



PROCEDURE AND APPLICATION FOR A PROPOSED NON-MAJOR COMPREHENSIVE PLAN AMENDMENT

- A. Attend a Concept Review (Zoning pre-application (Z-PA)) meeting with the Planning Department and affected County agencies.
- B. File an application and all required supporting documentation for a Comprehensive Plan Amendment. Please use the attached application forms.
- C. Public hearing before the Planning Commission with Commission recommendation to the Board of Supervisors. Time frame is approximately 10 to 15 weeks from application acceptance by the Planning Department.
- D. Public hearing, (approximately 4 to 8 weeks after Planning Commission hearing), before the Board of Supervisors.

PROCEDURE FOR A PROPOSED MAJOR COMPREHENSIVE PLAN AMENDMENT

- A. Attend a Concept Review (Zoning Pre-Application (Z-PA)) meeting with the Planning Department and affected County agencies.
- B. File an application and all required supporting documentation for a Comprehensive Plan Amendment. Please use the attached application forms.
- C. Public meeting with the Citizens Advisory Committee.
- D. Public hearing before the Planning Commission with Commission recommendation to the Board of Supervisors.
- E. Public hearing before the Board of Supervisors.

*Public hearing schedule will be made available in June.

FEE SCHEDULE FOR MAJOR AND NON-MAJOR AMENDMENTS

- A. Major Comprehensive Plan Amendment: \$5,091.00
- B. Non-major Comprehensive Plan Amendment:
 - a. 0-499 mailouts: \$4,478.00
 - b. 500 or more mailouts: \$4,824.00
 - c. With accompanying zone change: \$3,354.00

COMMUNITY DEVELOPMENT
Planning Division



APPLICATION FOR A COMPREHENSIVE PLAN AMENDMENT IN AN UNINCORPORATED AREA OF PINAL COUNTY, ARIZONA
(All Applications Must Be Typed or Written in Ink)

Comprehensive Plan Amendment unincorporated & Property Information:

(Feel free to include answers and to these questions in a Supplementary Narrative, when doing so write see narrative on the space provided)

1. The legal description of the property: _____

2. Parcel Number(s): _____ Total Acreage: _____

3. Current Land Use Designation: _____

4. Requested Land Use Designation: _____

5. Date of Concept Review: _____ Concept Review Number: _____

6. Why is this Comprehensive Plan Amendment being requested? (You must provide a summary of the anticipated development on this page, if not provided, the application cannot be processed.): _____

7. Discuss any recent changes in the area that would support your application. _____

8. Explain why the proposed amendment is needed and necessary at this time. _____

INV#: _____ AMT: _____ DATE: _____ CASE: _____ Xref: _____

COMMUNITY DEVELOPMENT
Planning Division

PINAL COUNTY COMPREHENSIVE PLAN AMENDMENT APPLICATION

IN ADDITION TO THIS APPLICATION, YOU WILL NEED TO SUBMIT:

- A. **Certified Boundary Survey**, including legal descriptions of the proposed designations
- B. Location map which identifies the property and its relationship to Pinal County environs.
- C. Map showing the topography of the property.
- D. Site map which specifically identifies the property including parcels under separate ownership.
- E. Property owner(s) authorization for the Comprehensive Plan Amendment.
- F. Other information as may be determined necessary by the Planning staff or other information the applicant feels is pertinent to this request.
- G. Non-refundable filing fee as shown on the cover page.
- H. Narrative in PDF format.
- I. Neighborhood meeting report

Your application must be submitted digitally via the online submittal portal site at <https://citizenaccess.pinalcountyz.gov/CitizenAccess/Default.aspx>
Please call or email the Planning Division for more information.

I certify the information included in this application is accurate, to the best of my knowledge. I have read the application and I have included the information, as requested. I understand if the information submitted is incomplete, this application cannot be processed.

Name of Landowner (Applicant)	Address	Phone Number
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Signature of Landowner (Applicant)	E-Mail Address
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Name of Agent	Address	Phone Number
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Signature of Agent	E-Mail Address
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The Agent has the authority to act on behalf of the landowner. The Agent will be the contact person for Planning staff and must be present at all hearings. Please use the attached Agency Authorization form, if applicable

AGENCY AUTHORIZATION

(To be completed by landowners of subject property when landowners do not represent themselves. Instructions for completing required information are in bold and brackets below lines. If applicant is a company, corporation, partnership, joint venture, trustee, etc., please use the corporate signature block and have the notary fill in the notarization section for corporations not individuals and cannot be submitted digitally)

TO: Pinal County Planning & Development Services
P.O. Box 2973
Florence, AZ 85132

_____ **[Insert Name -- If a Corporation, Partnership or Association, Include State of Incorporation]**
hereinafter referred to as "Owner," is/are the owner(s) of _____ acres located at
_____, and further identified
[Insert Address of Property]
as assessor parcel number _____ and legally described as follows:
[Insert Parcel Number]

[Legal Description is attached hereto as Exhibit A]
Said property is hereinafter referred to as the "Property."
Owner hereby appoints _____
[Insert Agent's Name. If the Agent Is a Company, Insert Company Name Only]

hereinafter referred to as "Agent," to act on Owner's behalf in relation to the Property in obtaining approvals from Pinal County for any necessary amendment to Pinal County's Comprehensive Plan; zone changes; planned area development overlay districts; platting of the subject property; special use permit or industrial use permit; and to file applications and make the necessary submittals for such approvals.

Owner consents and agrees to be bound by all stipulations agreed to by this Agent in connection with any of above-referenced processes.

[Individual PROPERTY OWNER signature block and acknowledgment. DO NOT SIGN HERE IF SIGNING AS AN OFFICER OF A CORPORATION ON THE NEXT PAGE.]

[Signature]

[Signature]

[Address]

[Address]

Dated: _____

Dated: _____

STATE OF _____)
) ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of _____ by _____
[Insert Name of Signor(s)]

My commission expires _____

Printed Name of Notary

Signature of Notary Public

Corporate PROPERTY OWNER signature block and acknowledgment the appropriate corporate officer or trustee signs this signature block NOT the block on the previous page.

[Insert Company or Trustee's Name]

By: _____
[Signature of Authorized Officer or Trustee]

Its: _____
[Insert Title]

Dated: _____

STATE OF _____)
) ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me, this _____ day of _____,
_____, by _____, _____ of
[Insert Signor's Name] *[Insert Title]*
_____, an _____
[Insert Name of Company or Trust] *[Insert State of Incorporation, if applicable]*

and who being authorized to do so, executed the foregoing instrument on behalf of said entity for the purposes stated therein.

Notary Public

My commission expires: _____

ALTERNATE: Use the following acknowledgment only when a second company is signing on behalf of the owner:

STATE OF _____)
) ss.
COUNTY OF _____)

On this _____ day of _____, _____, before me, the undersigned, personally appeared

[Insert Signor's Name] Who acknowledged himself/herself to be

_____ of _____
[Title of Office Held] *[Second Company]*

As _____ for _____, and who being
[i.e, member, manager, etc.] *[Owner's Name]*
Authorized to do so, executed the foregoing instrument on behalf of said entities for the purposes stated therein.

My commission expires: _____

Printed Name of Notary

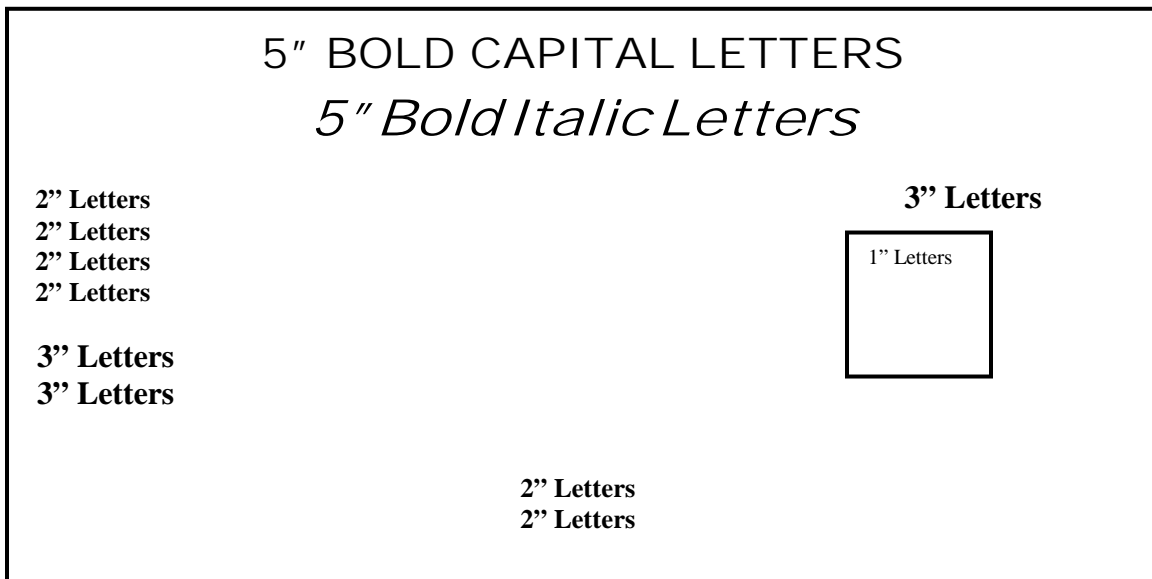
Signature of Notary

Pinal County Broadcast Notification Signs:

Comprehensive Plan Amendment Site Posting Requirements

1. Broadcast signs shall be installed and removed by the applicant
2. Broadcast signs shall be installed 21 days before the Planning Commission hearing (Non-Major Amendments) or 21 days before the first Citizen’s Advisory Committee meeting (Major Amendments)
3. Broadcast signs shall remain in place until the Board of Supervisors has made a decision on the case
4. Broadcast signs shall be removed no later than 30 days after the Board of Supervisors has made a decision on the case
5. Broadcast signs shall be placed adjacent to each road that borders the property, or as determined by the Planning Manager
6. Broadcast signs can contain more than one case
7. Regular signs, if needed, will be posted by County staff
8. Text on the sign shall meet the specifications shown on page 2 of this document
9. Broadcast sign specifications:
 - a. 4 Feet Tall by 8 Feet Wide
 - b. Top of the sign shall be 6 feet above the ground
 - c. Laminated plywood or MDO board
 - d. Attached to 2 – 4” by 4” wooden poles
 - e. All surfaces, including edges shall be painted **White**
 - f. **Black** letters shall be used and shall be sized per the specifications shown below
10. Pinal County staff will place information about Planning Commission and Board of Supervisor hearings on the Broadcast sign in the designated area

Letter Sizes: All Letters Upper and Lower Case Unless Specified



Comprehensive Plan Amendment Cases:

4 Feet Tall by 8 Feet Wide

PINAL COUNTY
Public Hearings

Case Number:

Existing Comprehensive Plan Designation:

Proposed Comprehensive Plan Designation:

Acreage:

Applicant Name: Applicant

Phone Number:

Public Hearing Information

Hearing
Info
Posted by
Pinal
County

Case Information Available at Pinal County Planning and Development Services (520)
866-6442

AFFIDAVIT OF POSTING OF BROADCAST SIGN

I, _____, Applicant for case _____ (Case number), personally caused _____ sign(s) to be posted in a visible place on or near the proposed project site on _____ (Date), at least 28 days before the Planning and Zoning Commission Public Hearing, regarding the proposed _____ (Type of application), in unincorporated Pinal County

The notice was posted as indicated on the attached map and photograph.

Applicant

STATE OF ARIZONA)

) ss:

COUNTY OF PINAL)

Subscribed and sworn to me by _____ this _____ day of _____, 20 _____.

Notary Public

My Commission Expires: _____

E-Submittal Requirements:

All Zoning Case reviews must be submitted digitally through the online permitting portal using the following naming convention:

ePlan Reviews

Plans can be submitted electronically through the Citizen Access Portal, which can be found at <https://citizenaccess.pinalcountyz.gov/CitizenAccess/> When plans are submitted through the ePlan review system, they **MUST** be in **one multi-page PDF** and use following naming format:

Review Type #_Plan Type. For example:

- First Submittal Review
 - SUB1_Application
 - SUB1_PAD Book or Narrative
 - SUB1_TIA
 - SUB1_ALTA
 - SUB1_Drainage Report...etc
 - SUB1_...etc

- Second Substantive Review (only resubmit items that are being amended)
 - SUB2_Application
 - SUB2_Drainage Report
 - SUB2_TIA
 - SUB2_ALTA
 - SUB2_...etc

** Documents that are uploaded which do not follow the appropriate naming convention will be rejected.*

** Online submittals are subject (up to) a 5 day processing timeframe for invoicing based on uploaded documents please do not pay until your staff coordinator has provided a fee amount*