the submittal requirements as well as pertinent regulations as set forth in the provisions of the MCZO or from other County departments. The application shall contain sufficient information for staff to determine whether the proposal meets the requirements of the County.

A pre-application meeting is recommended.

Please note there is a fundamental difference between the site plan required for a POD and that required for subsequent permits. In the case of a POD, the site plan must convey the conditions that will ultimately exist at build-out, whereas the site plan submitted for construction permits may only consider existing structures and those contemplated by that/those particular construction permit(s).

ARS §11- 1605

As of September 13, 2013, the Plan of Development (POD) process shall be subject to ARS §11-1605, a State statute that mandates establishment of timeframes to either approve or deny a "license" as defined by the statute. The full statute may be viewed at:

http://www.azleg.gov/arstitle/

The statute sets up two types of review timeframes: Administrative and Substantive. The Board of Supervisors (BOS) through the P-30 Licensing Timeframes Ordinance, has adopted a 90 (working) day administrative timeframe and a 180 (working) day substantive timeframe for PODs. An application related to a residential use is not subject to the statute. An application that is part of design build project may establish negotiated time process during the preapplication meeting.

Administrative Review Period

The statutes allow for multiple reviews during the administrative review period.

Substantive Review Period

Only one review is allowed for the substantive review period. The County can amend the substantive review comments to address legal requirements not identified on the original substantive review comments.

The applicant can <u>authorizes a 50% time increase</u>. This <u>authorization can be given at time of application or at</u> any time during the process.

After receipt of a POD application, the administrative review period begins and Planning will review for administrative completeness. The applicant will receive a formal response from their assigned planner and may be required to submit additional information. Once administrative comments have been given to the applicant, the timeframe clock will stop and will resume upon resubmittal of the application materials. Once the application is deemed administratively complete, the planner will formally notify the applicant that the project has entered the substantive review period and shall set a Technical Advisory Committee (TAC) date.

TECHNICAL ADVISORY COMMITTEE (TAC) REVIEW

After an application is deemed administratively complete, the assigned planner will set a date for the Technical Advisory Committee (TAC) to meet. The TAC is composed of representatives of the County's Planning, Transportation, Drainage Review, Flood Control, Storm Water Management and Environmental Services Departments, as well as representatives from any other County Departments, fire district, school district, City or Town, homeowner association, or other interested party that is in close proximity or has jurisdiction over the site. The owner or authorized agent is required to attend the TAC meeting.



PLAN OF DEVELOPMENT PROCESS

TAC comments from all reviewing agencies will be given in writing to the applicant at the TAC meeting and can be discussed. The substantive timeframe clock stops from receipt of comments until the applicant makes a formal resubmittal.

At any time during the process, an applicant can check the status of their application by viewing the Citizens Access Portal on the Planning and Developments website:

https://accela.maricopa.gov/citizenaccessmcoss/

The applicant's assigned planner can also be utilized as a resource for checking application status. If at any time comments are given to the applicant, a notation will be made as to the administrative or substantive timeframe frame remaining which will not resume until a resubmittal is made. **Note:** It is very important to return the planner's comment memo upon resubmittal so that the appropriate statutory timeframe can resume.

POST-TAC REVIEW

Depending on the comments received at the TAC, the application materials (such as the site plan, grading and drainage plan, traffic impact study, narrative report, etc.) may need revisions. The owner or authorized agent must submit revised materials, reflecting the TAC comments, to the OSS, which will forward the revised materials to the appropriate agencies.

Once staff is satisfied that the technical requirements have been met, staff will make a determination regarding the request. Staff shall review the POD in accordance with submittal requirements, regulations, and policies. If staff determines that the proposal is consistent with the purposes and intent of MCZO, other pertinent regulations and policies, then staff shall grant approval and may impose conditions as deemed necessary to satisfy the provisions of MCZO or other applicable regulations and policies.

Staff may also find that conditions required for approval do not exist and, may therefore, deny the request. Alternatively, staff may forward the request to the Planning and Zoning Commission for a recommendation to the Board of Supervisors. If an application has been scheduled for a Commission meeting, the substantive timeframe clock will stop.

Additionally, a decision of denial can be made for the following reasons: 1) the Director finds that it is not possible to grant the application within the timeframe, or 2) the applicant has not provided additional or supplemental information within 365 days (not working days) of a written or electronic request for said information.

INACTIVITY

If an applicant has not made a resubmittal of application materials in either administrative or substantive review periods after six (6) months, the application will be closed due to inactivity.

APPROVAL TIMEFRAME

For all development subject to a POD, an approved POD and subsequent building permits are required prior to the commencement of any construction or development on the site. The owner or authorized agent shall ensure that required building permits for the site or first phase shall be issued within two (2) years of the date of approval of the POD. Prior to the date of expiration, the owner or authorized agent may file a single request via a Minor Amendment application for a one (1) year time extension authorized by the Director of Planning and Development. If the time frame has expired, the owner or authorized agent shall submit a new POD application.

AMENDMENTS

Any change or modification to an approved POD shall be considered an amendment to the POD. Staff shall determine whether changes constitute a Minor or Major Amendment according to MCZO Article 304.9. UPDs and PODs that were originally processed through the Board of Supervisors may be amended administratively, either as a Major or Minor Amendment, as set forth in the provisions of MCZO.

APPEALS

The conditions of approval of this Plan of Development may be appealed to the Hearing Officer pursuant to ARS § 11-832. Provide request for appeal to the Hearing Officer Liaison at this address within 30 calendar days of the administrative/ministerial approval date to schedule an administrative hearing.



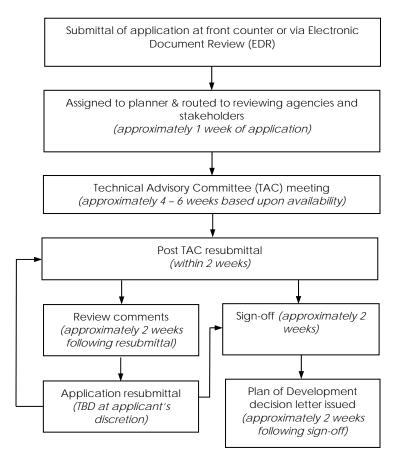
ALL FEES ARE DUE AT TIME OF APPLICATION AND ARE NON-REFUNDABLE

PLAN OF DEVELOPMENT APPLICATION

Is this Design Build? ☐ Yes ☐ No	Is this Residential? Yes No			
REQUEST				
Title of Project:				
Description of Request:				
Existing Zoning District:				
Related Case Number:				
PROPERTY INFORMATION				
Address (if known):				
General location (include nearest city/town):				
Size in Acres: Legal Description Section:	Square Feet: Range: Range:			
Assassar's Parcal Number:				
Subdivision Name (if applicable):				
OWNER'S AUTHORIZED AGENT INFORMATION				
Name:				
Addross:				
City:	±			
Phone #:	Fov#.			
E-mail Address:				
PROPERTY OWNER INFORMATION				
Name:	Contact:			
Address:				
City:				
Phone #:	Fax#:			
E-mail Address:	TATION			
PROPERTY OWNER AND OWNER'S AGENT AUTHOR				
(property owner)	authorize (owner's agent)			
	this request with Maricopa County. By signing this form as the property owner I hereby			
agree to abide by any and all conditions the	t may be assigned by the Maricopa County Board of Supervisors, Maricopa County a County Planning and Development Department staff as applicable, as part of any			
	s, development agreements, and/or any other requirement that may encumber or			
otherwise affect the use of my property.	, development agreements, and of any extent requirement that may extent to			
PROPOSITION 207 WAIVER				
The property owner acknowledges that the a	pproval being sought by this application may cause a reduction in the existing rights			
	erty that is the subject of this application. The property owner further acknowledges			
that it is the property owner who has requeste	d 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				
	rty with regard to any action taken by Maricopa County as result of the filing of this			
application.				
Property Owner Signature:	Date:			
INSPECTIONS				
	unty staff to conduct all site inspections they deem necessary.			
VERIFICATION OF APPLICATION INFORMATION				
	and support material are true. Any approvals or permits granted by Maricopa			
County in reliance upon the truthfulness of the				
Owner or Authorized Agent Signature:	Date:			
ARS § 1605 TIMEFRAME EXTENSION				
I authorize a 50% timeframe extension for the				
as amended.	review of my application as adopted by the Board of Supervisors per ARS § 1605 and			

PLAN OF DEVELOPMENT TIMEFRAME

PROCESS FLOW CHART & PROJECTED TIMEFRAME



Approximate timeframe of 5 months



Planning & Development Department PLAN OF DEVELOPMENT APPLICATION SUBMITTAL CHECKLIST

Applications submitted to the Maricopa County Planning and Development Department shall include all of the exhibits, items, and information listed in this checklist. This information is required by County Ordinance or Department 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. Once an application is accepted, it must be reviewed for Administrative Completeness by all One Stop Shop (OSS) agencies. Once the application is deemed Administratively Complete, the Substantive Review Period shall commence and technical review comments will be given. PLEASE BE ADVISED THAT COMPLIANCE WITH EITHER ADMINISTRATIVE OR TECHNICAL REQUIREMENTS DOES NOT GUARANTEE STAFF SUPPORT OF THE REQUEST OR FINAL APPROVAL OF THE REQUEST.

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A.	Completed and signed application – 2 copies
B.	Proof of ownership (Recorded Deeds - unofficial copy acceptable etc.) - 1 copy
C.	Electronic copies of application materials saved as Adobe PDF files - 1 CD or jump drive.
	Example Narrative Report should be saved as NARR-RPTS-1.pdf

Application Document	Required Naming Convention for the Adobe PDF documents
Completed Application	APPL-FORM-1
Official recorded or unofficial deed	DEED-DETL-1
Site Plan	SITE-PLAN-1
Narrative Report	NARR-RPTS-1
Photographs	PHOT-DETL-1
Drainage Report/Plan (if applicable)	DRAI-RPTS-1
Traffic Impact Study (if applicable)	TRAF-RPTS-1

2. SITE PLAN (PLAN OF DEVELOMENT): 8-1/2" X 11" paper copy of site plan – 1 copy Α 24" X 36" collated, folded, and stapled copies of site plan – 2 copies Site plan is to include the following information: ___ 1. Project name and case (tracking) # Date of plan and dates of any subsequent revisions 2. ____ 3. Vicinity map with location of site ____ 4. Title block identifying owner, developer, engineer, and/or owner or authorized agent Site dimensions/boundaries __ 5. ___ 6. North arrow and scale (written and graphic)

Existing zoning and/or land use Proposed zoning and/or land use

Site summary table:

Gross acreage Net acreage

7.



Planning & Development Department PLAN OF DEVELOPMENT APPLICATION SUBMITTAL CHECKLIST

8.	Request
9.	Legal description
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
1.4	 Building height and square footage
14.	Parking areas:
	 Dimensions and angles
	 Surfacing and/or paving materials
	 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 the project is located within
17.	Utility/service 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 contours
23.	Location of landscaping and retention areas
24.	Typical landscaping section (if landscape plan is not provided)
25.	Location, height and type of outdoor lighting. Note compliance with Section
24	1112 of the Zoning Ordinance in regard to outdoor lighting. Show the location of all proposed and existing fire hydrants, water
26.	snow the location of all proposed and existing the hydrants, water supply/storage, and wells, and septic systems.
	supply/stolage, and wells, and septic systems.
REPORT: (Brid	ef explanation of the project. 2 copies – 8-1/2" X 11" paper, Underlined wording
section hea	· · · · · · · · · · · · · · · · · · ·
	97
<u>Title page</u>	- include project name, general location, case/tracking #, and vicinity map
Purpose of	
	n of <u>Proposal</u> , including proposed uses(s), business operations, hours/days of
	# of employees, description/location of buildings, color palette, type of
construction	on material, sign detail/descriptions, screening wall/fence details and location,
etc.	-
Relationsh	ip to Surrounding Properties

____ D.

3. NARRATIVE indicates a

____ A. ___ B. ___ C.



Planning & Development Department PLAN OF DEVELOPMENT APPLICATION SUBMITTAL CHECKLIST

	E. F. G.	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.) Location and Accessibility
	H. I.	<u>Circulation System</u> (on & off) – include proposed improvements or dedications <u>Development Schedule</u> (phasing)
	J. K. L.	Community Facilities and Services (school district, parks, amenities, etc.) Public Utilities and Services (refuse, sewer, water, police, fire, etc.) Other information that will be helpful in evaluating the request Architectural renderings and themes (descriptions) Landscaping renderings and themes (descriptions)
		 Floor plans, elevations
1.	taken on all photograph photograph large sites. also be used	PHS: All photographs to be submitted on 8-1/2" x 11" paper. Submit photographs of the site, I four corners of the property and looking inward to the property (minimum of four ns). Also submit photographs looking out from the property taken from all four sides (2 ns from each side – 8 photographs minimum). Additional photographs are recommended for Please label each photograph with the view, direction and date. A site plan or key map may d in conjunction with the photographs, with notations showing what direction the photographs where they were taken.
	A. B.	4 photographs looking inward 8 photographs looking outward
5.	DRAINAGE I	REPORT/PLAN: (See Drainage Requirements for Precise Plan) - 2 copies
		PACT STUDY: (Please check with the Maricopa County Department of Transportation to type of report required.) – 2 copies
7.	Fees:	
	A.	Planning Review Fee Plan of Development \$1,200 + \$100/acre or portion thereof (\$50,000 max.)
		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.)
		Change to an application for a license in progress - \$50 For an application to be added to an application for a license in progress - \$50 To re-initiate application for a license administratively denied due to time (within 180 days) - \$50
		Appeal of administrative denial of a license due to time (within 30 days) - \$150
	B.	Drainage Review Fee:
		Plan of Development Review \$1,000 + \$500 per acre Maximum of \$11,000
		Plan of Development with disturbance of less than 1,500 sq. ft. \$650



Planning & Development Department **PLAN OF DEVELOPMENT APPLICATION SUBMITTAL CHECKLIST**

C.	Department of Transportation Review Fee of \$250.	
D.	Maricopa County Environmental Services Department (N	MCESD) Review Fee of \$225 .
E.	Addressing Review Fee of \$10 to verify an existing address	ss <u>or</u> \$50 to assign an address.
	No application shall be scheduled for hearing be administratively approved unless and until all fees and result of any activity or inactivity attributable to the application are brought current and paid in full or a agreement of compliance are current, as the case may waived by the Board of Supervisors or Planning and Zoning	fines owed to the Department as a property that is the subject of the any amounts owed pursuant to an ay be. This requirement shall not be
A. B. C.	DRMATION: (as applicable if required by staff and/or other Title report – 2 copies Deed restrictions (CC & R's) – 2 copies Parcel map(s) of site and area – 2 copies Letters of support or commitment – 2 copies	department or agency)
E. F.	Market study – 2 copies Landscape plans (including plant types, quantities, sizes, % copies Building elevations (including material, color and treatmen	
MARICOPA CO	UNTY AGENCY CONTACTS: Development (Planning, Plan Review, and Engineering):	(602) 506-3301
nvironmental:	Services:	(602) 506-0371 (602) 506-1501

M

Pla En Flood Control District: (602) 506-1501



DRAINAGE REVIEW REQUIREMENTS FOR PRECISE PLANS INCLUDING SPECIAL USE 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:

- Offsite Hydrology Need to determine the quantity, the entrance and exit points, and how the flow is to be routed through the site.
- **Onsite Hydrology** Need to show how the flows are to be routed to retention basins.
- 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.
- Retention Disposal Provide testing results in conformance with Standard 6.10 for disposal of total ponding volume within 36 hours.
- 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.
- Finished Floor Elevations Need to show finished floor elevation and certification note.
- **Topography** Need to show natural and proposed contour elevations or spot elevations.
- 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*:

Dlan	nina	Cases:

\$ 1,000 + \$ 500/Acre	\$11,000 Maximum
\$ 650	
\$ 650	
\$ 60	
\$ 210	
\$ 60	
	\$ 650 \$ 650 \$ 60 \$ 210

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



MARICOPA COUNTY PLANNING & DEVELOPMENT DEPARTMENT 2022 FILING DEADLINES AND HEARING DATES

TECHNICAL ADVISORY COMMITTEE (TAC)	PLANNING & ZONING COMMISSION (P & Z)			BOARD OF SUPERVISORS (BOS)
TAC meetings are scheduled as	This deadline refers to written sign	This deadline refers to the last day	Dates in bold indicate meetings of	These dates typically follow the
needed. Typically, a TAC meeting is	off being obtained by all County	an applicant can provide an	the Maricopa County Zoning,	preceding P&Z date unless the case is
held within 60 days of application;	agencies. A submittal must be	Affidavit of Posting and	Infrastructure, Policy, Procedure &	continued or the P&Z does not take
however TAC slots are limited.	received at least three (3) weeks prior	Photos to the assigned Planner.	Ordinance Review Committee	action.
	to this deadline to allow for review/sign off.		(ZIPPOR) committee.	
TAC was attinged	County Assessed in afficient	Affidavit of Posting and Photo	P&Z	Board of Supervisors
TAC meetings	County Agency sign off deadlines	deadlines	Hearings/Meetings	Hearings/Meetings
January 4, 2022	November 8, 2021	November 12, 2021	December 9, 2021	January 12, 2022
January 18, 2022	December 13, 2021	December 17, 2021	January 13, 2022	February 9, 2022
February 1, 2022	December 27, 2021	December 30, 2021	January 27, 2022	February 23, 2022
February 15, 2022	January 10, 2022	January 14, 2022	February 10, 2022	March 9, 2022
March 1, 2022	January 24, 2022	N/A	February 24, 2022 *	March 23, 2022
March 15, 2022	February 7, 2022	February 11, 2022	March 10, 2022	April 6, 2022
April 5, 2022	February 22, 2022	February 25, 2022	March 24, 2022	April 20, 2022
April 19, 2022	March 7, 2022	March 11, 2022	April 7, 2022	May 4, 2022
May 3, 2022	March 21, 2022	March 25, 2022	April 21, 2022	May 18, 2022
May 17, 2022	April 11, 2022	April 15, 2022	May 12, 2022	June 8, 2022
June 7, 2022	April 25, 2022	N/A	May 26, 2022 *	June 22, 2022
June 21, 2022	May 16, 2022	May 20, 2022	June 16, 2022	July 27, 2022
July 5, 2022	June 6, 2022	June 10, 2022	July 7, 2022	August 17, 2022
July 19, 2022	June 20, 2022	June 24, 2022	July 21, 2022	August 17, 2022
August 2, 2022	July 1, 2022	July 8, 2022	August 4, 2022	August 31, 2022
August 16, 2022	July 18, 2022	N/A	August 18, 2022 *	September 14, 2022
September 6, 2022	August 1, 2022	August 5, 2022	September 1, 2022	September 28, 2022
September 20, 2022	August 22, 2022	August 26, 2022	September 22, 2022	October 19, 2022
October 4, 2022	September 2, 2022	September 9, 2022	October 6, 2022	November 2, 2022
October 18, 2022	September 19, 2022	September 23, 2022	October 20, 2022	November 16, 2022
November 1, 2022	October 3, 2022	October 7, 2022	November 3, 2022	December 7, 2022
November 15, 2022	October 17, 2022	N/A	November 17, 2022 *	TBD
December 6, 2022	November 7, 2022	November 10, 2022	December 8, 2022	TBD
December 20, 2022				

^{*} ZIPPOR to be held at 205 W. Jefferson Phoenix, AZ 85003 Board of Supervisors' Auditorium