

PROCEDURE AND APPLICATION FOR A ZONE CHANGE IN UNINCORPORATED PINAL COUNTY

1. Submit a Pre-Application meeting request with the Community Development Department for a meeting with Planning Department and other affected County agencies. - (The Pre-application review is a separate application prior to applying for a rezone).*
2. Hold a **Neighborhood / Community Meeting** per requirements outlined in Section – [2.166.050 (E)] of the PCDSC. Applicant will be required to notify any jurisdiction within three (3) miles of the subject site boundary and provide proof via letter or email correspondence of sent notification and any jurisdiction response received.
3. Submit a **Zone Change Application** with the required supporting documentation using the attached forms.**
4. Submit the following fees made payable to Pinal County in accordance with Section [2.166.050] of the PCDSC:
 - a. 0-499 mail-outs: \$4,478.00
 - b. 500 or more mail-outs: \$4,880.00
 - d. Public Works Fees: TIA Review : \$750.00; Drainage Review: \$750.00 (*Fees are due at application submittal and at subsequent reviews)
 - e. Advertising and postage fees shall be paid by the applicant
5. Attend **Planning & Zoning Commission Public Hearing** for Commission recommendation to the Board of Supervisors. - (Time frame is approximately 10 to 15 weeks from application acceptance by the Planning Department).
6. Attend **Board of Supervisors Public Hearing** for decision. – (Time Frame is approximately 4 to 8 weeks after Planning & Zoning Commission Public Hearing).***

Applicants should allow 4 to 6 months from the application acceptance by the Planning Department to a decision from the Pinal County Board of Supervisors.

* Your **pre-application meeting request** can be found here:
<http://www.pinalcountyz.gov/CommunityDevelopment/Planning/Documents/2019%20NEW%20APPLICATIONS/Zone%20Change%20Pre-App.pdf>

** **Your application must be submitted digitally following the naming format at the end of the application form via the online submittal site at:** <https://citizenaccess.pinalcountyz.gov/CitizenAccess/>.
Please call or email the Planning Division for more information.

*** **A Zone Change is not effective until 31 days after approval by the Board of Supervisors**



APPLICATION FOR CHANGE OF ZONING REGULATIONS IN AN UNINCORPORATED AREA OF
PINAL COUNTY, ARIZONA
(All Applications Must Be Typed or Written in Ink)

Formal Zoning Change & 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. Pinal County Staff Coordinator: _____
2. Date of Pre-application Review: ___/___/_____ Pre-Application Review No.: Z-PA-_____ - _____
3. Current Zoning (*Please provide Acreage Breakdown*): _____
4. Requested Zoning (*Please provide Acreage Breakdown*): _____
5. Parcel Number(s): _____
6. Parcel Size(s): _____
7. The existing use of the property is as follows: _____
8. The exact use proposed under this request: _____
9. What is the Comprehensive Plan Designation for the subject property: _____
10. Is the property located within three (3) miles of an incorporated community? YES NO
11. Is an annexation into a municipality currently in progress? YES NO
12. Is there a zoning violation on the property for which the owner has been cited? YES NO
If yes, zoning violation # _____
13. Discuss any recent changes in the area that would support your application i.e.: zone change(s), subdivision approval, Planned Area Development (PAD), utility or street improvements, adopted comprehensive/area plan(s) or similar changes. _____

14. Explain why the proposed development is needed and necessary at this time. _____

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

COMMUNITY DEVELOPMENT
Planning Division

SUPPORTING INFORMATION

1. Note any services that are not available to the site. Discuss any improvements of services that would be paid for by the public: _____

2. What is the amount of traffic to be generated (# of trips/day, deliveries/week)? Show ingress/egress on the site plan: _____

3. How many parking spaces are to be provided (employees and customers)? Indicate these parking spaces on the site plan: _____

4. Is there a potential for excessive noise (I.E.; children, machinery) or the production of smoke, fumes, dust or glare with this proposed land use? If yes, how will you alleviate these problems for your neighbors?

5. What type of landscaping are you proposing to screen this use from your neighbors?

6. What type of signage are you proposing for the activity? Where will the signs be located?

7. If the proposed land use involves any type of manufacturing or production process, provide a short synopsis of the processes utilizing diagrams, flowcharts and/or a short narrative: _____

8. Explain how the appearance and operation of the proposed land use will maintain the integrity and character of the zone in which the use is requested: _____

9. Have you discussed possible conditions that may be placed on the approval with the Planning Department?
 YES NO

10. Do you understand that if a condition is violated, that there is a public process by which your zoning may be reverted? YES NO

PROPERTY OWNERSHIP LIST

(Required for filing all applications)

Instructions: Print Name, Address, City, State, Zip Code and Tax Parcel Number for each property owner within 600 feet of the subject parcel boundary. Feel free to attach a separate list if generated digitally. Please see "How to use the Buffer Tool" on our FAQ's page if you are generating the list.

Parcel No.: _____
Name: _____
Address: _____
City/ST/Zip: _____

Parcel No.: _____
Name: _____
Address: _____
City/ST/Zip: _____

Parcel No.: _____
Name: _____
Address: _____
City/ST/Zip: _____

Parcel No.: _____
Name: _____
Address: _____
City/ST/Zip: _____

Parcel No.: _____
Name: _____
Address: _____
City/ST/Zip: _____

Parcel No.: _____
Name: _____
Address: _____
City/ST/Zip: _____

Parcel No.: _____
Name: _____
Address: _____
City/ST/Zip: _____

Parcel No.: _____
Name: _____
Address: _____
City/ST/Zip: _____

Parcel No.: _____
Name: _____
Address: _____
City/ST/Zip: _____

Parcel No.: _____
Name: _____
Address: _____
City/ST/Zip: _____

I hereby verify that the name list above was obtained on the _____ day of _____, 20____, at the office of _____ and is accurate and complete to the best of my knowledge.
(Source of Information)

On this _____ day of _____, 20____, before me personally appeared _____
(Name of signor)

Signature _____ Date _____

State of _____)ss.

(SEAL)

County of _____

My Commission Expires _____

Signature of Notary Public _____

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. All notices will be sent to the applicant unless otherwise directed in writing

Name of Applicant

Address

Signature of Applicant

E-Mail Address

Phone Number

Name of Agent/Representative

Address

Signature of Agent/Representative

E-Mail Address

Phone Number

The Agent/Representative has the authority to act on behalf of the landowner/applicant, which includes agreeing to stipulations. The agent will be the contact person for Planning staff and must be present at all hearings. Please use attached Agency Authorization form, if applicable.

Name of Landowner

Address

Signature of Landowner

E-Mail Address

Phone Number

If landowner is not the applicant, then applicant must submit a signed notarized consent form from the landowner with this application. Please use attached Consent to Permit form, if applicable.

AGENCY AUTHORIZATION

(To be completed by all landowners who 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 Community Development
P.O. Box 2973
Florence, AZ 85232

[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]

Insert Legal Description Here OR Attach 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 approval from Pinal County for a minor land division and to file applications and make the necessary submittals for such approvals.

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

[Signature]

[Signature]

[Address]

[Address]

Dated: _____

Dated: _____

STATE OF _____)

) ss.

(SEAL)

COUNTY OF _____)

The foregoing instrument was acknowledged before me, this _____ day _____, 20____
by _____

My Commission Expires _____

Signature of Notary Public _____

Printed Name of Notary

Signature of Notary

Application Checklist:

A. Check the appropriate item:

- This Zone Change is being submitted without a PAD request
- This Zone Change is being submitted in conjunction with a PAD request.

The applicant must complete a PAD application. – *(Please utilize the “PAD Book” and the “Site Plan” of the PAD application to fulfill the Zoning Application “Narrative” and “Site Plan” in lieu of while having separate copies for each application).*

B. Hold a Neighborhood/Community Meeting:

- Notify all property owners within 1200’ (feet)
- Hold the meeting within five (5) miles of the subject property
- Hold the meeting between 5:00 pm – 9:00 pm
- Include with the application the following:
 - Copy of Notice of Neighborhood/Community Meeting
 - List of property owners notified - *(Use page 5 of this application)*
 - Minutes of the meeting
 - Attendance sign-in sheet with names & addresses

C. Submit a completed “Agency Authorization” form *(if applicable)*.

D. Submit a written Narrative concerning the proposed development *(if not submitting in conjunction with a PAD Application)* to include:

- 1. Title Page
- 2. Purpose of Request
- 3. Description of Proposal
 - a. Nature of the Project including Proposed Land Use
 - b. Conformance to adopted Comprehensive Plan
 - c. Answers to the questions from the **Supporting Information** sheet
 - d. Location & Accessibility
 - e. Utilities & Services
 - f. Neighborhood Meeting Information
 - g. Appendix, as applicable

E. Submit a Site Plan (if not submitting in conjunction with a PAD Application). The submittal shall be professionally prepared (*by a surveyor, architect, or other design professional*) and drawn at a sufficient scale as to not exceed a print size larger than 11" X 17". The lettering shall be of sufficient size to be legible when reduced to an 8½" X 11" print and include:

- 1. Legal Description of total site.
- 2. Name(s) of Landowner(s), Developer, Applicant and Person or Firm preparing plan.
- 3. North Arrow, Scales (*written and graphic*), Preparation Date and Subsequent Revision Dates.
- 4. Location of all Existing & Proposed Structures & Buildings
- 5. Location of all Existing & Proposed Utilities with Location & Width of Associated Easements.
- 6. All Existing & Proposed Public and/or Private Streets with Location & Width of Associated Easements & Right-of-Ways.
- 7. All Points of Ingress & Egress.
- 8. Location & Types of Existing & Proposed Landscaping.
- 9. Indicate Location, Type, Height, & Materials for Proposed Walls, Fences & Signs.
- 10. Show whether the property is adjacent to a projected regionally significant route (RSR) as identified on the Corridor Preservation Map (Figure 9) in the Regionally Significant Routes for Safety and Mobility (RSRSM), Final Report. If adjacent to a projected RSR, show how applicant will comply with the RSRSM Final Report and the RSRSM Access Management Manual.

F. Submit the following information regarding Water Supply:

- 1. Identify the water service provider
- 2. Provide an estimated range of water demand and include an explanation of the method used to obtain the estimate
- 3. Provide information about water supply and source, including renewable and non-groundwater supplies
- 4. If a portion of the water supply for the proposed project is groundwater, the application shall be accompanied by the following information that is publicly available from the Arizona Department of Water Resources (ADWR) and/or Arizona Geological Survey, or otherwise available to the land owner:
 - Depth to bedrock & Depth to groundwater
 - Known fissures or land subsidence in the area
 - Known wells in the area, available information on status and water levels
 - Summary of data-gathering efforts and sources of information

- G. **Submit** a copy of a certified **A.L.T.A.** survey, including a legal description of proposed zoning districts.
- H. Submit a **Drainage report** and a **TIA report**. *(Public Works fees for these reviews will be due at the time of submittal and each subsequent review until deemed acceptable).*
- I. **Aware** that earth fissure maps are available online from the Arizona State Geologic Survey.
- J. **Submit a list of all property owners within 600' (feet)** of the subject property boundary showing name, mailing address and tax parcel numbers. This list must be obtained within 30 days prior to application submission. A map showing the 600' boundary and parcels must be included as well *(A Tax Assessor Parcel Map is Acceptable)*. - *(This list is a separate list from the "Neighborhood/Community Meeting list of 1,200' however use Page 5 of this application as well).*
- K. **Complete and Submit** the "Comprehensive Plan Compliance Checklist" a copy of the Checklist can be found here:
<http://www.pinalcountyz.gov/CommunityDevelopment/Planning/Documents/Planning%20Applications/CompPlan%20Checklist.pdf>
- L. **Submit** the Non-Refundable fees for a zone change outlined on page one of the Zone Change Application.
- M. **Submit** all documentation outlined in the Zone Change application in a multi-PDF format per item of the application with all supporting documentation via the online portal site at:
<https://citizenaccess.pinalcountyz.gov/CitizenAccess/>. *
 - a. An ESRI shapefile for land use (conceptual) which shows all proposed zoning lines and zoning classifications for the project in NAD_1983_stateplan_arizona_central_fips_0202_intlfeet projection** Your application must be submitted digitally via the online portal site. Please call or email the Planning Division for more information.*
- N. **Aware to Install Broadcast Notification Sign(s) on the site in conformance with the information shown in this application.** *(See page 10 & 11 of this application for illustrative details).* **Aware** that newspaper advertising fees and postage must be paid **by the applicant.** *(in addition to application fees)*
- O. Signature at the end of the "**Checklist**" stating you have reviewed and addressed all areas within it.

I certify that I have submitted all the required information listed above, and I understand that this application for a Zone Change cannot be processed until all required information is submitted.

Signature

Date

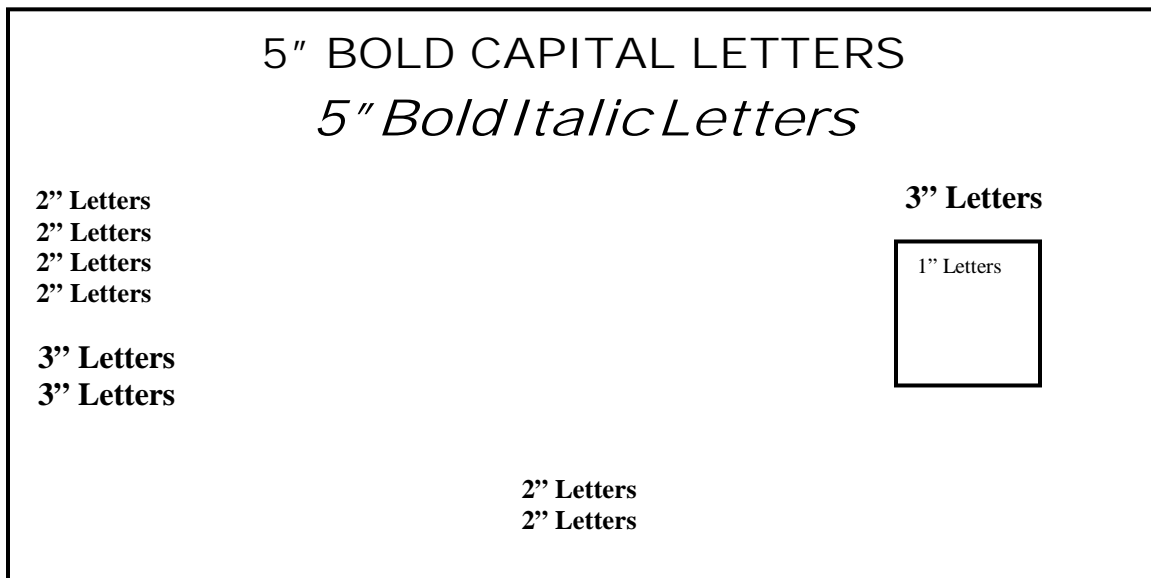
Pinal County Broadcast Notification Signs:

Zoning, Planned Area Developments, Special Use Permits and Industrial Use Permits

Site Posting Requirements

1. Broadcast signs shall be installed and removed by the applicant
2. Broadcast signs shall be installed 28 days before the Planning Commission hearing
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 **Yellow**
 - 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



**Zoning and Planned Area Development Cases:
(4 Feet Tall by 8 Feet Wide)**

PINAL COUNTY <i>Public Hearings</i>		
Case Number: Existing Zoning: Proposed Zoning: Acreage: Applicant Name: Applicant Phone Number:	Public Hearing Information <table border="1"><tr><td>Hearing Info Posted by Pinal County</td></tr></table>	Hearing Info Posted by Pinal County
Hearing Info Posted by Pinal County		
Case Information Available at Pinal County Planning and Development Services (520) 866-6442		

**Special Use Permit and Industrial Use Permit Cases
(4 Feet Tall by 8 Feet Wide)**

PINAL COUNTY <i>Public Hearings</i>		
Case Number: Existing Zoning: Proposed SUP/IUP Use: Acreage: Applicant Name: Applicant Phone Number:	Public Hearing Information <table border="1"><tr><td>Hearing Info Posted by Pinal County</td></tr></table>	Hearing Info Posted by Pinal County
Hearing Info Posted by Pinal County		
Case Information Available at Pinal County Planning and Development Services (520) 866-6442		

E-Submittal Requirements:

All Zoning Case reviews must be submitted through the online permitting portal which can be found at <https://citizenaccess.pinalountyaz.gov/CitizenAccess/> and follow the naming convention provided below.

ePlan Reviews

Plans **MUST** be in **one multi-page PDF** and use following naming format:

Review Type #_Plan Type. For example:

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

- Second Substantive Review
 - 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*