



Planning & Development  
Department

DEVELOPMENT MASTER PLAN &  
MAJOR AMENDMENT



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# Planning & Development Department

## DMP and MAJOR DMP AMENDMENT APPLICATION APPLICATION MUST BE COMPLETED IN FULL



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

### REQUEST

Project Name: \_\_\_\_\_  
 Description of Request: \_\_\_\_\_  
 \_\_\_\_\_  
 Current Land Use: \_\_\_\_\_  
 Proposed Land Use: \_\_\_\_\_  
 Supervisor District: \_\_\_\_\_

### PROPERTY INFORMATION

General Location (include nearest city/town): \_\_\_\_\_  
 \_\_\_\_\_  
 Gross Acres: \_\_\_\_\_  
 Legal Description: \_\_\_\_\_  
 Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_  
 Assessor's Parcel Number(s): \_\_\_\_\_

### 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 six (6) 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

## DEVELOPMENT MASTER PLAN & MAJOR 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 Department Staff in order to adequately review the proposal. An application will only be accepted by the Planning 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 Technical Advisory Committee (TAC). **PLEASE BE ADVISED THAT COMPLIANCE WITH TAC/STAFF REQUIREMENTS DOES NOT GUARANTEE STAFF SUPPORT OF THE REQUEST OR FINAL APPROVAL OF THE REQUEST.**

**1. PRE-APPLICATION MEETING FORM**

**2. APPLICATION:**

- A. Completed and signed application – **25 Copies**
- B. Proof of ownership-Official Recorded (**two copies**):

**3. NARRATIVE REPORT: 25 copies**, including 8½" x 11" proposed land use maps (color). The narrative report must include the information identified in the Maricopa County Development Master Plan Guidelines. The narrative report must be organized as follows:

- A. Title page
- B. Table of Contents
- C. Executive Summary
- D. Location Description
- E. Site Analysis
- F. Plan Description
- G. Suitability Analysis
- H. Land Use Display Map (24" x 36")
- I. Appendix (including traffic impact report, drainage report, water and wastewater master plans – check with the applicable county agencies for specific requirements)
- J. Other material as necessary or required.

**4. PUBLIC PARTICIPATION PLAN: 5 copies.** The public participation plan must include the following information as required by the Maricopa County Public Participation Guidelines:

- A. A description of the community involvement area.
- B. A list of stakeholders that may be affected by the application. While individual circumstances will vary, stakeholders include residents, property owners, homeowners associations, and any other identified within an area agreed upon by the applicant and the Planning and Development Department. The applicant should also include a description of how and when the identified stakeholders will be notified that an application for a development master plan or major DMP amendment has been submitted.
- C. A description of how the applicant will make information available to interested parties prior to public hearings.
- D. A description of how the applicant will identify stakeholder issues and concerns.
- E. A description of how the applicant will respond to stakeholder feedback and recommendations.



# Planning & Development Department

## DEVELOPMENT MASTER PLAN & MAJOR AMENDMENT APPLICATION SUBMITTAL CHECKLIST



- \_\_\_\_\_ F. A discussion of how the applicant will keep the Maricopa County Planning and Development Department informed of public participation program progress.
- \_\_\_\_\_ G. A timeline for the public participation program.

### 5. NOTIFICATION REQUIREMENTS:

Provide the names, addresses and Tax Assessor's Parcel Numbers, on a list and on mailing labels, of all the owners of property within 300 feet of the boundary of your project (exclude right-of-way). Also submit an equal number of blank, stamped envelopes. 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. Stamped Envelopes
- \_\_\_\_\_ D. Notarized 'Affidavit of Notification'

### 6. FEES:

- \_\_\_\_\_ A. Development Master Plan:  
\$2,000 + \$20/acre or portion thereof  
Maximum fee: \$100,000
- \_\_\_\_\_ B. Development Master Plan Major Amendment:  
\$2,000+\$20/acre or portion thereof  
Maximum Fee: \$100,000
- \_\_\_\_\_ C. Drainage Review Fee: Contact Drainage Review at (602) 506-7149.
- \_\_\_\_\_ D. Environmental Services Review Fee: Contact Environmental Services at (602) 506-6666
- \_\_\_\_\_ E. Department of Transportation Review Fee: Contact Transportation at (602) 506-8600.
- \_\_\_\_\_ F. Flood Control Fee: Contact Flood District at (602) 506-1501.

### MARICOPA COUNTY AGENCY CONTACTS:

Planning and Development (Planning & Zoning Division):	602-506-3301
Transportation:	602-506-8600
Environmental Services:	602-506-0371
Drainage Review:	602-372-7090
Flood Control District	602-506-1501



# Planning & Development Department



## CITIZEN REVIEW PROCESS NOTIFICATION LETTER EXAMPLE

**This form should be sent to each real property owner as shown on the last assessment of the property within 300' of the proposed Development Master Plan. Below is an example of how the form should be completed. A clean copy for your use is found on the following page.**

**REQUEST:** Development Master Plan / Development Master Plan – Major Amendment

**PROPOSAL:** Master Planned Community with 3,000 residential units, five parks, two schools and a neighborhood commercial center.

**LOCATION:** Northwest corner of Main and Park Streets

**SIZE:** 1,200 acres

**APPLICANT:** Name / address

**CONTACT PERSON:** Name / telephone number / fax number / e-mail address

Map of area:  
(Not to scale)



Insert vicinity map here. Subject property should be filled or patterned.

An application has been filed or will be filed shortly with the Maricopa County Department of Planning and Development regarding the request above. This notice is being sent to you because property listed in your name is located within 300 feet of the site noted above. This notice is being sent to you to inform you of this application and to provide you with an opportunity to relay any questions, issues or concerns regarding this application to the contact person listed in the top box of this page.

**THIS IS NOT A NOTICE OF A PUBLIC HEARING WITH THE PLANNING AND ZONING COMMISSION OR COUNTY BOARD OF SUPERVISORS. HOWEVER, YOU MAY RECEIVE SUCH A NOTICE AT A FUTURE DATE IF THE APPLICATION IS SCHEDULED FOR HEARING.**



# Planning & Development Department

## CITIZEN REVIEW PROCESS NOTIFICATION LETTER EXAMPLE



REQUEST:

PURPOSE:

LOCATION:

SIZE:

APPLICANT:

CONTACT PERSON:

Map of area:  
(Not to scale)



An application has been filed or will be filed shortly with the Maricopa County Department of Planning and Development regarding the request above. This notice is being sent to you because property listed in your name is located within 300 feet of the site noted above. This notice is being sent to you to inform you of this application and to provide you with an opportunity to relay any questions, issues or concerns regarding this application to the contact person listed in the top box of this page.

**THIS IS NOT A NOTICE OF A PUBLIC HEARING WITH THE PLANNING AND ZONING COMMISSION OR COUNTY BOARD OF SUPERVISORS. HOWEVER, YOU MAY RECEIVE SUCH A NOTICE AT A FUTURE DATE IF THE APPLICATION IS SCHEDULED FOR HEARING.**



# Planning & Development Department

## CITIZEN REVIEW PROCESS NOTIFICATION SIGN FORMAT



- All signs **must** be at least six square feet in area (3' width x 2' height), although larger signs are acceptable. Poster board and foam board signs **must** be laminated. Signs shall be in place a minimum of two weeks.
- The applicant shall post the property in no less than two places with at least one notice for each quarter mile of frontage along perimeter right-of-way so that the notices are visible from the nearest public right-of-way.
- Text should be a dark color (preferably black) on a white or other light colored background. Information on the sign should be large enough to cover the entire sign.
- Example text for Development Master Plan shown below.

### **NOTICE OF DEVELOPMENT MASTER PLAN REQUEST / NOTICE OF DEVELOPMENT MASTER PLAN – MAJOR AMENDMENT - REQUEST**

#### **WITHIN UNINCORPORATED MARICOPA COUNTY**

**REQUEST:** Development Master Plan / Development Master Plan–Major Amendment

**PROPOSAL:** Master planned community with 3,000 residential units, five parks, two schools and a neighborhood commercial center.

**LOCATION:** Northwest corner of Main and Park Streets

**SIZE:** 1,200 acres

**APPLICANT:** Name / address

**CONTACT PERSON:** Name  
Telephone number  
Fax number  
E-mail address

Map here

**An application has been filed or will be filed shortly with the Maricopa County Planning and Development Department regarding the request above. This property is being posted to inform you of this application. If you have any questions, issues or concerns regarding this application, please reach the contact person listed above.**



Planning & Development Department

AFFIDAVIT OF CITIZEN PARTICIPATION



To be submitted at the Technical Advisory Committee Meeting or within 30 days of application.

Date: \_\_\_\_\_

I, \_\_\_\_\_, being owner or authorized applicant for the Development Master Plan referenced below, do hereby affirm that within 30 days upon submitting an application I have posted the property included in the proposed change. The postings were no less than two places with at least one notice for each quarter mile of frontage along perimeter right-of-way so that the notices were visible from the nearest public right-of-way. The notices were a minimum of six square feet in area and, if poster board or foam board, were laminated. The postings included, at a minimum, a brief description of the area of the proposed amendment or change, a general explanation of the nature of the proposed amendment or change, the name of the applicant, and contact information for the applicant. The postings remained in place for a minimum of 14 days.

SUBMIT PHOTOGRAPHS OF THE POSTINGS MOUNTED ON AN 8 1/2 X 11 SHEET OF PAPER WITH THIS AFFIDAVIT.

I also affirm that within 30 days upon submitting an application that at a minimum I have noticed by first class mail to each real property owner as shown on the last assessment of the property within three hundred feet of the proposed Development Master Plan. The notice by mail included, at a minimum, a description of the area of the proposed amendment or change, a general explanation of the nature of the proposed amendment or change, the name of the applicant, and contact information for the applicant.

ATTACH COPIES OF THE NOTICE TO THIS AFFIDAVIT.

Applicant's/Representative's signature: \_\_\_\_\_

SUBSCRIBED AND SWORN before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
(Notary Public)

My Commission Expires: \_\_\_\_\_

PLANNING DEPARTMENT USE ONLY:

CASE NUMBER: \_\_\_\_\_ PROJECT NAME: \_\_\_\_\_



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# SITE POSTING REQUIREMENTS

## For Public Hearings

Required for Zone Changes, Development  
Master Plans, Comprehensive Plan  
Amendments, Special Use Permits, Major  
Amendments, and Modification of Board of  
Supervisor approved stipulations



## Planning & Development Department

### SITE POSTING INSTRUCTIONS



1. The site posting shall be in no less than two (2) places with at least one notice for each quarter mile of frontage along perimeter rights-of-way so that the notices are visible from the nearest public right-of-way.
2. The signs must be erected prior to the due date for submitting a notarized Affidavit of Posting and photographs of the posting (see next page).
3. The signs must be maintained and updated with amended information until after the Board of Supervisor's hearing.
4. The signs must be removed and disposed of within 10 days after the Board of Supervisor's hearing.
5. You may use a sign vendor of your choice or see attached listing.
6. A notarized Affidavit of Posting and photographs of the posting must be filed with the Maricopa County Planning and Development Department by the applicable date indicated on the Filing Deadlines and Hearing Date Chart. Failure to provide such documentation in a timely manner will result in continuance of the case to the next available Planning and Zoning Commission (P & Z) hearing.
7. See "Sign Specifications" for specific sign details.



**SIGN SPECIFICATIONS – PUBLIC HEARING**

1. The sign shall be a minimum of 3ft x 3ft in size.
2. The sign shall be constructed of laminated coroplast, laminated plywood, or other suitable construction material approved by planning staff.
3. The sign shall have a white background with black lettering. The least expensive process is laminated direct printing.
4. The minimum lettering size shall be 1/2 inch for lowercase and 1 inch for upper case. The words "Public Hearing" shall be a minimum of 2 inches in size. (Sign lettering should be formatted to match the example below).
5. The content of the sign shall match the example below and include specific case details.
6. The sign shall be securely fastened to wooden or metal stakes. The applicant is responsible for maintaining the integrity and accuracy of the sign.
7. The height of the sign shall be at least 4 ft from finished grade to top of sign and shall not be obstructed from view.

MARICOPA COUNTY NOTICE OF

**PUBLIC HEARING**

**PLANNING & ZONING COMMISSION: 9:30 a.m. [Date]**

**BOARD OF SUPERVISORS: 9:00 a.m. [Date]**

(BOS date subject to change – contact the Planning & Zoning Division for verification)

**LOCATION OF HEARINGS:** 205 W. Jefferson Street  
Phoenix, Arizona (BOS Auditorium)

**REQUEST:**

**PROPOSAL:**

**GENERAL LOCATION:**

**SIZE:**

**CASE #:**

**APPLICANT/CONTACT:**

**PHONE #:**

**PLANNING & ZONING DIVISION: 602-506-3301**

[Pdplanner@mail.maricopa.gov](mailto:Pdplanner@mail.maricopa.gov)

Posting Date: \_\_\_\_\_



## Planning & Development Department

### POSSIBLE SIGN VENDORS



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**This listing is not an endorsement. You may use any sign vendor.**

1. Dynamite Signs  
29040 N. 44<sup>th</sup> Street  
Cave Creek, AZ 85331  
480-585-3031
  
2. Epic Signs  
1043 E. Indian School Road  
Phoenix, AZ 85014  
602-264-5800
  
3. Sign A Rama  
4229 W. Bell Road  
Phoenix, AZ 85053  
602-547-8012
  
4. Fast Signs  
13802 N Scottsdale Road #119  
Scottsdale, AZ 85254  
602-494-1737
  
5. Fast Signs  
2517 N. Central Avenue  
Phoenix, AZ 85004-1334  
602-266-7446
  
6. Techniprint Company  
2545 N. 7<sup>th</sup> Street  
Phoenix, AZ 85006-1047  
602-257-0686



# Planning & Development Department



## AFFIDAVIT OF PUBLIC HEARING POSTING

This form is used to ensure compliance with the posting requirements for zone changes, development master plans, comprehensive plan amendments, special use permits, major amendments, and modification of Board of Supervisor approved stipulations. For additional information, please call the Planning and Zoning Division at 602-506-3301 or email to [Pdplanner@mail.maricopa.gov](mailto:Pdplanner@mail.maricopa.gov).

Case Number: \_\_\_\_\_

Project Name: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Location: \_\_\_\_\_

In order to assist in providing adequate notice to interested parties, the **applicant** shall post signs consistent with the requirements prescribed by the "Maricopa County Site Posting Requirements." **It shall be the responsibility of the applicant to erect and to maintain the sign on the subject property and to update the hearing information on the sign until the final disposition of the case. It shall also be the responsibility of the applicant to remove the sign within 10 days after final disposition of the case.**

I confirm that the site has been posted as required by Maricopa County for the case above. Photographs of the site postings are included with this affidavit.

Applicant's / Representative's signature: \_\_\_\_\_

SUBSCRIBED AND SWORN before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Notary Public \_\_\_\_\_

TRACKING NUMBER:	_____
PROJECT NAME:	_____



Planning & Development  
Department



**AFFIDAVIT OF NOTIFICATION**

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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/Representative's Signature: \_\_\_\_\_

SUBSCRIBED AND SWORN before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_



## Planning & Development Department 2009 FILING DEADLINES AND HEARING DATES



TECHNICAL ADVISORY COMMITTEE (TAC)	PLANNING & ZONING COMMISSION (P & Z)			BOARD OF SUPERVISORS (BOS)
TAC meetings are scheduled as needed when cases are submitted and processed. Typically, a TAC meeting is held within 60 days of application; however TAC slots are limited. After a TAC meeting, revisions must be resubmitted through One Stop Shop (OSS).	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. Projects <u>WILL NOT be scheduled for a P&amp;Z hearing without all required sign offs.</u>	This deadline refers to the last day an applicant can provide an Affidavit of Posting and Photographs to the assigned Planner. Failure to meet this deadline will likely result in a case not being scheduled for a P&Z hearing. <u>Note:</u> not applicable to some applications.	P&Z meeting/hearing dates. Dates in <b>bold</b> indicate meetings of the Maricopa County Zoning, Infrastructure, Policy, Procedure & Ordinance Review Committee (ZIPPOR), an informal committee where cases are not typically heard.	BOS meeting/hearing dates. These dates typically follow the preceding P&Z date unless the case is continued or the P&Z does not take action. <u>Property owner &amp; MCDOT signed final plat mylars must be received by the Planner at least four (4) weeks prior to a BOS date.</u> <u>Note:</u> the Planner will obtain Assessor/Treasurer signatures.
TAC meetings	County Agency sign off deadlines	Affidavit of Posting and Photo deadlines	P&Z Meetings/Hearings	Board of Supervisors Meetings/Hearings
December 2, 2008	November 3, 2008	November 7, 2008	December 4, 2008	January 14, 2009
December 16, 2008	November 17, 2008	<b>N/A</b>	<b>December 18, 2008</b>	January 28, 2009
January 6, 2009	December 15, 2008	December 19, 2008	January 15, 2009	February 11, 2009
January 20, 2009	December 29, 2008	January 2, 2009	January 29, 2009	February 25, 2009
February 3, 2009	January 12, 2009	January 16, 2009	February 12, 2009	March 18, 2009
February 17, 2009	January 26, 2009	<b>N/A</b>	<b>February 26, 2009</b>	April 1, 2009
March 3, 2009	February 17, 2009	February 20, 2009	March 19, 2009	April 15, 2009
March 17, 2009	March 2, 2009	March 6, 2009	April 2, 2009	May 6, 2009
April 14, 2009	March 16, 2009	<b>N/A</b>	<b>April 16, 2009</b>	May 20, 2009
May 5, 2009	April 6, 2009	April 10, 2009	May 7, 2009	June 3, 2009
May 19, 2009	April 20, 2009	April 24, 2009	May 21, 2009	June 17, 2009
June 2, 2009	May 4, 2009	May 8, 2009	June 4, 2009	July 22, 2009
June 16, 2009	May 18, 2009	<b>N/A</b>	<b>June 18, 2009</b>	August 5, 2009
July 14, 2009	June 22, 2009	June 26, 2009	July 23, 2009	August 19, 2009
August 4, 2009	July 6, 2009	July 10, 2009	August 6, 2009	September 2, 2009
August 18, 2009	July 20, 2009	<b>N/A</b>	<b>August 20, 2009</b>	September 16, 2009
September 1, 2009	August 3, 2009	August 7, 2009	September 3, 2009	October 7, 2009
September 15, 2009	August 17, 2009	August 21, 2009	September 17, 2009	October 21, 2009
October 6, 2009	September 8, 2009	September 11, 2009	October 8, 2009	November 4, 2009
October 20, 2009	September 21, 2009	<b>N/A</b>	<b>October 22, 2009</b>	November 18, 2009
November 3, 2009	October 5, 2009	October 9, 2009	November 5, 2009	December 2, 2009
November 17, 2009	October 19, 2009	October 23, 2009	November 19, 2009	December 16, 2009
December 1, 2009	November 2, 2009	November 6, 2009	December 3, 2009	tbd
December 15, 2009	November 16, 2009	<b>N/A</b>	<b>December 17, 2009</b>	tbd