



**Planning & Development  
Department**  
**MINOR AMENDMENT**  
TO APPROVED SPECIAL USE PERMITS, PLANS OF DEVELOPMENTS,  
AND UNIT PLANS OF DEVELOPMENT



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Planning & Development Department



MINOR AMENDMENT APPLICATION APPLICATION MUST BE COMPLETED IN FULL

MA TO ZONE CHANGE MA TO SPECIAL USE PERMIT MA TO PLAN OF DEVELOPMENT

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



## MINOR AMENDMENT 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 staff in order to adequately review the proposal. An application will only be accepted by the Department when all of the items listed below are submitted, unless otherwise deemed unnecessary by staff. Additional information, detail and/or copies may be required after review by the assigned Planner. **PLEASE BE ADVISED THAT COMPLIANCE WITH STAFF REQUIREMENTS DOES NOT GUARANTEE STAFF SUPPORT OF THE REQUEST OR FINAL APPROVAL OF THE REQUEST.**

The criteria for making an application for a Minor Amendment are provided in the Maricopa County Zoning Ordinance, Chapter 3, Section 304.9.

If the amendment is approved, a building permit/s is required prior to any construction or use of the property.

### 1. APPLICATION:

- \_\_\_\_\_ A. Completed and signed application – **10 copies**
- \_\_\_\_\_ B. Proof of ownership (official recorded deed, etc.) – **2 copies**

### 2. SITE PLAN:

- \_\_\_\_\_ A. 8-1/2" x 11" paper copy of site plan – **1 copy**
- \_\_\_\_\_ B. 24" x 36" **collated, folded, and stapled** copies of site plan – **10 copies**

#### Site Plan to include the following information:

- \_\_\_\_\_ 1. Project name and case (tracking) number
- \_\_\_\_\_ 2. Date of plan and dates of any subsequent revisions
- \_\_\_\_\_ 3. Vicinity map with location of site
- \_\_\_\_\_ 4. Title block identifying Owner, Developer, Engineer and/or Applicant
- \_\_\_\_\_ 5. Site dimensions/boundaries
- \_\_\_\_\_ 6. North arrow and scale (written and graphic)
- \_\_\_\_\_ 7. Site summary table:
  - Gross acreage
  - Net acreage
  - Existing zoning and land use
  - Proposed land use
- \_\_\_\_\_ 8. Request (i.e. Minor Amendment for \_\_\_\_\_ (project name))
- \_\_\_\_\_ 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
  - Building height and square footage
- \_\_\_\_\_ 14. Parking areas:

- Dimensions and angles
  - Surfacing and /or paving material
  - 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 where project is located within
- \_\_\_\_\_ 17. Existing and proposed contours
- \_\_\_\_\_ 18. Utility commitment table (a table illustrating water, wastewater disposal, fire protection, police protection, electric, natural gas, telephone, and refuse providers)
- \_\_\_\_\_ 19. Location of all utilities (existing and proposed)
- \_\_\_\_\_ 20. Location, height and type of outdoor lighting. Note compliance with Section 1112 of the Zoning Ordinance in regard to outdoor lighting
- \_\_\_\_\_ 21. Signs
- Location, size, height and type
  - Elevations of each sign
  - Source of illumination
  - Area and number allowed/area and number requested
- \_\_\_\_\_ 22. Location of all recorded/proposed easements
- \_\_\_\_\_ 23. Type of screening (i.e. walls and plantings)
- \_\_\_\_\_ 24. Location of landscaping and retention walls
- \_\_\_\_\_ 25. Typical landscaping section
- \_\_\_\_\_ 26. Show the location of all proposed and existing fire hydrants, water supply/storage, wells, and septic systems.

**3. NARRATIVE REPORT:** (Brief explanation of the project. **10 copies** – 8 1/2" x 11" paper, Underlined wording indicates a section heading.)

- \_\_\_\_\_ A. Title page – include project name, general location, case/tracking number, and vicinity map
- \_\_\_\_\_ B. Purpose of Request
- \_\_\_\_\_ C. Description of Proposal, including proposed uses(s), business operations, hours/days of operation, # of employees, description/location of buildings, color palette, type of construction material, sign detail/descriptions, screening wall/fence details and location, etc
- \_\_\_\_\_ D. Relationship to Surrounding Properties (their use, zoning, etc.)
- 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.)
- \_\_\_\_\_ E. Location and Accessibility
- \_\_\_\_\_ F. Circulation System (on & off-site) – include proposed improvements or dedications
- \_\_\_\_\_ G. Development Schedule (phasing)
- \_\_\_\_\_ H. Community Facilities and Services (school district, parks, amenities, etc.)
- \_\_\_\_\_ I. Public Utilities and Services (refuse, sewer, water, police, fire, etc.)
- \_\_\_\_\_ J. Other information that will be helpful in evaluating the request
- Architectural renderings and themes (descriptions)
  - Landscaping renderings and themes (descriptions)
  - Floor plans, elevations

**4. FEES:**

- \_\_\_\_\_ A. Planning Review Fee: \$750 + \$100/acre or portion thereof (\$5000 max.) See Maricopa County Zoning Ordinance, Chapter 16 – ([www.maricopa.gov/planning](http://www.maricopa.gov/planning)).
- \_\_\_\_\_ B. Drainage Review Fee: Contact Drainage Review at (602) 506-7149. (This is a separate fee but can be combined with the planning fee.)
- \_\_\_\_\_ C. Department of Transportation Review Fee of \$250. (This is a separate fee but can be combined with the planning fee.)
- \_\_\_\_\_ D. Maricopa County Environmental Services Department (MCESD) Review Fee of \$225. (This is a separate fee, but can be combined with the planning fee.)
- \_\_\_\_\_ E. Addressing Review Fee of \$25. (This is a separate fee, but can be combined with the planning fee.) **This fee will be changed to \$10 to verify an existing address or \$50 to assign an address for applications submitted on or after January 14, 2009.**

**5. DRAINAGE REPORT:** (Please check with Maricopa County Drainage Review to determine if required and the type of report required).

\_\_\_\_\_ **5 copies**

**6. OTHER INFORMATION:** (as required by staff and/or other Department or Agency)

- \_\_\_\_\_ A. Title report
- \_\_\_\_\_ B. Deed restrictions (CC & R's)
- \_\_\_\_\_ C. Parcel map(s) of site and area
- \_\_\_\_\_ D. Letters of support or commitment
- \_\_\_\_\_ E. Market study
- \_\_\_\_\_ F. Landscape Plans (including plant types, quantities, sizes, % coverage, group-cover etc,)
- \_\_\_\_\_ G. Building elevations (including material, color and treatment descriptions, etc.)

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**MARICOPA COUNTY AGENCY CONTACTS:**

Planning and Development (Planning & Zoning Division): 602-506-3301  
Planning and Development (Plan Review): 602-506-3301  
Transportation: 602-506-8600  
Environmental Services: 602-506-0371  
Drainage Review (Review Fee information): 602-372-0790  
Flood Control District: 602-506-1501