Zoning Process Guide

"Planning with People for a Better Phoenix"

City of Phoenix
PLANNING & DEVELOPMENT DEPARTMENT

REZONING AND SPECIAL PERMIT PROCEDURES OUTLINE

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Upon request this publication will be made available in alternate formats including large print, Braille, audiotape or computer disk to accommodate a person with a disability if given reasonable advance notice. Please contact Angie Holdsworth at voice 602-329-5065 or via the TTY 7-1-1.

Standard Rezoning Process

This is a typical flow-chart intended to show the general steps to rezone property. It is not an all-inclusive list of the steps as unique circumstances often arise as part of the rezoning process. *For additional information, please call the Planning and Development Department, Zoning Section at 602-262-7131, option #6.*

Private Rezoning Case

Note: Rezoning applications where there is a General Plan Amendment involved cannot proceed ahead of the General Plan Amendment.

Pre-Application meeting with the Planning Division

File application per Rezoning and Special Permit Procedures Outline

Post-Application meeting with the Planning Division

Village Planning Committee Meeting

Planning Commission

City Council

Note: Variance or use permit hearings may not be held until after the appeal period of the rezoning application.

Step by Step Instructions

Zoning is the principal tool by which the City of Phoenix implements the goals and future development plans expressed in the General Plan for Phoenix, adopted area plans, and other special planning areas. Zoning regulations are intended to protect existing land uses and assure that uses are compatible with each other and with available public facilities and services. Through the rezoning process, land use and other factors are evaluated to determine the appropriateness of a specific rezoning application.

Rezoning procedures have been established by the Zoning Ordinance to assist staff, the Planning Commission, and the City Council to expeditiously review and determine the merits of each rezoning application. From the date of application to final City Council action on the matter, the rezoning process generally takes from four to six months. Planning Commission and City Council recesses, continuances, and delays by the applicant to submit materials may lengthen the rezoning process.

A.R.S. § 9-836 requires that an applicant for a license (permit) be provided with applicable licensing time frames and a list of all the steps the applicant is required to take in order to obtain the license. This guide outlines the items that must be completed prior to action by the City Council and the total time in which the review will be completed. The process provides for a timely decision by City Council pursuant to the timeline but does not guarantee a successful outcome.

The Rezoning/Special Permit process is a legislative act and the adopted time for this process is outlined on the last page of this packet. It allows for staff administrative and substantive review time frames. In the Rezoning/Special Permit process, the time suspension for a public hearing will start when the property is posted by the applicant for the public hearing process. Typically, this is 15 calendar days prior to the first public meeting for the PUD application.

The following procedural outline identifies the major steps involved in the rezoning process.

- Step 1: Applicant Due Diligence (See Page 4)
- Step 2: Rezoning Pre-Application Meeting (Required) (See Page 4)
- Step 3: Development Pre-Application Meeting (Required) (See Page 4)
- Step 4: Submitting Rezoning Application (See Page 4)
- Step 5: Notifying and Sending First Neighborhood Notification Letter (See Page 5)
- Step 6: City Review of Application (See Page 5)
- Step 7: Neighborhood Meeting (See Page 5)
- Step 8: Rezoning Post-Application Meeting (See Pages 6)
- Step 9: Notifying and Sending Second Neighborhood Notification Letter (See Page 6)
- Step 10: Posting Sign on Property (See Page 6)
- Step 11: Citizen Participation Report (See Page 6)
- Step 12: Village Planning Committee Meeting (See Page 6)
- Step 13: Planning Commission Action – Public Hearing (See Page 7)
- Step 14: City Council Action – Public Hearing (See Page 7)
- Amendment to Application (See Page 7)
- Additional Information (See Page 7)

An applicant may receive a clarification from the city of its interpretation or application of a statute, ordinance, code or authorized substantive policy statement. To request clarification or to obtain further information on the application process and applicable review time frames, please call 602-262-7131 (option #6), email zoning@phoenix.gov or visit our website at https://www.phoenix.gov/pdd/planning-zoning.

Step 1: Applicant Due Diligence

Prior to requesting to file the rezoning pre-application meeting (Step 2) the applicant should do a minimum level of due diligence to ascertain the feasibility of the request and/or to become familiar with the entire process so that the development timeline is better understood. For example, many parcels already had a rezoning application in the past and a review of the materials in that case file, such as the meeting minutes, will provide some background information on potential public hearing issues and/or persons residing in that area that are interested in the subject site. Utility companies, such as SRP or APS (depending on the service area) should be contacted to determine if there are existing utility/irrigation lines on the site that would effect development of the site. In addition, a cursory review of other legal requirements such as health codes or environmental issues should also be done prior to filing for the pre-application meeting. The applicant is responsible for complying with all other codes and regulations. These are only a few examples of due diligence and others should be identified by the applicant, since they know the parcel and the operating requirements of the proposed use allowed under the rezoning application.

The proposal site may be within a Public Airport Disclosure Area, Impact Fee Area, or adjacent to an SRP Canal and other requirements may apply. The following information is made available in the Supplemental Forms portion of this document to help you determine if your site is affected:

- Notice of Airport in Vicinity form (Page 40) - required submittal if site is within Public Airport Disclosure Area
- Impact Fee Area map (Page 45)
- SRP Canal Bank Right-of-Way information (Pages 42-44)
- School District Notification Policies and Procedures (Pages 32-37)

Step 2: Rezoning Pre-Application Meeting (Required)

This meeting ***must*** be held before staff will accept a rezoning application. Applicant should plan to schedule the meeting up to three weeks prior to your desired filing date, in order to benefit from staff follow-up of rezoning issues. During this meeting, planning staff will review development options and issues relevant to your rezoning request. This meeting is often the first opportunity to review the rezoning procedures and submittal requirements and is intended to assist in filing complete applications.

To schedule a required pre-application meeting with the Planning and Development Department, please fill out the Pre-Application Meeting form (Page 8) and bring it to the Planning and Development Department, 2nd Floor Zoning Counter, Phoenix City Hall, 200 West Washington Street. You will be provided with your meeting date and time with the Planning and Development Department.

Step 3: Development Pre-Application Meeting (Required)

You are also required to contact the Site Planning Section of the Planning and Development Department to schedule a development pre-application meeting and receive a KIVA number before you submit your Rezoning application. The meeting is to determine if your site will have any development issues that should be addressed during the rezoning process. Please call 602-495-0302 or email pdd.siteplanning@phoenix.gov for further information.

Step 4: Submitting Rezoning/Special Permit Application

Applicants for rezoning/special permit requests are required to submit all information listed in the Rezoning/Special Permit Submittal Checklist (Pages 9-10).

When submitting an application, staff will collect the appropriate application fees (Pages 45-51) and issue a receipt and application number. Staff will then review the application within two working days for completeness. Staff will contact the applicant upon completing the review and schedule the rezoning post-application meeting (which is normally four weeks after submittal) if the application is considered to be complete. If the application is determined to be incomplete, staff will contact the applicant to explain what additional information is required and give the applicant 10 calendar days in which to comply. If the information is not received by the established deadline, the submittal will be rejected, and the application voided. In such a circumstance, fees will be refunded to the applicant with the exception of $135 to be retained to pay for associated administrative costs.

All applications are to be submitted physically to the Zoning Counter at Phoenix City Hall, 200 West Washington Street, 2nd Floor, between 8:30 a.m. and 4:00 p.m., Monday through Friday. Applications will not be accepted after 4:00 p.m.

Step 5: Notifying and Sending First Neighborhood Notification Letter
The following shall be submitted in addition to and as part of the Citizen Participation Report:

The applicant is required to mail or email their first neighborhood notification letter (Page 24) that explains their request and all appropriate review and comment opportunities to:

1) All property owners within 600 feet of the subject site.
Available at http://maps.mcassessor.maricopa.gov/

2) The nearest resident within the four quadrants to the subject site.

3) All neighborhood organizations registered with the City that are within a one-mile radius of the subject site.
Upon application, staff will provide the applicant with the mailing list for the registered neighborhood organizations.

The letter must be mailed or emailed within 10 working days of the rezoning application being considered administratively complete and a minimum of 10 calendar days prior to the neighborhood meeting for the subject site. A copy of the letter, the notification list, and a notarized affidavit (Page 25) must be submitted to Planning and Development Department staff prior to or at the Post-Application meeting. Staff has the option to require additional notification.

Step 6: City Review of Application

Upon receipt of an application, a staff planner is assigned to do a completeness check to ensure that all required submittal items were enclosed with the application. Once this check is completed, that planner will call the applicant to arrange for a post-application meeting date and time.

A staff planner is then assigned to serve as the city contact, review the application, and prepare the staff report. The staff planner will serve as the contact for any information pertaining to the rezoning/special permit application and may call the applicant with questions or to request additional information.

During this step, the application is routed to other city departments for review and comment. The staff planner will develop a staff report which evaluates the rezoning proposal and provides input from other city departments. Typical issues that are covered in such reviews include existing and proposed land uses; and how the request fits in with other city goals and policies, and conformance with the General Plan.

The Village Planning Committee, in which the rezoning site is located, will have the opportunity to review the proposal prior to the application being heard at a rezoning public hearing.

Step 7: Neighborhood Meeting
The following shall be submitted in addition to and as part of the Citizen Participation Report:

Prior to the post-application meeting, the applicant shall meet with property owners within 600 feet of the subject rezoning site, and registered neighborhood organizations within 1 mile, to present their proposal. The results of the neighborhood meetings shall be summarized and submitted to staff within five business days following the neighborhood meeting or at the post-application meeting. It is the applicant's responsibility to work with the neighbors to try and address their issues. The following information shall be included in the neighborhood meeting summary:

- Date, time, and location of the meeting
- Number of participants
- Issues that arose during the meeting
- Plan to resolve the issues, if possible

Note: This requirement can be waived by the Planning and Development Director upon a finding that special circumstances do not warrant the meeting.

Step 8: Rezoning Post-Application Meeting

This meeting is held approximately four weeks after the formal rezoning application submittal is considered administratively complete. During this meeting the following actions will be addressed:

- Review of further identified zoning and development issues. Staff shares formal recommendations/stipulations with the applicant.
- Tentative Rezoning Hearing Schedule for Village Planning Committee meeting (Pages 53-54) is provided. Village Planning Committee meeting is scheduled a minimum of three weeks from this date (if submitted information is complete). This time will allow staff to finalize the staff report and allow the applicant time to post the property for upcoming public hearings/meetings and complete the second required notification letter.

Step 9: Notifying and Sending Second Neighborhood Notification Letter
The following shall be submitted as part of the Citizen Participation Report:

The applicant is required to provide a second neighborhood notification letter (Page 26) to all persons listed on the notification list within 10 working days of the rezoning post-application meeting and a minimum of 10 calendar days prior to the Village Planning Committee meeting (or first public meeting for a recommendation). This notice will include the Village Planning Committee meeting, Planning Commission and City Council hearing dates, times and locations. The applicant is required to submit a copy of the letter, copy of the notification list and a notarized affidavit (Page 27) stipulating to the notice two weeks prior to the first public meeting/hearing (typically the village planning committee meeting). This information should be provided to the assigned staff planner from the post-application meeting. If this information is not completed and/or provided to staff, then the case may need to be rescheduled.

Step 10: Posting Sign on Property
The following shall be submitted as part of the Citizen Participation Report:

The applicant is required to post a double-sided sign (Pages 28-29), 4-foot by 8-foot, at a prominent location on the site a minimum of 15 calendar days prior to the first Village Planning Committee meeting. Multiple signs may be required depending on the size of the site and location of street frontages. As in the case of the written notices, the applicant shall submit a notarized affidavit of posting (Pages 30-31) stating the sign has been posted and a photograph showing the sign on the site to the assigned staff planner two weeks prior to the first public meeting/hearing, 2nd Floor, Phoenix City Hall, 200 West Washington Street.

Signs shall be updated as needed. Continued cases shall be posted a minimum of seven calendar days prior to continuance date or immediately after the request is granted. An additional affidavit of posting (Page 31) is required.

Signs must be removed by the applicant within seven calendar days of City Council action.

Step 11: Citizen Participation Report

The purpose of the Citizen Participation Report is to ensure that applicants pursue early and effective citizen participation in conjunction with their rezoning application, giving them the opportunity to understand and try to mitigate any impacts their application may have on the community; ensure the citizens and property owners of Phoenix have an adequate opportunity to learn about rezoning applications that may affect them and to work with applicants to resolve concerns at an early stage of the process; and facilitate ongoing communication between the applicant, interested citizens and property owners, City staff, and elected officials throughout the application review process. A Citizen Participation Report is required to be submitted a minimum of **two weeks prior to the first public meeting** (e.g. Village Planning Committee) that will be providing a recommendation. See the Citizen Participation Report Checklist for instructions (Page 22).

Step 12: Village Planning Committee Meeting

Prior to any public hearing, the application will be reviewed at a regularly scheduled Village Planning Committee monthly meeting (Pages 53-54). Staff will provide the committee and the applicant a copy of the staff report prior to this meeting. The Village Planning Committee will make a recommendation.

The recommendation from the Village Planning Committee will be forwarded to the Planning Commission on a Village Planning Committee recommendation form. A copy of the form will be provided to the applicant, upon request.

Step 13: Planning Commission Action – Public Hearing

This public hearing occurs approximately three to five weeks after the Village Planning Committee meeting. During this public hearing, your rezoning application will be reviewed and either approved, approved with stipulations, denied, denied as filed and approved differently than requested, or continued.

- Public hearing – legally advertised and posted a minimum of 15 calendar days prior to hearing (by the applicant).

Appeals

- Action taken by the Planning Commission can be appealed by the applicant or interested parties within seven calendar days. Appeals will be forwarded to the City Council for a public hearing.
- Written protests to require a 3/4 vote submitted no later than seven calendar days following the Planning Commission hearing may require 3/4 vote, rather than a majority vote, for the City Council to approve the application.
- If no appeal is received, ratification occurs at the scheduled City Council hearing.
- The City Council may, by a majority vote; 1) request a public hearing on a Planning Commission recommendation request that has not been appealed or, 2) send the case back to the Planning Commission for further consideration. If a hearing is requested, it must first be re-advertised and posted.

Step 14: City Council Action – Public Hearing

During this public hearing, your rezoning application will be reviewed and either approved, approved with stipulations, denied, denied as filed and approved differently than requested, or continued. If approved, the applicant will be sent a letter with a copy of the signed and recorded ordinance that contains the stipulations for the case. If denied, the applicant will also receive a letter.

If approved, the applicant may continue with the development review process.

Amendment to Application

It is important to provide the Planning and Development Department with the following information in a timely manner. The amendment procedure (Page 11) is in place in order to assure the correct information is provided for the rezoning/special permit file and circulated to the proper staff. This new information can impact stipulations, staff recommendations, and possibly the meeting/hearing schedule. It is important to be consistent in order to make sure the correct, most recent information is in the file and forwarded to the relevant hearing body.

- **All amendments must be filed at the Zoning Counter and must be accompanied by the application fee, unless otherwise directed by the planning staff (see Zoning Fee Schedule, Pages 46-52)**
- **The new site plans/elevations shall be submitted no later than three business days prior to a Village Planning Committee meeting, Planning Commission hearing, or City Council hearing.** Staff needs time to review and revise the staff report or prepare an addendum to the existing staff report.

Additional Information

- The applicant must satisfy any zoning stipulations during the site plan review process performed by the Development Division of the Planning and Development Department.
- The applicant or successors must also comply with all stipulations throughout the duration of the use on that parcel.
- There is another rezoning packet for a Planned Unit Development (PUD) rezoning proposal.
- Additional documentation may be required of specialized development proposals, such as Planned Community Districts and some special permits.
- Staff may require additional material after filing of the rezoning application and staff's initial review of the proposal.

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Pre-Application Meeting Form

This form is used to request a Rezoning Pre-Application meeting and provide required information to set up a meeting date/time. For additional information, please call the Planning and Development Department at 602-262-7131, option #6, or email at zoning@phoenix.gov.

All rezoning and special permit applications must have a rezoning pre-application meeting. The purpose of this meeting is to provide the applicant with guidance and information regarding the rezoning process. This meeting includes discussion of all relevant fees, tentative hearing dates, development standards, and information on special planning areas, if applicable.

The following information must be included with the request for a rezoning pre-application meeting. If any of this information is not included, a rezoning pre-application meeting cannot be scheduled.

1. Site plan
2. Aerial photograph with the subject property highlighted
3. Parcel map with the subject property highlighted
4. *Optional* Conceptual elevations, photographs, or renderings

Once the form is complete, submit it at the Zoning Counter located on the 2nd Floor or to zoning@phoenix.gov and you will be assigned a Rezoning Pre-Application meeting date and time. For questions regarding property information, please meet with a staff member at the Zoning counter; call 602-262-7131, option #6; or email zoning@phoenix.gov.

APPLICANT'S INFORMATION	
Name (Individual and Company)**:**	
Mailing Address:	
Phone Number:	
Email:	
Additional Email:	

PROPERTY INFORMATION		
Location of the site (e.g. SWC of Central & Camelback)**:**		
Proposed Use (e.g. Medical Office, Single-Family Residential, Day Care Facility, etc.)**:**		
Current Zoning:	**Zoning Requested:**	**Acreage:**
Quarter Section Number:	**Zoning Map:**	**Zoning History:**
Council District Number:	**Village Planning District:**	**Special Planning Districts:**
General Plan Designation:	**Adjacent Zoning:**	
Additional Information:		

I hereby certify that the above information is correct, and that I am authorized to file on behalf of the owner. I understand that any materials submitted are part of the public record and consent to reproduction for the purpose of public examination and discussion in preparation for and during any public hearing process concerning this application. This does not permit reproduction for any commercial purpose.

_____ Applicant's signature

_____ Date

An applicant may receive a clarification from the city of its interpretation or application of a statute, ordinance, code or authorized substantive policy statement. To request clarification or to obtain further information on the application process and applicable review time frames, please call 602-262-7131 (option 6), email zoning@phoenix.gov or visit our website at https://www.phoenix.gov/pddsite/Pages/pddlicensetimes.aspx.

********** STAFF USE ONLY **********		
Pre-Application # :	Meeting Date:	Meeting Time:

Rezoning/Special Permit Submittal Checklist and Notification Requirements

For additional information, please call the Planning and Development Department, Zoning Section at 602-262-7131, option #6.

The following information outlines the required information needed to submit a Rezoning or Special Permit request to the City of Phoenix. All information needs to be submitted electronically in individual files as further discussed on Page 12.

REQUIRED

- ❒ Principals and Development Team (Page 12)
- ❒ Application Information Form (Page 13)
- ❒ Ownership Authorization Form (Page 14)
  - Legal Description (must include Section, Township and Range; and the electronic submittal must be in Word/Text format) (Page 15)
  - Assessors Tax parcel numbers
  - Gross Acreage
- ❒ Project Information Form (Pages 16-18)
- ❒ Context Plan (including the corresponding photographs) (Page 19)
- ❒ Zoning Pre-application Meeting: include the comments and maps from this meeting
- ❒ Development Pre-application Meeting: provide the KIVA number as well as scheduled time and date associated with the meeting on the top of the Application Information Form. (Information regarding the meeting can be found on page 4)
- ❒ School District(s) notification information for residential requests (Pages 32-33)
  - School District Notification Cover Letter (Page 36)
  - School District Response Form (Page 37)
- ❒ Traffic and Parking Statement (Describe how much traffic will be generated related to the proposal)
- ❒ Proof of contact with SRP or APS (depending on the service area) to determine if there are existing utility/irrigation lines on the site. For SRP submit plans through their web portal at: https://www.srpnet.com/about/land/secure/plansubmittal.aspx or APS via email at CCCControlDesk@apsc.com prior to submittal of the rezoning application in order to identify any potential utility conflicts. A copy of the email and a response shall be provided with the rezoning application.
- ❒ Electronic submittal of entire application (Page 21)
- ❒ Site Plan (one - 8.5" x 11" AND two - 24" x 36" **FOLDED INDIVIDUALLY, NOT ROLLED**) (Page 20)
- ❒ Building Elevations, four sided (one - 8.5" x 11" AND two - 24" x 36" **FOLDED INDIVIDUALLY, NOT ROLLED)**
- ❒ Fees (See Zoning Fee Schedule, Pages 46-52)
  - The filing fee is based on gross acreage and portion thereof. Separate fees are calculated for multiple district requests that are outside general zoning classifications of single family, multifamily, and commercial or industrial. Separate applications and fees are taken for all special permit applications.
  - Base Fee + (Acreage x Per Acreage Fee) = Application Fee (fees are rounded up, e.g., 2.1 = 3.0)
- ❒ Recorded Proposition 207 Takings Waiver (Page 22) (Shall be submitted after application has been accepted and a case number has been assigned)

CONDITIONAL REQUIREMENTS

Depending on the location/type of request, the below materials may also be required. Please check with Planning and Development Department staff at the pre-application meeting.

- ❒ Aviation Notice of Airport in Vicinity form (Page 38)
- ❒ Slope Analysis for Hillside requests (only needed for hillside parcels)
- ❒ SRP Designation of Electric Substation locations (Page 44)

SUPPLEMENTAL INFORMATION

- ❒ Project Narrative
- ❒ Phasing Schedule
- ❒ Companion Case (Special Permit, General Plan Amendment, etc.)
- ❒ Planning and Development Department Process Flowchart (Page 2)

NOTIFICATION REQUIREMENTS (to be provided after submittal of application)

- ❒ Citizen Participation Report (See Step 11 on page 6, and Page 23)
  - First Neighborhood Notification (See Step 4)
    - First Neighborhood Notification Letter (Page 24)
    - Mailing List
    - Notarized Affidavit (Page 25)
  - Second Neighborhood Notification (See Step 8 on page 6)
    - Second Neighborhood Notification Letter (Page 26)
    - Mailing List
    - Notarized Affidavit (Page 27)
  - Signage Posting (See Step 9 on page 6)
    - Posting and Sample Signage Requirements (Pages 28-29)
    - Affidavit of Posting (Page 30)
    - Affidavit of Posting (for continued cases) (Page 31)

Amendments to Rezoning/Special Permit Applications

For additional information, please call the Planning and Development Department, Zoning Section at 602-262-7131, option #6.

It is important to provide the Planning and Development Department with the following information in a timely manner. The amendment procedure is in place to assure the correct information is placed in the rezoning/special permit file and circulated to the proper staff. This new information can impact stipulations, staff recommendations, and possibly the meeting/hearing schedule. It is important to be consistent to make sure the correct, most recent information is in the file and forwarded to the relevant hearing body.

Amendment Fee: $190
All amendments must be filed at the Zoning Counter and must be accompanied by the fee.

Examples of items that require an amendment and what to provide to counter staff:

New site plan
Two (2) full size copies (24”x35”) to scale
One (1) 8.5” x 11” copy

New elevations
Two (2) full size copies (24”x35”) to scale
One (1) 8.5” x 11” copy

Additional information (if applicable)
Narrative: Two (2) copies
Landscape Plans: Two (2) full size copies, Two (2) 8.5” x 11” copies
Renderings: Two (2) 8.5” x 11” copies
Wall/trail details: Two (2) 8.5” x 11” copies

Change of information
Change of request – change application and sign new copy
Change of owner/applicant – change application and sign new copy
Change of legal description – new legal description and possibly additional fees

Timing

Staff needs time to review and revise the staff report or prepare an addendum to the existing staff report. **The new site plans/elevations shall be submitted no later than three working days prior to a village planning committee meeting, Planning Commission hearing, or City Council hearing.**

Any materials submitted are part of the public record and consent to reproduce for the purpose of public examination and discussion in preparation for and during any public hearing process concerning this application is required. This does not permit reproduction for any commercial purpose.

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Principals and Development Team

This form is used as part of the rezoning/special permit submittal requirements. For additional information, please call the Planning and Development Department, Zoning Section at 602-262-7131, option #6.

List of persons involved in development proposal. This includes owner and potential buyers of record and members of development team. If a partnership or limited partnership is involved, list the general partners and limited partners with more than a 10 percent interest.

Principal Owners:

Name	
Address	
Phone	
Fax	
E-Mail	

Principal Buyers:

Name	
Address	
Phone	
Fax	
E-Mail	

Development Team:

Name	
Address	
Phone	
Fax	
E-Mail	

Additional development team members may be provided.

The information on this form may be provided in an alternative format as long as all items above are included.

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Application Information Form

This form is part of the rezoning/special permit submittal requirement. For additional information, please call the Planning and Development Department, Zoning Section at 602-262-7131, option #6.

DEVELOPMENT SERVICES PRE-APPLICATION MEETING

KIVA NUMBER: _____ DATE: _____ TIME: _____

Please have the following information filled out before filing your application. This will assist staff when entering data on our computer system.

Zoning Map Amendment ☐ Special Permit ☐ Other ☐

Property Location:					
To Be Changed From:			**To:**		
Proposed Use:					
Council District:			**Village:**		
Legal Description:					
Tax Parcel Number(s):					
Zoning Map:		**Gross Acreage:**		**Quarter Section:**	
Property Owner:					
Mailing Address:					
City:		**State:**		**Zip:**	
Phone:		**Fax:**		**Email:**	
Applicant:					
Mailing Address:					
City:		**State:**		**Zip:**	
Phone:		**Fax:**		**Email:**	
Representative:					
Mailing Address:					
City:		**State:**		**Zip:**	
Phone:		**Fax:**		**Email:**	
Adjacent Jurisdiction to be Notified:					

A filing fee has been paid to the City of Phoenix to cover the cost of processing this application. The fee will be retained to cover these costs whether or not the request is granted. I hereby certify that the above information is correct, and that I am authorized to file on behalf of the owner. I understand that any materials submitted are part of the public record and consent to reproduction for the purpose of public examination and discussion in preparation for and during any public hearing process concerning this application. This does not permit reproduction for any commercial purpose.

_____ _____

Applicant's signature Date

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Ownership Authorization Form

This form is part of the rezoning/special permit requirement. This form authorizes a person, other than the owner, to file for the rezoning/special permit case. For additional information, please call the Planning and Development Department, Zoning Section at 602-262-7131, option #6.

It is requested that an application to rezone be accepted by the Planning and Development Department for property located

_____

This property is owned by _____ and legally described as:

_____ (or, see attached)

The property contains a gross lot area (includes right-of-way to the centerline of adjacent street or alley, or 25 feet along a freeway or canal that is subject to the Canal Bank Design Guidelines) of _____ acres

Assessor Parcel Number(s): _____

The attached map/survey accurately portrays the parcel configuration and property dimensions, as reflected in the legal description.

I hereby certify that the above information is correct, and that I am authorized to file an application on said property, being the owner of record. I am requesting this rezoning to pursue entitlements that will allow additional density or uses than otherwise permitted under the current zoning. I believe these new entitlements are in my best interest as the property owner.

_____ _____

Property Owner Signature Date

I hereby authorize _____ to file for and pursue the rezoning on my behalf.

This instrument was acknowledged before me on this _____ day of _____, 20____, by

_____. In witness whereof, I hereunto set my hand and official seal.

_____

Notary Public

EXHIBIT "A"

LEGAL DESCRIPTION

Project Information Form

This form is used to ensure compliance with the posting requirements for rezoning/special permit cases. For additional information, please call the Planning and Development Department, Zoning Section at 602-262-7131, option #6.

The information required on this form may be provided in an alternative format as long as all items listed are included.

1. Complete the following table related to General Plan conformity.
   The General Plan is available on https://www.phoenix.gov/pdd/planning-zoning/phoenix-general-plan.

General Plan Conformity	
General Plan Land Use Designation Provide designation and, if residential, the category (e.g., 3.5 - 5 du/ac traditional lot)	
Community Benefits: How does the request address the community's unique opportunities and challenges related to prosperity, health and the environment? See pages 18-26 in the Phoenix General Plan.	
Identify two or more Core Values that the request represents: 1) Indicate how the request contributes to the goals of the Core Value. 2) Describe how one or more land use and design principles of the Core Value are expressed in the request.	
Indicate whether the proposal utilizes any of the Tools identified for use in achieving the Core Value.	
Street Classification Map: Provide name(s) of street(s), classification of street(s), and existing right-of-way widths	

2. Is the property located in a special designation area (Specific Plan, Special Planning District, Redevelopment Area, Historic District, Special Study Area, Planned Community District or are there special design guidelines applicable to the area)? If so, state how the proposed project conforms to the area plan, its goals and any applicable development standards.

_____

_____

_____

_____

3. Complete the following table(s) related to specific project information.

Commercial/Commerce Park/Industrial

Standards	Requirements for the District/Land Use	Provisions on the Proposed Site Plan
Building Setbacks Street Side Rear		
Landscaped Setbacks Street Side Rear		
Lot Coverage		
Building Height		
Parking		
Other		

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Single Family

Standards	Requirements for the District/Land Use	Provisions on the Proposed Site Plan
Development Option (Select One)	Conventional or PRD	
Gross Acreage		
Total Number of Units		
Density		
Typical Lot Size		
Subject to Single Family Design Review	10% or more of the lots are equal or less than 65 feet in width	
PRD Perimeter Setbacks or Conventional Setbacks		
Open Space		
Other		

Multiple Family

Standards	Requirements for the District/Land Use	Provisions on the Proposed Site Plan
Gross Acreage		
Total Number of Units		
Density		
Lot Coverage		
Building Height/Stories		
Setbacks Front Side Rear		
Landscaping Front Side Rear		
Open Space		
Amenities		
Parking		
Other		

4. Are there any unusual physical characteristics of the site that may restrict or affect development? If so, explain. What improvements and uses currently exist on the property?

_____

_____

_____

_____

5. What impact will the proposed project have on current or future surrounding land use and zoning patterns?

6. Are there unique design considerations proposed, beyond Zoning Ordinance requirements, that reduce development impacts or would further compatibility with adjacent properties? If so, explain.

7. Why is the subject property not suitable for development as currently zoned?

8. Other than the development review process, what other approval processes are required to accomplish the development proposed, i.e., abandonments, variances, use permits, state or county licenses or permits, etc.?

9. As part of the Reimagine Phoenix initiative, the City of Phoenix is committed to increasing the waste diversion rate to 40 percent by 2020 and to better manage its solid waste resources. Will the proposed development incorporate recycling? If so, how?

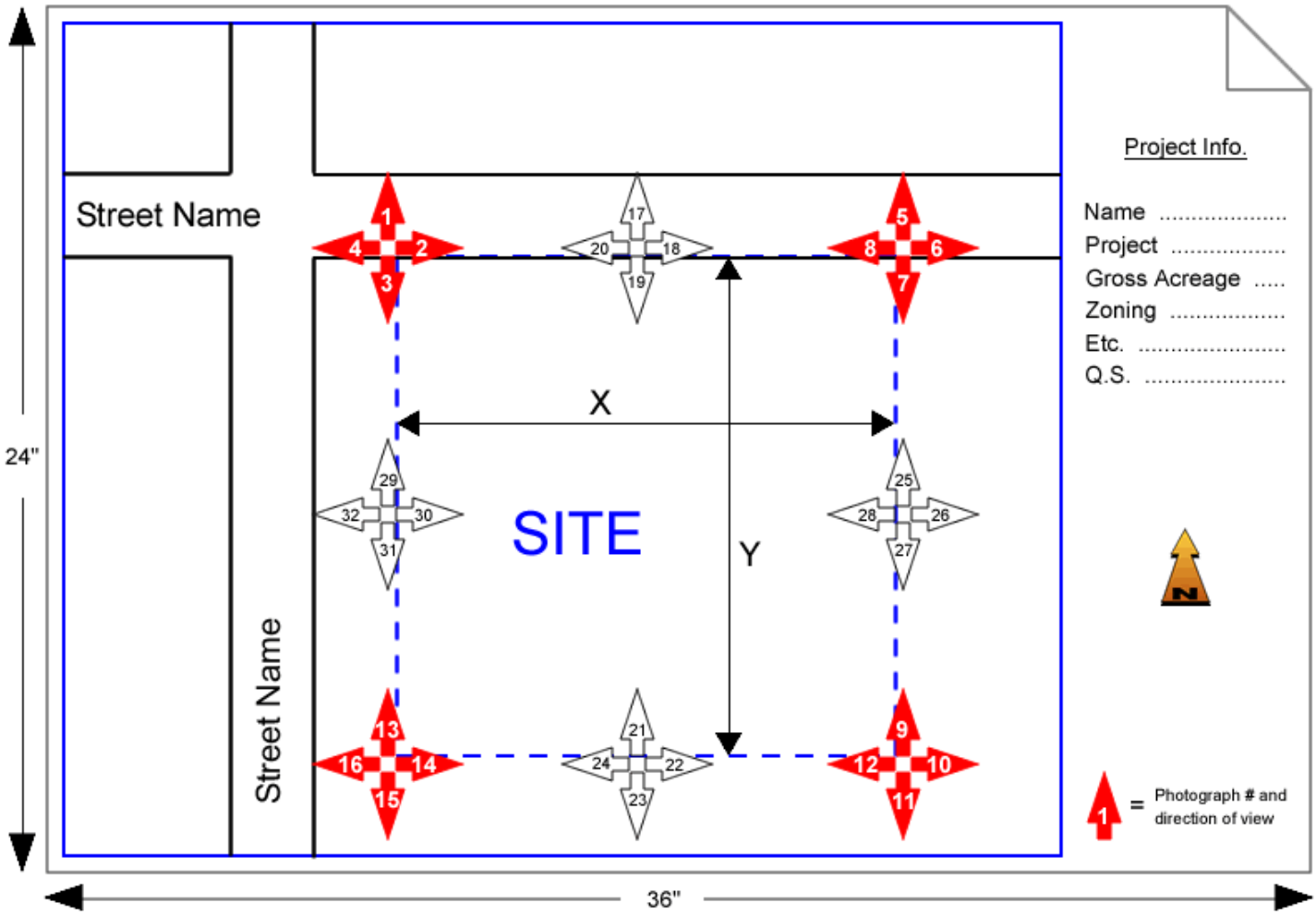
Context Plan

For additional information, please call the Planning and Development Department, Zoning Section at 602-262-7131, option #6.

The context plan's primary purpose is to show context through photographs. The context plan should show the site plan and surrounding properties as well as delineate from what direction each photo is taken from, as shown in the example below. Lot configurations, streets and other improvements should be detailed on the context plan as well. The photographs should show street improvements and surrounding land uses. The corresponding photos should be labeled and included in the application.

Photographs shall be provided as noted below:

- All applicants are expected to provide photographs 1-16.
- If distance "X" is greater than 500', also take photos 17-24.
- If distance "Y" is greater than 500', also take photos 25-32.



Site Plan Submittal Checklist

This handout addresses the site plan documentation necessary to submit for a rezoning/special permit case. AN INCOMPLETE SUBMITTAL WILL NOT BE ACCEPTED FOR PUBLIC HEARING. All applications are filed at the Planning and Development Department Zoning Counter, between 8:00am and 4:00pm, Monday through Friday and take approximately 40 minutes to complete. Applications will not be accepted after 4:00pm. For additional information, please call the Planning and Development Department, Zoning Section at 602-262-7131, option #6.

Site Plan/Elevation Information

- ❒ To scale (engineers scale) - 2 copies of site plan and 2 copies of elevations **(24" x 36" FOLDED)**
- ❒ 8.5" x 11" reduction - 1 copy of site plan and elevations

All site plans shall be at a scale of 1" = 60' or greater (i.e. 1:50, 1:40, etc.). For larger projects a smaller scale (i.e. 1:80, 1:100, etc.) cover or MASTER sheet shall be provided showing match lines for individual site plan sheets at the prescribed scale (1" = 60' or greater).

The following items must be placed on the plans:

- Project description
- Vicinity map with notation of site
- North arrow and scale (engineers scale) - north arrow to be a minimum of 3 inches in height and located at the southeast corner of the site plan
- Property lines and dimensions
- Existing street names and right-of-way dimensions
- Access points/modifications to existing street improvements
- Gross building area and floor area ratio (FAR) (gross building area to gross site for non-residential)
- Setbacks (building and landscape)
- Lot coverage
- Total dwelling units/density (residential proposals)
- Height in stories and feet
- Parking required and provided (for other than single-family)
- Landscape plan

Electronic Submittal Requirements

For additional information, please call the Planning and Development Department, Zoning Section at 602-262-7131, option #6.

Applicants must submit a copy of the application and all supplemental information on a CD (compact disc) or USB flash drive.
CDs and USB flash drives are not returned to the applicant.

All application documents must be submitted electronically and all subsequent amendments to the application must include an electronic submittal.

Incomplete electronic submittals and/or amendment submittals may result in extended processing and review times, as well as delays in scheduling public hearings.

Application Submittals

- PDF files - All documents including application forms, site plans, building elevations, context plans, etc.
- Do not combine documents into one PDF file. Each document must be provided as an individual PDF file.

Legal Descriptions

- Legal descriptions must be submitted in Word (.doc or .docx) or text (.txt) format in addition to an identical PDF file.
- Legal descriptions must contain the Section, Township, and Range regarding the subject property of the request.
- If the application consists of multiple zoning districts or General Plan land use categories, then separate legal descriptions must be provided.
- If an application is amended and alters the subject property's boundaries in any way, a new legal description must be submitted immediately.
- **Only if requested by staff**: Shapefiles (preferred) or CAD .dwg and .dxf files depicting all legal descriptions.

Example of What Not To Submit as a Legal Description

- APN 202-22-014 only (The APN is not sufficient information)
- N2 SEC 10 T6N R2E LY E OF E R/W LN H/W P/D 5263-166 EX BEG AT N4 COR TH E 131.55F TH S 660.34F TH W 1311.43F TO POB TH E 2507.10F TH S 2644.88F TH W 2624.15F TH N 1973.87F TH E 120.20F TH N 660.34F TO POB AS DESC P/F 05-1675663 (Abbreviations will not be accepted)
- ALTA Survey (ALTAs do not have the proper format)

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When recorded return to:

_____

_____

_____

City of Phoenix

Waiver of Claims for Diminution in Value of Property
Under Proposition 207 (A.R.S. 12-1131 et seq.)

Application No. _____

WAIVER. By making application for application of the City's land use laws for the real property owned by ("Owner") located within the City of Phoenix or to be annexed by the City more particularly described in the attached Exhibit A (the "Property"), Owner together with its heirs, successors or assignees hereby voluntarily waives its rights to make any claim for diminution in value of Owner's property pursuant to A.R.S. 12-1134 as a result of City's action on the above-referenced application. Owner acknowledges that he is under no compulsion to enter into this Agreement.

Owner understands that this Waiver shall run with the Property and be binding upon subsequent landowners. The duration of this Waiver shall be for a period of three years from the date of City approval of the above-referenced application shall be recorded by Owner with the Maricopa County Recorder.

In the event the above application is withdrawn, or the City denies the application, the City shall release the Owner from this waiver.

OWNER

By: _____
Its: _____

SUBSCRIBED AND SWORN to before me
this ____ day of _____, 20__.

Notary Public:

_____

My Commission Expires:

_____

CITIZEN PARTICIPATION REPORT
CHECKLIST

COMPLETION OF THE FOLLOWING IS NECESSARY PRIOR TO THE FIRST PUBLIC MEETING:

_____ 1. Cover Page
Attach a cover page titled "Citizen Participation Final Report," and include the case number, project name, location, and application submittal date.

_____ 2. Description
Provide a brief description of the proposed project.

Example: We are requesting to rezone from _____ to R-5 to allow _____.

_____ 3. List dates that notification letters and meeting notices were mailed/emailed, newsletters, and other publications were posted and/or advertised, or other outreach efforts.

_____ 4. Attach a map delineating the specific areas where residents and property owners who were notified are located.

_____ 5. Provide a copy of all notification letter documents,

letters sent out, the mailing lists, and the notarized affidavits.
A copy of the 1st notification letter documents shall also be provided prior to or the post-application meeting.

_____ 6. completed sign posting affidavit and photo of posted sign and (p.)

_____ 7. If applicable, identify dates and locations of all meetings where citizens were invited to discuss the proposal.

_____ 8. Provide a summary of neighborhood meeting/s, and any other outreach efforts conducted. The neighborhood summary must include the following:
a. Date, time, and location of the meeting
b. Number of participants
c. Issues that arose during the meeting
d. Plan to resolve the issues, if possible
Shall also be provided prior to or at the post-application meeting.

_____ 9. State concerns, issues, and problems the applicant is unable or unwilling to address and why.

_____10. Specifically identify how the proposal has been revised to address public concerns.

IMPORTANT NOTE:

COMPLETED PUBLIC PARTICIPATION REPORT IS REQUIRED A MINIMUM OF TWO WEEKS PRIOR TO THE FIRST PUBLIC MEETING. FAILURE TO PROVIDE THE REPORT MAY RESULT IN DELAYS TO THE PUBLIC MEETING SCHEDULE.

Standard First Notification Letter

For additional information, please call the Planning and Development Department, Zoning Section at 602-262-7131, option #6.

FIRST NOTICE: WITHIN 10 WORKING DAYS OF APPLICATION BEING DEEMED ADMINISTRATIVELY COMPLETE AND A MINIMUM OF 10 CALENDAR DAYS PRIOR TO THE MEETING (Sample letter starts below)

[DATE]

Dear ***Property Owner*** or ***Neighborhood Association representative***:

The purpose of this letter is to inform you that _____ has recently filed a rezoning request for an approximately _____ acre site located at _____, rezoning case number Z-__-__-__, to change the zoning from _____ to_____. I/We would like to invite you to a neighborhood meeting to discuss this rezoning request and proposed development.

Attached is a copy of the cover page of our application, the site plan and elevations. The following describes our request:

Proposed change: *Zoning district change, brief description of development, including proposed use, square feet, height, and number of units, if known. Also explain the maximum density allowed, if applicable.*

Existing use: *Describe what is on the site today, how it is designated on the General Plan, and how it is zoned.*

A neighborhood meeting will be held on ***DAY, DATE,*** **at** ***TIME*** **at** ***LOCATION***.

You are invited to attend this meeting to learn about the project and proposed zoning. If you are unable to attend, please contact me or one of my staff at [email/phone number] to learn more about the case and express your concerns. The City of Phoenix Village Planner assigned to this case is **[name]** and can be reached at [email/phone number]. This planner can answer your questions regarding the City review and hearing processes as well as the staff position once their report is complete. You may also make your feelings known on this case by writing to the City of Phoenix Planning and Development Department, 200 West Washington Street, 2nd Floor, Phoenix, Arizona 85003, referencing the case number. Your letter will be made part of the case file.

Please be advised that meetings and hearings before the _____ Village Planning Committee and the Planning Commission are planned to review this case. Specific meeting and hearing dates have not yet been set. You should receive a subsequent notice identifying the date and location of the meeting/hearings when they have been scheduled.

Again, I would be happy to answer any questions or hear any concerns that you may have regarding this proposal. You may reach me at [email/phone number].

Sincerely,

Developer or representative's name

Attachment(s)

Affidavit of Notification
First Letter

For additional information, please call the Planning and Development Department, Zoning Section at 602-262-7131, option #6.

Rezoning Application No.: _____

Applicant Name: _____

Location: _____

I confirm that notice as required for the case noted above has been completed in accordance with Section 506.B.7 of the Zoning Ordinance.

_____ _____

Applicant/Representative Signature Date

This instrument was acknowledged before me on this _____ day of _____, 20_____, by

_____. In witness whereof, I hereunto set my hand and official seal.

_____

Notary Public

My commission expires _____

Standard Second Notification Letter

For additional information, please call the Planning and Development Department, Zoning Section at 602-262-7131, option #6.

2ND NOTICE: WITHIN 10 WORKING DAYS OF THE POST-APPLICATION MEETING AND A MINIMUM OF 10 CALENDAR DAYS PRIOR TO THE FIRST MEETING BELOW (Sample letter starts below)

[DATE]

Dear ***Property Owner*** or ***Neighborhood Association President***:

The purpose of this follow-up letter is to inform you that our company has recently filed ***[INSERT REZONING APPLICATION NUMBER]*** for a ***[XX]*** acre site located _____ and that meetings/hearings have now been set to review our case.

Our request for _____ Zoning (General Plan Land Use Designation of _____) would permit (describe request) _____. The meetings/hearings are as follow:

Village Planning Committee Hearing:	**Name of Committee**	_____
	Location	_____
	Date and Time	_____
Planning Commission Hearing:	**Location**	_____
	Date and Time	_____
City Council Hearing/Ordinance Adoption:	**Location**	_____
	Date and Time	_____

You are welcome to attend any or all of these meetings/hearings to learn about the case and make your opinions known. Please confirm the meeting details with the City of Phoenix Planning and Development Department before attending as they are subject to change. Hearing information may also be found on signs posted on the site and in the Record Reporter. You may also make your feelings known on this case by writing to the City of Phoenix Planning and Development Department, Zoning Section, 200 West Washington Street, 2nd Floor, Phoenix, Arizona 85003 and referencing the case number. Your letter will be made part of the case file.

The ***[INSERT NAME]*** Village Planning Committee will forward a recommendation to the Planning Commission after considering testimony from affected parties and reviewing the staff report prepared by the Planning and Development Department. The village planner who will staff this meeting is ***[NAME]*** and can be reached at ***[PHONE NUMBER]*** or ***[EMAIL ADDRESS]***. This planner can answer your questions regarding the village review and city hearing processes as well as the staff position once their report is complete. You are also urged to contact me or one of my staff at ***[APPLICANT'S PHONE NUMBER]*** or ***[EMAIL ADDRESS]*** to learn more about the case and express your concerns.

If a case is not appealed within seven calendar days after the Planning Commission Hearing, the decision will be ratified and scheduled for Ordinance adoption by the City Council without further discussion.

Again, I would be happy to answer any questions or hear any concerns that you may have regarding this proposal. You may reach me at ***[PHONE NUMBER]*** or ***[EMAIL ADDRESS]*** or by fax at ***[FAX NUMBER]***.

Sincerely,

[DEVELOPER OR REPRESENTATIVE'S NAME]

Attachment(s)

Affidavit of Notification
Second Letter

For additional information, please call the Planning and Development Department, Zoning Section at 602-262-7131, option #6.

Rezoning Application No.: _____

Applicant Name: _____

Location: _____

I confirm that notice as required for the case noted above has been completed in accordance with Section 506.B.7 of the Zoning Ordinance.

_____ _____

Applicant/Representative Signature Date

This instrument was acknowledged before me on this _____ day of _____, 20_____, by

_____. In witness whereof, I hereunto set my hand and official seal.

_____

Notary Public

My commission expires _____

Site Posting Requirements

Below are the requirements for posting of rezoning/special permit cases. For additional information, please call the Planning and Development Department, Zoning Section at 602-262-7131, option #6.

In order to assist in providing adequate notice to interested parties, the applicant for rezoning hearings shall erect, not less than 15 calendar days prior to the date of the first Village Planning Committee meeting, a double-sided sign giving notice of the date, time and place of the tentatively scheduled hearings. The sign shall also include the nature of the request as contained on the formal rezoning application. The size and format of this sign shall be as described by the Planning and Development Department. Such notice shall be clearly legible, double-sided, and placed at a prominent location on the site, perpendicular to the street, generally adjacent to the public right-of-way, unless otherwise directed. Multiple signs may be required depending on the size of the site and location of street frontages.

It shall be the **responsibility of the applicant** to erect and to maintain the sign on the subject property and to maintain all information on the sign in a clear legible manner until the final disposition of the case. It is **also the applicant's responsibility** to post any continuance dates a minimum of seven calendar days prior to the continued date and update the additional hearing dates following the continuance (provide affidavit, see Pages 30-31). This responsibility includes removal of the sign after City Council action on the case.

After the sign has been posted, the applicant or their representative must submit an affidavit of posting and a photograph of the site posting.

Site posting specifications and instructions are continued on the next page.

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8' 0"

4' 0"

ZONING HEARING

Rezoning Case No:

Zoning Change From: **To:**
Acreage:
Location:
Proposal:

GRAPHICS
(If needed)

VILLAGE PLANNING COMMITTEE Village Name	PLANNING COMMISSION	IF APPEALED FROM PLANNING COMMISSION CITY COUNCIL
_____	_____	_____
_____	_____	_____
LOCATION	City of Phoenix Council Chambers 200 West Jefferson Street Phoenix, AZ 85003	City of Phoenix Council Chambers 200 West Jefferson Street Phoenix, AZ 85003

PLEASE CALL TO CONFIRM INFORMATION / POR FAVOR LLAME PARA CONFIRMAR LA INFORMACIÓN (602) 262-7131 #6
FURTHER INFORMATION AVAILABLE AT: https://www.phoenix.gov/pddsite/pages/my-community-map.aspx
or at Phoenix City Hall, 200 West Washington Street, 2nd Floor - Zoning Counter, Phoenix, Arizona 85003

PLEASE CALL XXX-XXX-XXXX FOR SIGN REMOVAL

SITE POSTING SPECIFICATIONS

1. 4 feet X 8 feet in size.
2. Each sign shall be mounted to two posts. Sign shall be attached to posts using at least six 2-inch long corrosion resistant screws. Signs may be attached to the face of the posts or installed into grooves cut into the posts; either construction method requires six screws per sheet of plywood or MDF (medium density fiberboard).
3. Laminated 5-ply plywood or MDF.
4. Front, back, and all edges painted with two coats of white exterior acrylic enamel.
5. Black lettering may be vinyl or black paint sized proportionally with reference to characters on sign template drawing supplied with order.
6. The following shall be printed large enough to be visible from a distance of 100 feet:
   - The word "ZONING"
   - Existing zoning district
   - Proposed zoning district
   - Date and time of the meetings/hearings
7. Signs attached to two 4-inch x 4-inch x 8-foot wood posts placed at least 18 inches, but not more than 24 inches into the ground.
8. Sign to be placed perpendicular to the street unless directed otherwise at time of order.
9. Signs must utilize the above template.

SITE POSTING INSTRUCTIONS

1. Post site at least 15 calendar days prior to date of first public meeting or hearing. Post any continued dates at least seven calendar days prior to the next public meeting or hearing. Remove sign within seven calendar days of City Council action.
2. You may use the sign vendor of your choice.
3. TWO WEEKS PRIOR TO HEARING, send to the City of Phoenix Planning and Development Department -
   a) Notarized affidavit of posting (see Page 29)
   b) Photo of sign posted on site with all sign text legible

ADD THE FOLLOWING TO THE BOTTOM OF THE SIGN:

Further information available at: https://www.phoenix.gov/pddsite/pages/my-community-map.aspx

Notarized Affidavit of Posting

This form is used to ensure compliance with the posting requirements for rezoning/special permit cases. For additional information, please call the Planning and Development Department, Zoning Section at 602-262-7131, option #6.

Application No.: _____

Applicant Name: _____

Location: _____

In order to assist in providing adequate notice to interested parties, the **applicant** for rezoning hearings in the City of Phoenix shall erect, not less than fifteen calendar days prior to the date of the Village Planning Committee meeting, a single sign giving notice of the date, time, and place of the tentatively scheduled hearings. The sign shall also include the nature of the request as contained on the formal zoning application. The size and format of this sign shall be as described by the Planning and Development Department. Such notice shall be clearly legible and placed at a prominent location on the site, generally adjacent and perpendicular to the public right-of-way. **It shall be the responsibility of the applicant to erect and to maintain the sign on the subject property and to maintain the hearing information on the sign until after City Council action on the case. It shall also be the responsibility of the applicant to remove the sign after final disposition of the case.**

I confirm that the site has been posted as required above, for the case noted above. A picture of the site posting has also been submitted.

_____ _____

Applicant/Representative Signature Date

This instrument was acknowledged before me on this _____ day of _____, 20____, by

_____. In witness whereof, I hereunto set my hand and official seal.

_____

Notary Public

My commission expires: _____

Return completed notarized affidavit and photograph to the Planning and Development Department **at least two weeks prior to the first public meeting/hearing date.**

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Notarized Affidavit of Posting
(for continued cases)

This form is used to ensure compliance with the posting requirements for rezoning/special permit cases. For additional information, please call the Planning and Development Department, Zoning Section at 602-262-7131, option #6.

Application No.: _____

Applicant Name: _____

Location: _____

The applicant for a rezoning hearing in the city of Phoenix shall update signage a minimum of seven calendar days prior to the continuance date.

I confirm that the site has been posted as required above, for the case noted above. A picture of the site posting has also been submitted.

_____ _____
Applicant/Representative Signature Date

This instrument was acknowledged before me on this _____ day of _____, 20____, by

_____. In witness whereof, I hereunto set my hand and official seal.

_____
Notary Public

My commission expires: _____

Return completed notarized affidavit and photograph to the Planning and Development Department **at least three working days prior to the continued hearing/meeting date.**

School District Notification Policies and Procedures

For additional information, please call the Planning and Development Department, Zoning Section at 602-262-7131, option #6.

Criteria for Applicability

The provisions of this section shall apply to all applications to amend the General Plan and/or rezoning applications which will impact (increase or decrease) the projected number of students for any school district's attendance area as a result of the proposed amendment and/or rezoning.

The applicability of this section includes requests for amendment and/or rezoning which:

- Change General Plan designations, and/or
- Change zoning classifications that result in greater residential densities, thereby increasing the number of potential students.

Applicant Pre-Submittal Responsibilities

1) **30 calendar days prior to submittal** the applicant shall provide the designated contact (see *School District Designated Contact List, Pages 34-35,* for information) of the applicable school district(s) the following information via registered mail, with a copy to the City of Phoenix Planning and Development Department; Zoning Section; 200 West Washington Street; 2nd Floor; Phoenix, AZ 85003:

   a) Cover Letter (see attached example, Page 36)

   b) Location map

   c) 1 Full Size Site Plan

   d) School District Response Form (see Page 37), with applicant and project information completed

School District Pre-Submittal Responsibilities for Amendment and Rezoning Requests Resulting in Greater Residential Densities

1) Upon receipt of the above information, the school district(s) shall review the materials and determine one of the following:

   a) The school district has adequate school facilities to accommodate the projected number of additional students generated by the proposed amendment and/or rezoning within the school district's attendance area; or

   b) The school district will have adequate school facilities via planned capital improvement to be constructed within one year of the date of notification of the district and located within the school district's attendance area; or

   c) The applicant and the school district have entered into or are working on an agreement to provide, or help to provide, adequate school facilities within the school district's attendance area in a timely manner; or

   d) The school district does not have adequate school facilities to accommodate projected growth attributable to the amendment and/or rezoning.

2) The school district shall determine the above with methodology approved and published by the appropriate school district.

3) In the event that the appropriate school district determines that there are not adequate school facilities for the proposed amendment and/or rezoning, the school district shall notify the applicant and the City of Phoenix that it does not have adequate school facilities to accommodate the amendment and/or rezoning via the form provided for that purpose.

4) In the event that the City does not receive certification from the school district within seven calendar days of the date of the application for amendment and/or rezoning, the application shall proceed on the basis of no finding on the adequacy of school facilities for the proposed amendment and/or rezoning. School district input thereafter may be sought by the City on the issue for consideration by the Village Planning Committee, Planning Commission, and/or City Council in making a decision on the amendment and/or rezoning application.

City of Phoenix Post-Submittal Responsibilities

1) The City shall review the school district's response and include the district's determination in the staff report prepared for the Village Planning Committee, Planning Commission, and City Council.

2) If the school district does not respond, the staff report will reflect no response on the part of the school district. The City may choose to contact the school district regarding the amendment and/or rezoning.

3) The determination form, if returned by the school district, shall be included as an attachment to routing materials and the staff report.

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School District Designated Contact List

District	Designated Contact	Address
Alhambra Elementary School District	Dr. Cecilia Maes Superintendent	4510 N. 37 Ave. Phoenix, AZ 85019
Balsz Elementary School District	Dr. George J. Barnes Superintendent	4825 E. Roosevelt St. Phoenix, AZ 85008
Cartwright Elementary School District	Dr. LeeAnn Aguilar-Lawlor Superintendent	5220 W. Indian School Rd. Phoenix, AZ 85031
Cave Creek Unified School District	Dr. Cort Monroe Superintendent	P.O. Box 426 Cave Creek, AZ 85327
Creighton Elementary School District	Dr. Donna Lewis Superintendent	2702 E. Fowler St. Phoenix, AZ 85016
Deer Valley Unified School District	Dr. Curt Finch Superintendent	20402 N. 15th Ave Phoenix, AZ 85027
Fowler Elementary School District	Ms. Nora Ulloa Superintendent	1617 S. 67th Ave. Phoenix, AZ 85043
Glendale Union High School District	Mr. Brian Capistran Superintendent	7650 N. 43rd Ave. Glendale, AZ 85301
Isaac Elementary School District	Dr. Mario Ventura Superintendent	3348 W. McDowell Rd. Phoenix, AZ 85009
Kyrene Elementary School District	Dr. Laura Toenjes Superintendent	8700 S. Kyrene Rd. Tempe, AZ 85284
Laveen Elementary School District	Dr. Jeff Sprout Superintendent	5001 W. Dobbins Rd Laveen, AZ 85339
Littleton Elementary School District	Dr. Roger Freeman Superintendent	PO Box 280 Cashion, AZ 85239
Madison Elementary School District	Dr. Kimberly Guerin Superintendent	5601 N. 16th St. Phoenix, AZ 85016
Murphy Elementary School District	Mr. Nate Dettmar Superintendent	2615 W. Buckeye Rd. Phoenix, AZ 85009
Osborn Elementary School District	Dr. Michael Robert Superintendent	1226 W. Osborn Rd. Phoenix, AZ 85013
Paradise Valley Unified School District	Dr. Troy Bales Superintendent	15002 N. 32nd St. Phoenix, AZ 85032
Pendergast Elementary School District	Dr. Jennifer Cruz Superintendent	3802 N. 91st Ave. Phoenix, AZ 85037
Phoenix Elementary School District	Dr. Ibi Haghighat Superintendent	1817 N. 7th St. Phoenix, AZ 85006
Phoenix Union High School District	Dr. Chad Gestson Superintendent	4502 N. Central Ave Phoenix, AZ 85012

Riverside Elementary School District	Dr. Jaime Rivera Superintendent	1414 S. 51st Ave. Phoenix, AZ 85043
Roosevelt Elementary School District	Dr. Dani Portillo Superintendent	6000 S. 7th St. Phoenix, AZ 85042
Scottsdale Unified School District	Dr. Scott Menzel Superintendent	8500 E. Jackrabbit Rd. Scottsdale, AZ 85250
Tempe Elementary School District	Dr. James Driscoll Superintendent	3205 S. Rural Rd. Tempe, AZ 85282
Tempe Union High School District	Dr. Kevin J. Mendivil Superintendent	500 W. Guadalupe Rd. Tempe, AZ 85283
Tolleson Elementary School District	Dr. Lupita Hightower Superintendent	9261 W. Van Buren St Tolleson, AZ 85353
Tolleson Union High School District	Mr. Jeremy Calles Superintendent	9801 W. Van Buren St Tolleson, AZ 85353
Union Elementary School District	Ms. Kristine K. Morris Superintendent	3834 S. 91st Ave Tolleson, AZ 85353
Washington Elementary School District	Dr. Paul Stanton Superintendent	4650 W. Sweetwater Glendale, AZ 85304
Wilson Elementary School District	Mr. Ernest Rose Jr. Superintendent	3025 E. Fillmore St. Phoenix, AZ 85008

School District Notification
Cover Letter Sample

[DATE]

[DESIGNATED CONTACT], [TITLE]
_____ School District
_____
_____, AZ _____

Dear ***[SUPERINTENDENT, DR., MR., OR MS.] [DESIGNATED CONTACT'S LAST NAME]***:

This letter is being sent to you pursuant to the City of Phoenix Planning and Development Department School District Notification Policy for General Plan designation and zoning classification changes.

Please be advised that we are applying for ***[A ZONING CHANGE AND/OR AN AMENDMENT TO THE GENERAL PLAN]*** that changes classifications from non-residential to residential, and/or a ***[ZONING CLASSIFICATION AND/OR GENERAL PLAN DESIGNATION]*** change resulting in greater residential densities on the subject property. The property is currently zoned for _____ residential units; our application(s) will result in a total of _____ units allowed, and increase of _____%.

As required per the above Planning and Development Department policy, please find a location map, site plan, and School District Response Form enclosed. **You are requested to respond to the City of Phoenix Planning and Development Department by utilizing the School District Response Form within 37 calendar days of receipt of this notification**. If you would like to discuss the proposal, I can be reached via the contact information provided below.

Sincerely,

_____
Phone (___) ___-____
E-mail:

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School District Response Form

For additional information, please call the Planning and Development Department, Zoning Section at 602-262-7131, option #6.

To be completed by applicant

Date: _____

Project Name: _____

Project Location: _____

Applicant Name: _____ **Phone:** _____

Applicant E-mail: _____ **Fax:** _____

School District: _____

I, _____ hereby certify that the following determination has been made in regard to the above referenced project:

- ❒ The school district has adequate school facilities to accommodate the projected number of additional students generated by the proposed rezoning/amendment within the school district's attendance area; or
- ❒ The school district will have adequate school facilities via a planned capital improvement to be constructed within one year of the date of notification of the district and located within the school district's attendance area; or
- ❒ The applicant and the school district have entered into or are working on an agreement to provide, or help to provide, adequate school facilities within the school district's attendance area in a timely manner;
- ❒ The agreement includes or will include the reservation of a school site.
- ❒ The agreement does not or will not include the reservation of a school site.
- ❒ The school district does not have adequate school facilities to accommodate projected growth attributable to the rezoning.

Attached are the following documents supporting the above certification:

- ❒ Maps of attendance areas for elementary, middle, and high schools for this location.
- ❒ Calculations of the number of students that would be generated by the additional homes.
- ❒ School capacity and attendance trends for the past three years.

_____ _____

Superintendent or Designee Date

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Notice of Airport in Vicinity

Planning Case Number: _____
(Completed by the City of Phoenix Planning and Development Department)

The owner/developer acknowledges that he/she is aware of the proximity of Phoenix Sky Harbor International Airport (and/or other airports).

We are aware the owner/developer will be required, by stipulation, to notify prospective future owners/occupants of the subject property within the boundaries of a Public Airport Disclosure area.

The disclosure notice to prospective purchasers follows State guidelines set regarding the properties in the City of Phoenix underlying the flight patterns of Phoenix Sky Harbor International Airport, Phoenix Deer Valley Airport, Phoenix Goodyear Airport, Glendale Municipal Airport, and the Scottsdale Municipal Airport. The Public Airport Disclosure area is defined and prepared in accordance to ARS, Section 28-8486. Copies of pertinent Airport Disclosure Maps are available from the Arizona Department of Real Estate's main office in Phoenix – 2910 N. 44th Street, Suite 100, Phoenix, AZ 85018, or from their web site (https://azre.gov/public-airports). These maps are intended to generally depict areas of numerous aircraft overflights (operations).

Properties that are located within the boundaries of a Public Airport Disclosure Area will be subject to overflights of aircraft operating at the Airport. People are often irritated by repeated overflights regardless of the actual sound level at the overflight site. The stipulation should also include the proximity of the development to the nearest airport, operational areas, and conditions as follows:

Phoenix Sky Harbor International Airport is considered a busy large-hub airport. The number of takeoffs and landings at the airport average approximately 1,600 to 1,800 each day, but that number will vary and may increase with time. The majority of aircraft takeoffs and landings occur daily between 6:00 a.m. and 11:00 p.m.; however, the airport is open 24 hours each day, so takeoffs and landings may occur at any hour of the day or night. Altitudes of individual aircraft will vary with meteorological conditions, aircraft performance and pilot proficiency.

Phoenix Deer Valley Airport, Phoenix Goodyear Airport, Glendale Municipal Airport, and Scottsdale Municipal Airport, are considered busy general aviation/reliever airports. Operating hours vary for each airport, takeoffs and landings may occur at any hour of the day or night. Altitudes of individual aircraft will vary with meteorological conditions, aircraft performance and pilot proficiency.

The above-mentioned airports have been at their present location for many years and future demand and airport operations may increase significantly in the future.

Flight tracks and traffic patterns may extend several miles beyond the Airport boundary. For that reason, the property may be subject to some of the annoyances or inconveniences associated with proximity to airport operations (for example: noise, vibration, or odors). Individual sensitivities to these annoyances can vary from person to person.

When residential and other noise sensitive buildings are constructed within noise contours of 65 DNL or higher, steps should be taken to achieve reduced interior noise levels.

The owner/developer acknowledges receipt of this notice.

SIGNED: _____ **DATE:** _____

PRINTED NAME: _____

Notice of Airport in Vicinity
Instructions for Submittal

Development Customer,

You have received these documents because you are required to disclose that your development site is in defined proximity to an airport.

Attached you will find two templates for your use in completing an airport proximity disclosure notification. The "Notice to Prospective Purchasers of Proximity to Airport" contains wording for the notice that has been approved by City attorneys. You will notice brackets at several locations in the document. Please fill in the appropriate information and delete the brackets. This includes inserting your KIVA project number or zoning case number, as well as the name of your development team leader or zoning planner. This will assure that the recorded document is returned and filed correctly, thereby satisfying your stipulation. You will need to have an authorized representative (owner or developer) sign this document for recordation.

The second template, Legal Description, will be written by you and should be the legal description of your parcel or development. Remove the brackets and everything in between and substitute your legal description. This will be **"Exhibit A"** as referenced in the airport proximity disclosure notification.

Third, you need to obtain a current Federal Aviation Administration (FAA) map for the relevant airport. These maps can change from time to time as dictated by the FAA. An updated copy of the Airport Disclosure Map is available from the Arizona Department of Real Estate – 2910 North 44th Street, Suite 100, Phoenix, AZ 85018, or from their web site: https://azre.gov/public-airports. This will be **"Exhibit B"** as referenced in the disclosure notification. Please note that the web site changes from time to time, but is always located at the Arizona Department of Real Estate. If it is not at the above link, try drilling down through public information documents from the home page located at: http://www.re.state.az.us.

This disclosure notice will need to be recorded with the Maricopa County Recorder's Office. The Recorder's Office has specific formatting requirements, which can be found here: https://recorder.maricopa.gov/site/formrequirements.aspx. Please ensure that the documents are formatted to the Recorder's Office's standards.

After you assemble these three documents, take them to the County Recorder's office at 111 South Third Avenue, Phoenix, AZ 85003, or submit online and have them recorded with your property or your development's Covenants, Conditions and Restrictions (CC&Rs). The Recorder's Office will stamp them and give them a document number. You can then deliver a hard copy or email to zoning at zoning@phoenix.gov to complete the stipulation of disclosure. When the recorded document appears in the site plan and/or rezoning file, your stipulation will be satisfied.

In the event of difficulties:

1) Supervisors at the County Recorder's office have indicated that the document must be signed. It is NOT necessary to notarize your disclosure. If you are told that it must be notarized when you attempt to record, the County Recorder's Office suggests that you ask to speak with a supervisor.

2) The attached map does not meet legibility requirements per the County Recorder's guidelines. However, supervisors have indicated that it is acceptable for recordation with the Notice because the original map has been recorded by the Airport, and there is an address and web site on the Notice directing a potential purchaser to the information. If you are told that your map is not acceptable, the County Recorder's Office suggests that you ask to speak with a supervisor.

If you need further assistance with these instructions, please contact your team leader or planner.

KIVA Project Number _____

Zoning Case Number _____

When recorded, mail to:
CITY OF PHOENIX
PLANNING AND DEVELOPMENT DEPARTMENT
200 West Washington Street, 3rd Floor
Phoenix, Arizona 85003
Attn: [TEAM LEADER or ZONING PLANNER]

NOTICE TO PROSPECTIVE PURCHASERS OF PROXIMITY TO AIRPORT

All of the real property (the "Property") described in "Exhibit A" attached to this Notice, said Property also to be known as [NAME OF DEVELOPMENT, IF APPROPRIATE], lies within the boundaries of the Public Airport Disclosure area for [NAME OF AIRPORT]. The Property is located approximately [NUMBER OF MILES, SHORTEST DISTANCE] from [NAME OF AIRPORT].

The disclosure notice to prospective purchasers follows State guidelines regarding the properties in the City of Phoenix underlying the flight patterns of [NAME OF AIRPORT]. The Public Airport Disclosure area is defined and prepared in accordance to Arizona Revised Statute, Section 28-8486, and generally depicts areas of numerous aircraft overflights or aircraft operations. As of the date of this filing and attached as "Exhibit B" is the current Public Airport Disclosure Map which provides noise and overflight information. Updated copies of pertinent Airport Disclosure Maps are available from the Arizona Department of Real Estate's main office in Phoenix – 2910 N. 44th St., Suite 100, Phoenix, AZ 85018, or from their web site https://azre.gov/public-airports.

Properties located within the boundaries of a Public Airport Disclosure Area will be subject to overflights of aircraft operating at the airport. People are often irritated by repeated overflights regardless of the actual sound level at the overflight site.

[AIRPORT NAME] is considered [USE AIRPORT DESCRIPTION FOUND IN "NOTICE OF AIRPORT IN VICINITY']

The above-mentioned airports have been at their present locations for many years. Future demand and airport operations are anticipated to increase significantly in the future.

Flight tracks and traffic patterns may extend several miles beyond the Airport boundary. For that reason, the property may be subject to some of the annoyances or inconveniences associated with proximity to airport operations (for example: noise, vibration, or odors). Individual sensitivities to these annoyances can vary from person to person.

When residential and other noise sensitive buildings are constructed within noise contours of 65 DNL or higher, steps should be taken to achieve reduced interior noise levels.

Any questions regarding the content of this Notice can be directed to the City of Phoenix, Aviation Department, Planning and Environmental Division, at (602) 273-3340.

SIGNED: _____ **DATE:** _____

PRINTED NAME: _____

EXHIBIT "A"

Legal Description

[PLEASE INCLUDE THE LEGAL DESCRIPTION OF YOUR PROPERTY OR PROJECT. THE LEGAL DESCRIPTION MAY BE OF A SINGLE LOT, OR AN ENTIRE SUBDIVISION.]

Process for Review of Projects Utilizing SRP Canal Bank Right-of-Way

For additional information, please call the Planning and Development Department, Zoning Section at 602-262-7131, option #6.

City of Phoenix Pre-Submittal Consultations

Planning and Development Department rezoning applications and site plan review:

1. Review the Canal Design guidelines found in Section 507 Tab A Urban Design Principles in the Phoenix Zoning Ordinance. These guidelines include requirements, presumptions and considerations related to development on canal banks and adjacent to them. They cover seven topics: physical accessibility (both public and private), visual accessibility, landscaping features within canal rights-of-way, safety, power easements, adjacent land uses, and urban area and suburban area canalscape treatment design continuity.

2. In all residential, commercial, commerce park, and industrial districts, canal rights-of-way shall be treated as public street right-of-way for setback and landscaping purposes. However, if landscaping is placed in the canal right-of-way adjacent to development, the landscape setback may be reduced equal to the depth of the right-of-way landscaping, if at least ten feet are landscaped on the bank. If no landscaping is provided on the canal bank due to physical constraints, a 10 to 15-foot landscaped setback is required adjacent to the canal bank depending on the district. The setback area is not for parking or maneuvering.

3. Canal right-of-way of 25 feet will be counted as part of the gross area allowable for density if the project has complied with design guidelines for canal banks including landscaping of canal bank right-of-way. Canal bank right-of-way of 25 feet will also be counted as part of net area used to calculate allowable lot coverage when the development has complied with the design guidelines for canal bank development including landscaping of canal bank right-of-way. There is no additional open space requirement for landscaping the canal bank.

4. Eight-foot open wrought iron fences are allowed abutting canal rights-of-way as described in Guideline 2.2.4. This fence must be located on private property.

5. There will be additional fees for processing a project using canal bank rights-of-way by the City of Phoenix if the landscaping plan for the canal right-of-way is submitted on the same sheet as the landscaping plan for the entire development.

6. A use permit will be required for outside dining in canal bank rights-of-way. Outside dining must be accessible from the canal bank and unfenced from the canal bank so that pedestrians are not blocked from continuous passage along the canal bank.

Salt River Project Pre-submittal Consultations

1. Contact the Property Management Division of SRP's Land Department at 602-236-3117 to set up a pre-submittal consultation. This division will coordinate discussions with power and water staff. At the initial meeting, if given the location of the site one week prior to the meeting, SRP staff will determine available right-of-way and the feasibility of development concepts. If the site is not identified one week prior to the meeting, SRP staff will determine the available right-of-way within one week of the meeting.

2. SRP charges a license fee for development on canal bank rights-of-way which is more than landscaping and pedestrian amenities such as use of rights-of-way for outside dining purposes or other commercial uses.

3. SRP also charges a $500 fee for review of landscaping plans on the canal bank rights-of-way and requires submittal of 15 copies of plans to the Property Management Division. The initial review process takes three weeks. After initial review, SRP will provide a letter saying that the preliminary concept is feasible. A copy of this letter should be provided to the City of Phoenix at the time of preliminary site plan review submittal and at the time of filing for rezoning if a rezoning application is involved. The letter should include the specific amount of right-of-way available.

Joint License Agreements

1. SRP requires the City of Phoenix to enter into a license agreement with them for all improvements made on the canal bank rights-of-way by the city or by a developer in accordance with the City's ordinance. This license agreement holds the city responsible for the proper installation and maintenance of any improvements per the approved plans and any liability resulting directly from the construction or installation of the improvements.

2. The city requires a license agreement with the property owner for property maintenance of the improvements. The city provides a liability insurance policy covering the city, SRP and property owner for liability related to the installation of the improvements and events related to their presence. The city also requires the property owner to post a bond or cash equal to $.50 per square foot of landscaped area. Maintenance responsibility runs with the land. All license agreements require three copies of the approved plans, a legal description of the private adjacent property and a legal description of the SRP area to be improved.

3. Clearance areas: SRP requires a minimum of 15 feet from the water's edge to remain free of improvements so that a truck can drive down the canal bank. There are also access and clearance requirements for overhead utility poles and lines.

4. Plant materials: SRP provides and approved plant list. Landscaping must also be approved by the City of Phoenix Parks and Recreation Department, as the city would be responsible for maintenance if the property owner defaulted.

5. Watering system: A permanent irrigation system must be installed that does not depend on a use of canal water. SRP canal rights-of-way must remain open for public access. They may not be fenced off for private use.

6. Cultural resource clearance: You may be required to obtain a cultural resource clearance if your project will change the look of the canal itself as a historic feature. Examples would include adding new pedestrian or motor vehicle bridges or major new recreational pathways with benches and public art. The other reason would be for a significant amount of excavation along a portion of a canal where archaeological sites might be present. There is a list of general locations where these sites have been found and where clearance would be needed for excavation. Other locations would not need a cultural clearance. Shallow trenching to bury drip irrigation lines would ordinarily not require clearance. SRP decides if clearance is necessary. If clearance is required, it takes about six weeks and costs about $500 for the Bureau of Reclamation to do the work and notify the State Historic Preservation Office of the results.

7. The City of Phoenix Planning and Development Department Development Division will notify the Planning and Development Department Zoning Section of a proposal requiring a license agreement. Planning and Development Department staff will notify the Parks and Recreation Department to review the landscaping, Risk Management to make an amendment to the insurance policy, and the Law Department to prepare the license agreement. Executed copies will be distributed to SRP, the property owner, and the Parks Department.

P.O. Box 52025
Phoenix, Arizona 85072-2025
602-236-5900
www.srpnet.com

May 1, 2003

RE: ***Designation of Electric Substation locations.***

To Municipal Permit Applicant:

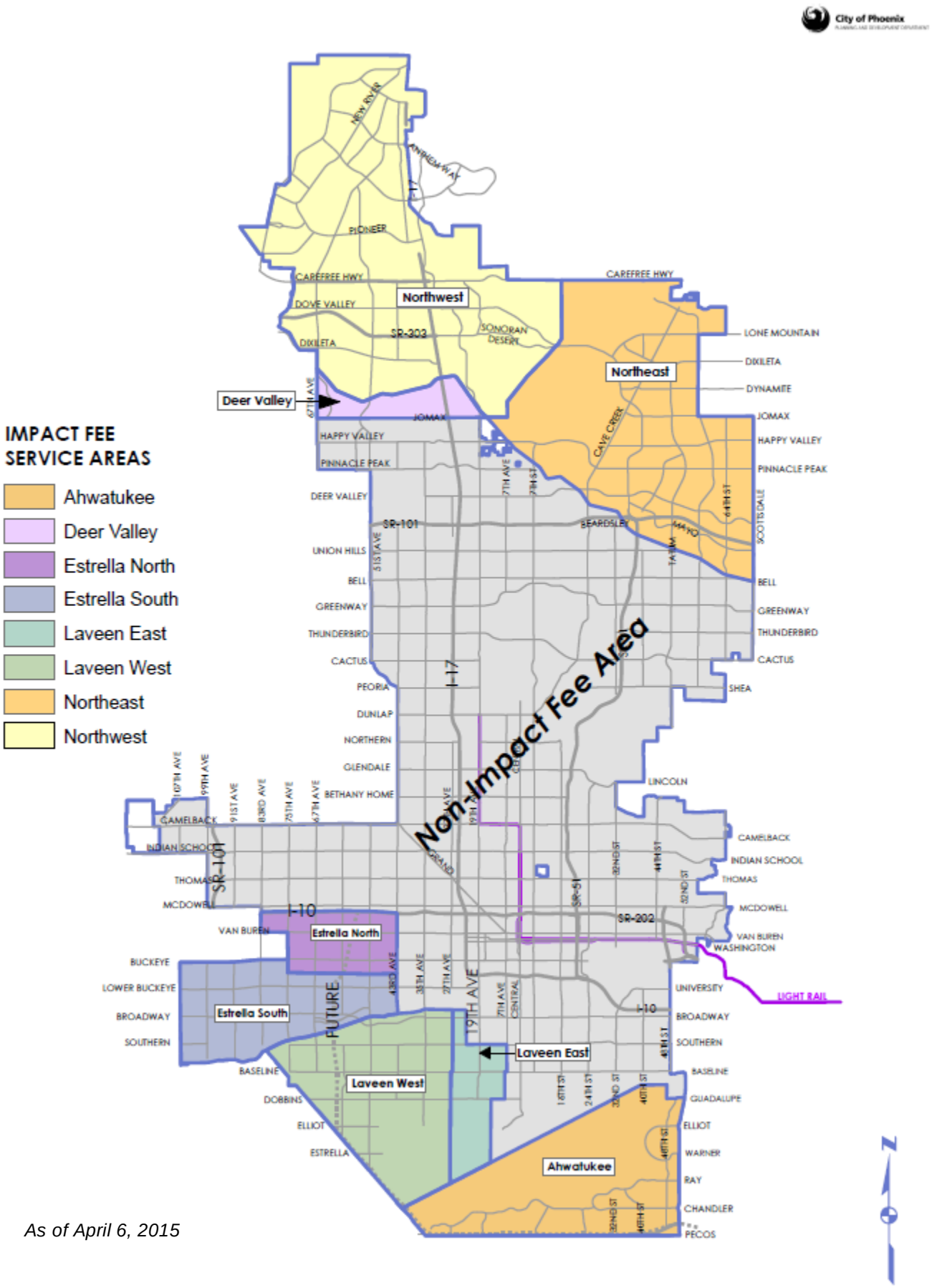
Continuing growth in urban areas of the Valley of the Sun necessitate extension of critical infrastructure to support increasing electricity needs. In response to these needs, SRP has determined a need for power distribution substations every four-square miles to ensure a reliable supply of electricity. These substations are typically located on sites of two acres, being approximately 300 feet by 300 feet square in dimension.

In order for both developers and end-users alike to have accessible power, SRP is requesting that developers consider the need for a substation site concurrent with the municipal entitlement and permitting process. Through the municipal planning process provision for critical infrastructure including water, sewer and electricity assure these necessities for the end-user. SRP is requesting consideration of a location for the substation site to support the electric load generated by the developer's respective project. Upon determination of a need and a jointly acceptable location, SRP will offer compensation based on fair market value to secure that two-acre site.

Prior to submittal of plans to the City/Town for permitting, please contact Ken Alteneder at SRP's Distribution Planning Department at 602-236-0977, to discuss the electric load projected to be generated by your project. SRP will assist you in determining workable points of power delivery to assure accessible, reliable electric service to support your development plans.

Sincerely,
LAND DEPARTMENT

Elizabeth M. Noble
Supervisor
Land Acquisitions/PAB350



As of April 6, 2015

Planning Division Fee Schedule

The following fees are hereby adopted:

ZONING & MISCELLANEOUS

A. Applications for zoning amendments, hillside density waivers, written certification of zoning, promotional event permits, and specific plans shall be accompanied by appropriate fees as determined from the following schedule:

1. Fees

1.	Rezoning to RE-35, R1-18, R1-10, R1-8, R1-6, S-1 and MUA		$1,515 plus $135 per acre or portion thereof
2.	Rezoning to R-2, R-3 and R-3A		$2,655 plus $210 per acre or portion thereof
3.	Rezoning to R-4, R-4A, R-5 and S-2		$3,080 plus $325 per acre up to 20 acres and $135 per acre for more than 20 acres
4.	Rezoning to R-O, C-O, P-1 and P-2		$3,500.00 plus $325.00 per acre or portion
5.	Rezoning to Resort District, C-1, C-2, C-3, Commerce Park, A-1, A-2, GC and UR		$3,910 plus $415 per acre up to 40 acres, $210 for more than 40 acres up to 100 acres, and $70 per acre for more than 100 acres
	a.	Request to waive the height and density provisions of commercial districts	50% of underlying zoning fee
6.	Rezoning to H-R, H-R1, and MR		$8,610 plus $830 per acre or portion thereof
	a.	Request to reduce parking requirements	If part of the original zoning request, no additional fee. If a separate request, 30% of the H-R, H-R1, or MR filing fee applicable to the property.
	b.	Request to exceed the applicable height limit	If part of the original zoning request, no additional fee. If a separate request, 30% of the H-R or H-R1 filing fee applicable to the property.

7.	Rezoning to Walkable Urban (WU) Code		
	a.	T3:2, T4:2, and T4:3	$2,655 plus $210 per acre or portion thereof
	b.	T5:2, T5:3, T5:5, T5:6, T5:7, and T6:7	$3,910 plus $415 per acre up to 40 acres, $210 for more than 40 acres up to 100 acres, and $70 per acre for more than 100 acres
	c.	T6:15 and T6:22	$8,610 plus $830 per acre or portion thereof
	d.	T6:HWR	If part of the original zoning request, no additional fee. If a separate request, 30% of the T6:15 or T6:22 filing fee applicable to the property
8.	Rezoning to PC		$6,560 plus $70 per acre or portion thereof
	a.	Amendment to an approved PC district for 15 acres	$4,665
	b.	Amendment to an approved PC District for more than 15	$10,445
	c.	Administrative amendment to an approved PC District	$2,000
9.	Rezoning to Planned Unit Development (PUD)		$4,200 plus $70 per acre or portion thereof
	a.	Major amendment to an approved PUD	Same as the original PUD application fee
	b.	Minor amendment to approved PUD	$2,100
10.	Special Permit		
	a.	For group homes, specialized treatment facilities, dependent care facility and religious retreat facilities	$1,515 plus $135 per acre or portion thereof
	b.	All special permits except those listed in Section 9.a.	$3,910 plus $415 per acre up to 40 acres, $210 for more than 40 acres up to 100 acres, and $68 per acre for more than 100 acres
	c.	Removal of a special permit	$875
11.	Rezoning to Overlay Districts:		
	a.	Arts, Culture and Small Business Overlay District (ACOD)	$1,000.00 plus $10.00 per acre or portion thereof
	b.	Planned Shopping Center Overlay District (PSCOD)	$3,910 plus $415 per acre up to 40 acres, $210 for more than 40 acres up to 100 acres, and $70 per acre for more than 100 acres

	c.	Historic Preservation			$870 plus $25 per acre or portion thereof
		(1)	Removal of Historic Preservation Overlay		$870 plus $25 per acre or portion thereof
	d.	All overlays not addressed above			If part of the original text amendment, no additional fee. If a separate request, $3,330 for 15 acres or less and $7,460 for more than 15 acres
12.	Request for waiver of uses not permitted within corporate limits, except facilities which treat, store, or dispose of hazardous waste				$4,875
13.	Facilities which treat, store, or dispose of hazardous waste				An initial fee of $58,500. If the reasonable cost of processing the application is less than $58,500, the difference between the reasonable cost and $58,500 shall be refunded to the applicant. If the reasonable cost of processing the application is greater than $58,500, the applicant shall be billed for the difference and such difference shall be paid in full no less than 30 days before the City Council hearing on the waiver application.
14.	Specific plan fees:				
	a.	Nonregulatory specific plan fees			$36,555 plus $2,440 per 100 acres or portion thereof plus $1,215 per 100 property owners or portion thereof in the specific plan area
		(1)	Maximum fee		$60,915
	b.	Regulatory specific plan fees			150% of nonregulatory specific plan fees
		(1)	Maximum fee		$91,385
	c.	Amendment to specific plan:			
		(1)	Text amendment		$3,080
		(2)	Land use map amendment:		
			No. of Acres	Density or FAR	
			0--10	Up to 0.25	0--2	$2,430
			11--40	0.26--0.5	2--5	$4,875
			41--320	0.51--0.75	5--15	$7,315
			320	0.75	15+	$9,745

			If a project falls in two different fee categories, staff may require the higher fee or average the two fee categories based on the overall impact of the project.	
		(3)	Mailing costs	All applicable mailing costs shall be paid by the applicant.
15.	Text Amendments:			
	a.	Modification of standards for one district only		$2,755
	b.	Modification of standards for multiple districts		$4,820
	c.	Change in land uses allowed		$9,635
	d.	New district, overlay zone (shall include amendments to Zoning Map), or section of ordinance		$15,145
16.	Continuances, amendments in process, referrals and advertising:			
	a.	Continuance of application at applicant's request. Failure to pay the required fee within fourteen days of Planning Commission or Zoning Hearing Officer action on the continuance shall result in the withdrawal of the application.		$830
	b.	Amendment to application during processing by applicant		$190
	c.	Applicant referred back to Planning Commission from City Council, plus additional area if amended		1/2 original fee
	d.	Readvertising in paper of general circulation as a result of b or c above		$395 per application
17.	Appeals by the applicant/representative to the Planning Commission or City Council			$630
18.	Planning Hearing Officer:			
	a.	Requests for modification or waiver of one or two stipulations or requests for extensions of time (initial fee)		$1,080
	b.	Request for modifications and/or waivers of three or more stipulations or request for extensions of time		$1,725
	c.	Appeals by the applicant/representative to Planning Commission or City Council		$630

	d.	Planning Hearing Officer continuance at applicant's request	$830
	e.	Certain modification to Comprehensive Sign Plan (wall signs over 56')	$1,080
19.	Request for hillside density waiver		$1,780 plus $175 per acre
20.	Written certification of zoning		$350
21.	Administrative Temporary Use Permit		$135
22.	For each promotional event permit, there shall be a fee of:		
	a.	For a major promotional event	$225
	b.	For a minor promotional event	$135
23.	Private accessway dedication review fee		$2,335

2. The fee for an application for rezoning to more than one zoning classification shall be the total of the separate fees for each zoning classification.

3. No part of any such fee shall be returnable after an application is filed and such fee paid, except upon petition by the applicant and approved by the Planning and Development Director.

4. The above fees shall be waived when the applicant is the City of Phoenix, the County of Maricopa, The State of Arizona or The United States Government, or their dependents, agencies and divisions. This exception shall not apply to a nongovernmental lessee of governmentally owned land.

5. Fees may be waived by the City Council to avoid duplication of charges on successive applications or undue hardship.

ZONING ADJUSTMENT

B. Applications and appeals for zoning adjustment shall be accompanied by the appropriate fee as determined from the following schedules:

1. Fees

1.	Use permits:		
	a.	Residential use in an industrial district	$490
	b.	For a nonresidential use and medical marijuana uses	$1,380
	c.	Continuance of an application at applicant's request or time extension (prior to expiration) of original permit	50% of original fee
	d.	Applications by registered neighborhood associations or non-profit organizations registered as 501(c)3 or 501(c)4. except for medical marijuana uses	$50

	e.	Unauthorized activity		Twice the original fee
	f.	Maximum fee on a single application		
		(1)	Residential use	$490
		(2)	Non-residential use	$3,750
2.	Variances (for each variance)			
	a.	Commercial variance and medical marijuana uses		$1,380
	b.	Noncommercial variance		$490
	c.	Continuance of an application at applicant's request or time extension (prior to expiration) of original variance		50% of original fee
	d.	Applications by registered neighborhood associations or non-profit organizations registered as 501(c)3 or 501(c)4. except for medical marijuana uses		$50
	e.	Unauthorized activity		Twice the original fee
	f.	Maximum fee per application for variances on single lot		
		(1)	For a residential property	$490
		(2)	For a non-residential property	$3,750
	g.	Total fee per application for a single variance on more than one lot in a subdivision		Fee according to the schedule for the first lot, plus $65 for each additional lot. Maximum fee $5,000
	h.	Total fee per application for combination of variances on more than one lot in a subdivision lot		Fee according to this schedule for first lot plus $85 for each additional lot. Maximum fee $10,000
3.	Appeals from any Zoning Adjustment hearing action			
	a.	By the applicant/representative		Same as original fee
	b.	By registered neighborhood associations		$50.00
4.	Formal Interpretations/Determinations			$500
5.	Informal interpretations/Determinations ✱			$350 ✱
6.	Stipulated review of formal Zoning Adjustment action taken			50% of original fee
7.	Request for use of dustproof alternative			
	a.	For a residential use		$25
	b.	For a commercial use		$50

8.	Registration of group homes (those not needing a use permit)		
	a.	For 1-5 residents	$50
	b.	For 6-10 residents	$250

✱ Informal interpretations are not presented in public hearings. A formal determination must be filed to appeal any decision made in an informal interpretation. The applicant may request that the appeal be forwarded directly to the Board of Adjustment.

2. No part of any such fee shall be returnable after an application is filed and such fee paid, except upon petition by the applicant and approval by the Planning and Development Director.

3. The above fees shall be waived when the applicant is the City of Phoenix, the County of Maricopa, the State of Arizona, or the United States government, or their dependents, agencies and divisions. This exception shall not apply to nongovernmental lessee of governmentally owned land.

4. The above fees may be waived by City Council to avoid undue hardship to the applicant.

MASTER DEVELOPMENT SIGN PLANS

C. Applications and appeals for Master Development Sign Plans and Detailed Project Sign Plans shall be accompanied by the appropriate fee as determined from the following schedules:

1.	Appeals from any action of Planning and Development Director		Same as original fee
2.	Downtown Sign Plans:		
	a.	Master Development Sign Plan	$1,710.00
	b.	Detailed Project Sign Plan	$855.00

GENERAL PLAN & STREET CLASSIFICATION AMENDMENTS

D. Applications to change the General Plan for Phoenix, General Plan Land Use Map or Street Classification Map shall be accompanied by the appropriate fee as determined from the following schedules:

1.	Amendment to the policies in the General Plan, land use shown on the General Plan Map or Street Classification Map		
	a.	Minor Amendments	$5,000
	b.	Major Amendments **(See General Plan, Appendix B, Land Use Map Update Procedures for criteria)**	$10,000
	c.	Continuances, amendments in process, referrals and advertising	Same as rezoning fees

Revised 7-1-15 by Ordinance No. G-6047, eff. 7-31-2015

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City of Phoenix
PLANNING AND DEVELOPMENT DEPARTMENT

2023 Village Planning Committee Dates

For additional information, please call (602) 534-3753 or email us at: pdd.longrange@phoenix.gov

NOTE: Until further notice, all meetings will take place electronically, via a video conferencing platform. Please see the PUBLIC MEETING NOTICES page for details on how to access the meeting.

VILLAGE PLANNING COMMITTEE DATES 2023												
VILLAGE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Ahwatukee Foothills	23	27	27	24	22	26	24	28	***18**	23	27	***18**
Alhambra	24	28	28	25	23	27	25	22	26	24	28	***19**
Camelback East	3	7	7	4	2	6	***11**	1	5	3	***14**	5
Central City	9	13	13	***17**	8	12	10	14	11	9	13	11
Deer Valley	12	9	9	***20**	11	8	13	10	14	12	***16**	14
Desert View	***10**	7	7	4	2	6	***11**	1	***12**	3	7	5
Encanto	***9**	6	6	3	1	5	***10**	7	***11**	2	6	4
Estrella (*Tentative)	17	21	21	18	16	20	18	15	19	17	21	19
Laveen	9	13	***20**	10	8	12	10	14	11	***16**	13	11
Maryvale	11	8	8	12	10	14	12	9	13	11	8	13
North Gateway	12	9	9	13	11	8	13	10	14	12	9	14
North Mountain	18	15	15	19	17	21	19	16	20	18	15	20
Paradise Valley	***9**	6	6	3	1	5	3	7	***11**	2	6	4
Rio Vista	10	***21**	14	***18**	9	13	11	8	12	10	14	12
South Mountain	10	***7**	14	11	9	13	11	8	12	10	14	12

*BOLD ITALICS = Deviates from regular schedule

Ahwatukee Foothills — Meets the 4th Monday at **6:00 pm**
Pecos Park Community Center, 17010 S. 48th Street

Alhambra — Meets the 4th Tuesday at **6:00 pm**
Washington Activity Center, 2240 W. Citrus Way

Camelback East — Meets the 1st Tuesday at **6:00 pm**
Devonshire Community Center, Auditorium
2802 E. Devonshire Avenue
(1 block north of Indian School Rd)

Central City — Meets the 2nd Monday at **6:00 pm**
Emerson Court, Phoenix Elementary School District
1817 N. 7th Street
(Southeast corner of 7th St and Palm Lane)

Deer Valley — Meets the 2nd Thursday at **6:00 pm**
Deer Valley Community Center, Multi-Purpose Room
2001 W. Wahalla Lane

Desert View	Meets the 1st Tuesday at **6:30 pm** Paradise Valley Community Center, Multi-purpose Room 17402 N. 40th Street
Encanto	Meets the 1st Monday at **6:15 pm** Phoenix College, WILLO Room, 3310 N. 10th Avenue
Estrella	Meets the 3rd Tuesday at **6:00 pm** City of Phoenix Employee Driver Training Academy 3535 S. 35th Avenue
Laveen	Meets the 2nd Monday at **6:30 pm** Laveen Education Center, 5001 W. Dobbins Road, Building B, Room 101
Maryvale	Meets the 2nd Wednesday at **6:00 pm** Desert West Community Center, Room 3 6501 W. Virginia Avenue
North Gateway	Meets the 2nd Thursday at **6:00 pm** Goelet A. Beuf Community Center, North Multi-Purpose Room, 3435 W. Pinnacle Peak Road
North Mountain	Meets the 3rd Wednesday at **6:00 pm** Cowden Center, 9202 N. 2nd Street (Northwest corner 2nd Street & Mission Lane)
Paradise Valley	Meets the 1st Monday at **6:00 pm** Paradise Valley Community Center, Multi-Purpose Room, 17402 N. 40th Street
Rio Vista	Meets the 2nd Tuesday at **6:00 pm** Goelet A. Beuf Community Center, Conference Room 2, 3435 W. Pinnacle Peak Road
South Mountain	Meets the 2nd Tuesday at **6:00 pm** South Mountain Community Center, Gym Building – Saguaro Room 212 E. Alta Vista Road

******PLEASE CONSULT THE PUBLIC MEETING NOTICES PAGE FOR AN AGENDA TO CONFIRM THAT THE MEETING WILL OCCUR******

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2023 REZONING HEARING SCHEDULE

PLANNING COMMISSION HEARING (1st Thursdays except noted below)	CITY COUNCIL ORDINANCE ADOPTION FOR NON-APPEALED CASES 2:30 p.m. Formal Meeting (1st Wednesday except noted below)	CITY COUNCIL HEARING & ORDINANCE ADOPTION FOR APPEALED CASES 2:30 p.m. Formal Meeting – Last items on the agenda (1st Wednesday except noted below)
12/1/2022	1/4/2023	1/4/2023
1/5/2023	2/1/2023	2/1/2023
2/2/2023	3/1/2023	3/1/2023
3/2/2023	4/5/2023	4/5/2023
4/13/2023	5/3/2023	5/3/2023
5/4/2023	6/14/2023	6/14/2023
6/1/2023	7/3/2023 (1st Monday 10:00 am)	7/3/2023 (1st Monday 10:00 am)
8/3/2023	9/6/2023	9/6/2023
9/7/2023	10/4/2023	10/4/2023
10/5/2023	11/1/2023	11/1/2023
11/2/2023	12/6/2023	12/6/2023
12/7/2023	TBD	TBD

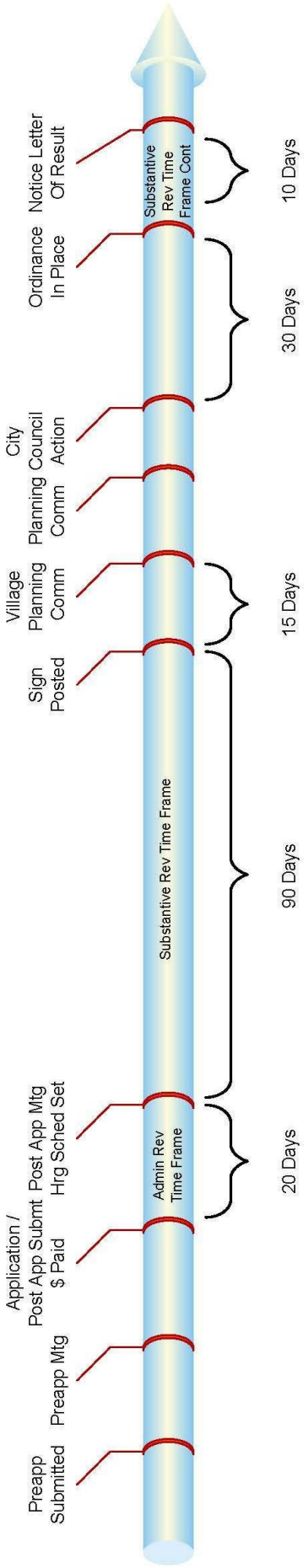
NOTE: Additional hearings will be scheduled if deemed necessary by the Planning and Development Director. Only appealed City Council Hearing dates, not Ordinance adoption dates, need to be advertised with notification letters and sign posting. CC Public Hearings begin at 2:30 p.m. and will be placed as the last items on the CC Formal agenda.

HOLIDAYS

New Year's Day	January 1 (Observed January 2)
Martin Luther King Jr. Day	January 16
President's Day	February 20
Ash Wednesday	February 22
Cesar Chavez	March 31
Passover	Sunset of April 5 through nightfall of April 13
Memorial Day	May 29
Juneteenth Day	June 19
Independence Day	July 4
Labor Day	September 4
Rosh Hashanah	September 15-17
Yom Kippur	September 24- 25
Veteran's Day	November 11 (Observed on November 10)
Thanksgiving Day	November 23
Hanukkah (Chanukah)	December 7-15
Christmas	December 25

Revised on 11/4/2022

Rezoning / Special Permit Process – SB1598



Overall Time Frame (City Staff Time)
20 + 90 + 10 = 120 Days