



Planning & Development
Department
ADMINISTRATIVE APPROVAL
FOR WIRELESS COMMUNICATION FACILITIES
PER MCZO CHAPTER 12, SECTION 1201.2.5



SUBMITTAL FORMS INDEX

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**Planning & Development
Department
ADMINISTRATIVE APPROVAL - WCF
APPLICATION
APPLICATION MUST BE COMPLETED IN FULL**



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

REQUEST

Title of Project: _____
 Description of Request: _____
 Existing Use of Property: _____
 Existing Zoning District: _____
 Related Case Number/s: _____

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): _____

APPLICANT INFORMATION

Name: _____ Contact: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone #: _____ Fax#: _____ Email: _____

PROPERTY OWNER INFORMATION

Name: _____ Contact: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone #: _____ Fax#: _____ Email: _____

PROPERTY OWNER AND APPLICANT AUTHORIZATION

I (property owner) _____ authorize (applicant's name) _____
 to file this application on all matters relating to this request with Maricopa County.

PROPOSITION 207 WAIVER

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 stipulations, development agreements, and/or any other requirement that may encumber or otherwise affect the use of my property. Also by signing I waive claim for diminution in value due to enforcement of any stipulations of the approval.

Property Owner Signature: _____ Date: _____

CASE INACTIVITY

Cases which are not active within three (3) months will be considered inactive and closed by staff. A letter addressing the inactivity will be sent to the applicant 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.



Planning & Development
Department



AFFIDAVIT OF NOTIFICATION

Date: _____

I, _____, being the owner or authorized applicant for the Maricopa County planning case referenced below, do hereby affirm that the attached listing of names and addresses accurately reflects the ownership of property within 300 feet of the subject planning case/project, according to current Maricopa County Assessor Records.

Applicant's/Owner's Signature: _____

SUBSCRIBED AND SWORN before me this _____ day of _____, _____.

Notary Public

My Commission Expires: _____



Planning & Development Department



ADMINISTRATIVE APPROVAL FOR WIRELESS COMMUNICATION FACILITIES CHECKLIST

This packet is for an application for an Administrative Approval for Wireless Communication Facilities, as provided in the Maricopa County Zoning Ordinance, Chapter 12, Section 1201.2.5.

A general application for an Administrative Approval and all supporting materials listed below shall be submitted to the Maricopa County Planning & Development Department.

If the Administrative Approval is granted, a building permit/s is required prior to any construction or use of the property.

INFORMATION REQUIRED FOR SUBMITTAL

1. **APPLICATION – 1 copy:** The application is to be completed in full. Staff will only accept a completed application form. The owner of the subject property must sign the application, or the applicant shall provide a letter of authorization at the time the application is made.
2. **THREE (3) SITE PLANS (24" x 36") FOLDED**
3. **THREE (3) NARRATIVE REPORTS** describing request (include the applicable MCZO section, i.e. 1202.3.1.1.h) and justification
4. **RECORDED OFFICIAL DEED** (proof of ownership) – 1 copy
5. **FILING FEES:** none
6. **SUPPORTING MATERIALS:** Any information deemed necessary by staff.
7. **NOTIFICATION REQUIREMENTS:**

Provide the **names, addresses and Tax Assessor's Parcel Numbers**, on a list and on mailing labels, for all the owners of property within 300 feet of the boundary of your project (exclude right-of-way). Also submit postage for postcards equal to the number of labels. Include a notarized 'Affidavit of Notification' (attached), signed by the applicant verifying that the labels represent the most current ownership information available through the Maricopa County Assessor's Office.

- _____ A. List of property owners (name, address and parcel number) within 300'
- _____ B. Mailing labels
- _____ C. Postcard postage
- _____ D. Notarized 'Affidavit of Notification' (Attached)