

PLANNED UNIT DEVELOPMENT (PUD)  
PROCEDURES OUTLINE  
Revised March 2023



**City of Phoenix**  
Planning and Development Department

*For additional information on the rezoning process, please see the Rezoning and Special Permit Procedures Outline available at the zoning counter or contact the Planning and Development Department at (602) 262-7131, option #6.*

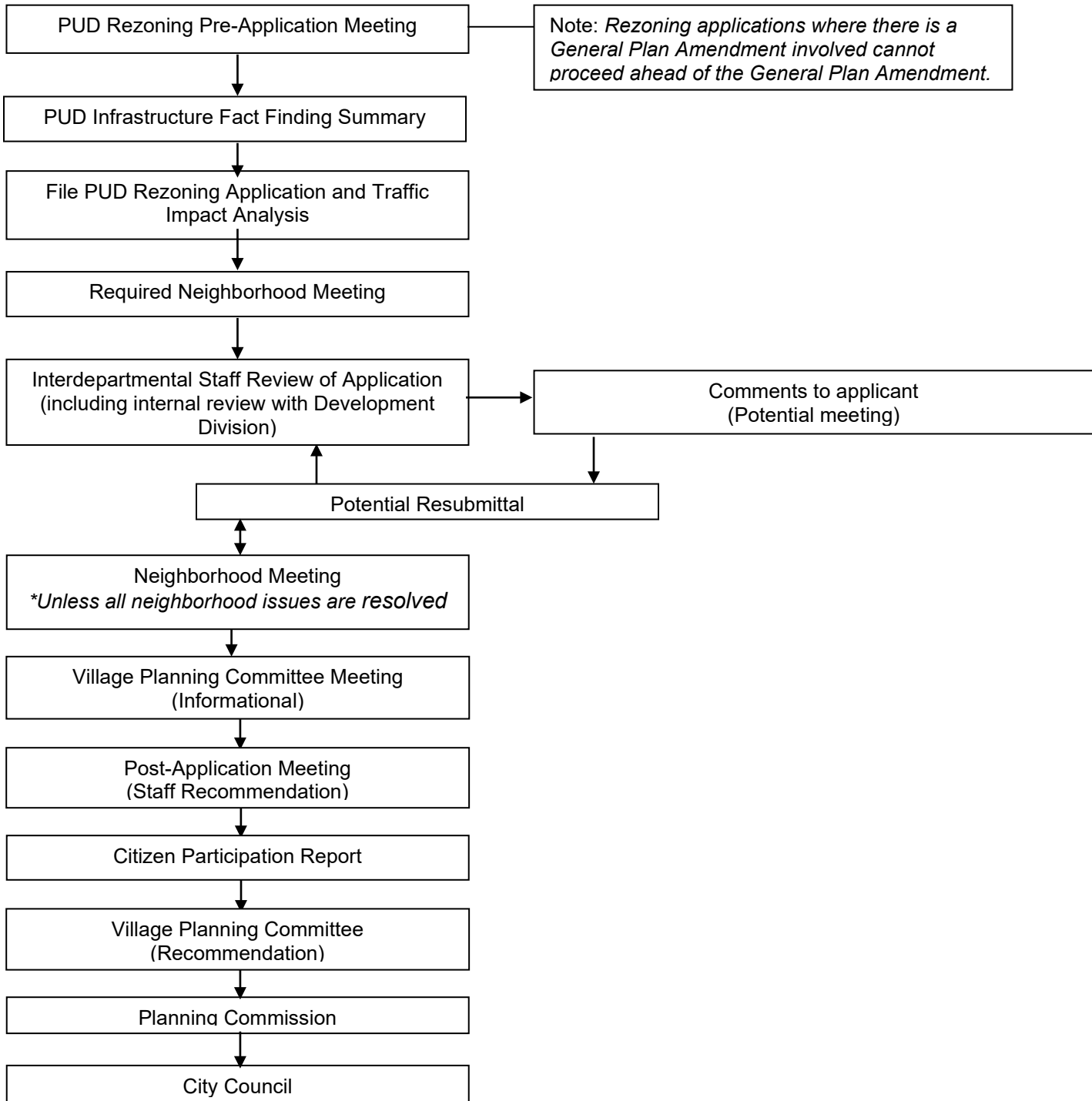
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### Planned Unit Development (PUD) Procedures

The Planned Unit Development (PUD) is a zoning designation intended to create a built environment superior to that which is accomplished through conventional zoning districts. This is achieved by allowing the PUD rezoning applicant to propose the uses, development standards, and design guidelines for a site, and by doing so, entering into a collaborative review process. It is expected that PUD requests include objectives from the Design Expectations (pages 20-22). The PUD rezoning process may take 6 to 8 months. Complex cases that require substantial and/or multiple revisions may extend the process.



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



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 time total time in which 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 PUD Rezoning 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 timeframes. It also allows for suspension of the review timeframe for a public hearing process. Development of a PUD Narrative is a fluid process between the applicant, staff and the public. The applicant is required to make all changes or provide documentation on why changes were not incorporated into the draft. If the end of the Substantive Review Timeframe is reached and the applicant has not made appropriate corrections it will impact the staff recommendation of the application. In the PUD Rezoning 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 recommendation on the PUD application.

### **PUD REZONING PRE-APPLICATION MEETING**

This meeting *must* be held before staff will accept a rezoning application. Please note that there may be up to three weeks between the date that the Pre-Application Meeting form is filed with the Planning and Development Department and the date of the Pre-Application meeting. To schedule a required pre-application meeting with the Planning and Development Department, please fill out the PUD Pre-Application Meeting form (pages 6-7) and either submit it by email to [zoning@phoenix.gov](mailto:zoning@phoenix.gov) or by bringing it to the Zoning Counter on the 2nd Floor of Phoenix City Hall, 200 West Washington Street, where you will be provided with your meeting date and time with the Planning and Development Department.

- Your site may be within a Public Airport Disclosure Area, Impact Fee Area, or adjacent to an SRP Canal and other requirements may apply. Please refer to Required Supplemental Forms and Information section of this packet for applicable forms (pages 38-50).

### **PUD INFRASTRUCTURE FACT FINDING SUMMARY**

You are also required to contact the Development Division to conduct a PUD Fact Finding to determine if your site will have any development issues that should be addressed during the PUD process. This requirement may be waived at the discretion of the Planning and Development Department Director or their designee.

### **PUD REZONING APPLICATION SUBMITTAL**

See PUD Application Submittal Checklist (page 10). Applicants requesting PUD zoning are required to submit a development narrative establishing the zoning regulations, development standards and design guidelines, for the site. The Development Narrative Submittal Requirements (pages 18-19) outlines the format and required content of the development narrative. Staff will post the development narrative online at <https://www.phoenix.gov/pdd/planning-zoning/pzservices/pud-cases> within 5 working days of the filing or revision of a complete application.

### **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 week prior to the first public hearing body (e.g. Village Planning Committee) that will be providing a recommendation. See the Citizen Participation Report Checklist for instructions (page 23).

## NEIGHBORHOOD MEETINGS AND NOTIFICATION PROCEDURES

All PUD requests are required to hold a neighborhood meeting. A second neighborhood meeting will be required if there are unresolved issues. It is recommended that the applicant hold additional neighborhood meetings following any substantial revisions to the development narrative.

*The following shall be submitted prior to or at the post-application meeting and as part of the Citizen Participation Report:*

### Notification Letter Requirements

Notification letters shall be mailed or emailed for all neighborhood meetings (page 24-28). The letters shall be sent within 10 working days of filing the application and a minimum of 10 calendar days prior to the meeting.

The applicant is required to mail or email meeting notifications 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, and
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.**

### Notarized Affidavit of Notification

A list of the property owners and organizations contacted, a copy of the letter sent with attachments, and a notarized affidavit stipulating to the notice must be submitted to zoning staff within 10 working days following the meetings.

### Meeting Summary

The results of the neighborhood meetings shall be summarized and submitted to staff within 5 working 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:

1. Date, time, and location of the meeting,
2. Number of participants (sign-in sheet)
3. Issues that arose during the meeting, and
4. Plan to resolve the issues, if possible.

## FIRST NEIGHBORHOOD MEETING

The first neighborhood meeting shall be held early in the PUD process. The applicant is required to mail or email a first neighborhood meeting notification letter (page 24), explaining their request and including appropriate review and comment opportunities. The letters shall be sent within 10 working days of filing the application and a minimum of 10 calendar days prior to the meeting.

## CITY REVIEW OF DEVELOPMENT NARRATIVE AND REVISION PROCEDURES

Upon receipt of a complete application, staff will conduct a review of the development narrative and associated materials. The development narrative is routed to other city departments for review and comment. A staff planner is assigned to review the application, prepare the staff report, and will serve as the contact for any information pertaining to the application. The staff planner will contact the applicant in letter regarding any staff requested revisions to the development narrative. Once the development narrative is determined to be satisfactory, the staff planner will inform the applicant to proceed to the required second neighborhood meeting, required informational Village Planning Committee meeting, and will schedule the post-application meeting. Revision dates should be reflected on the cover page of the revised development narrative.

## SECOND NEIGHBORHOOD MEETING

Once the development narrative is determined by staff to be satisfactory, the applicant shall hold a second neighborhood meeting and provide notification (page 26). The second neighborhood meeting requirement can be waived by the Planning Director upon a finding that special circumstances do not warrant the meeting. The letters should be sent a minimum of 10 calendar days prior to the meeting.

## VILLAGE PLANNING COMMITTEE MEETINGS

The Village Planning Committee meetings are regularly scheduled, monthly public meetings. The applicant shall attend Village Planning Committee meetings on two separate occasions during the PUD process, as described below. Staff will notify the applicant to proceed to the meetings once the development narrative has been determined by staff to be satisfactory.

**POSTING**

The applicant is required to post a double-sided sign (pages 32-34), 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 stating the sign has been posted and a photograph showing the sign on the site to the Zoning Counter, 6th Floor, Phoenix City Hall, 200 West Washington Street.

Signs shall be updated as needed. Continued cases shall be posted a minimum of 7 calendar days prior to continuance date. An additional affidavit of posting is required. Signs must be removed by the applicant within 7 calendar days of City Council action.

**VILLAGE PLANNING COMMITTEE MEETING –  
INFORMATIONAL PRESENTATION AND NOTIFICATION PROCEDURES**

An informational presentation to the Village Planning Committee is required. The presentation should be held at the regularly schedule Village Planning Committee meeting held one month prior to the Village Planning Committee making a formal recommendation on the application. In the event of substantial revisions, it is recommended that the applicant attend additional Village Planning Committee meetings to update the committee as to the modification(s). Please coordinate with the Village Planner to schedule the informational presentation.

Posting Requirements

A sign shall be posted as indicated above a minimum of 15 calendar days prior to the meeting.

Notification Letter Requirements

Notification letters shall be mailed or emailed for the informational presentation at the Village Planning Committee meeting (page 28). The letters should be sent a minimum of 10 calendar days prior to the meeting. The applicant is required to mail or email meeting notifications 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, and
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.**

Notarized Affidavit of Notification

A list of the property owners and organizations contacted, a copy of the letter sent with attachments, and a notarized affidavit stipulating to the notice must be submitted to zoning staff within 10 working days following the meetings.

**POST-APPLICATION MEETING**

This meeting will be scheduled once staff determines the development narrative to be satisfactory. During this meeting staff shares formal recommendations/stipulations with the applicant. Review of zoning and development issues will be further identified. Village Planning Committee (recommendation), Planning Commission, and City Council hearing dates will be scheduled at this meeting. In the event a post-application meeting is not scheduled, the above information will be provided to the application via an informal meeting or email. The date of such correspondence will be documented on the sign language form.

**VILLAGE PLANNING COMMITTEE MEETING – RECOMMENDATION AND NOTIFICATION PROCEDURES**

Prior to any public hearing (Planning Commission, City Council), the application will be reviewed at the regularly scheduled Village Planning Committee monthly meeting. Staff will inform the applicant of the Village Planning Committee date. 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 on the case, which will be forwarded to the Planning Commission.

**PLANNING COMMISSION ACTION – PUBLIC HEARING**

This public hearing occurs approximately three to five weeks after the Village Planning Committee recommendation. During this public hearing, the PUD application will be reviewed and either approved, approved with stipulations, denied, denied and approved differently than requested, or continued. Planning Commission hearings will be legally advertised and posted a minimum of 15 calendar days prior to the hearing. PUD applications shall not be heard by the Zoning Hearing Officer.

Appeals

- Action taken by the Planning Commission can be appealed by the applicant or interested parties within 7 calendar days. Appeals will be forwarded to the City Council for a public hearing.
- Opposition petitions submitted no later than 7 calendar days following the Planning Commission hearing can require  $\frac{3}{4}$  vote, rather than a majority vote, for the City Council to approve the application.
- If no appeal, ordinance adoption 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 either for further consideration. If a hearing is requested, it must first be re-advertised and posted.

**CITY COUNCIL ACTION – PUBLIC HEARING**

During this public hearing, the PUD application will be reviewed and either approved, approved with stipulations, denied, denied and approved differently than requested, or continued. The applicant will be sent a letter following City Council action.

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

**AMENDMENTS TO AN APPROVED PUD**

The criteria for Major and Minor Amendments are in the Planned Unit Development District section of the Zoning Ordinance (page 54-55).

Major Amendments

A Major Amendment to an approved PUD requires that the applicant modify the latest approved Development Narrative located on file at the Zoning Counter.

**Major Amendment Fee: Same as the original PUD application fee**

Minor Amendments

Minor Amendment requests should be addressed in a letter, including relevant supplemental materials, to the Planning Director with fee.

**Minor Amendment Fee: See Fee Schedule for applicable fees.**

\*\*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](mailto:zoning@phoenix.gov) or visit our website at <https://www.phoenix.gov/pddsites/Pages/pddlicensetimes.aspx>.



*This form is used to request a PUD Rezoning Pre-Application meeting and provide required information to set up a meeting date/time. This is the first step in the PUD process. This form needs to be submitted, in person, to the Planning and Development Department, 2nd Floor. For additional information, please call the Planning and Development Department at (602) 262-7131, option #6.*

## Planned Unit Development (PUD) Pre-Application Meeting Form (1 of 2)

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

Two copies of the following information must be included with the PUD pre-application meeting request. If any of this information is not included, a pre-application meeting cannot be scheduled.

- 1. A site plan or conceptual land use plan (*Site plans are required for PUD projects of 20 acres or less*)
- 2. A current aerial photograph with the subject property highlighted.
- 3. A parcel map with the subject property highlighted.
- 4. Context Plan of the site and adjacent/surrounding properties.
- 5. Conceptual elevations or renderings (not required, but highly recommended).
- 6. Description of project intent (project overview and goals), overall design concept (discussion on uses, design elements and themes, or other significant features), and proposed amenities.
- 7. Preliminary list of uses.
- 8. A development standards table to include at a minimum:
  - a. Density and number of dwelling units (for residential requests)
  - b. Minimum lot width/depth (for residential requests)
  - c. Building setbacks/build to lines
  - d. Landscape setbacks (for street, perimeter and/or interior)
  - e. Height (in feet and stories)
  - f. Lot coverage
  - g. Division of uses (for mixed use developments)
    - (1) Area and floors devoted to commercial uses
    - (2) Area and floors devoted to residential uses
- 9. Other additional information that staff should consider while evaluating this request.





**Planned Unit Development (PUD) Pre-Application Meeting Form (2 of 2)**

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

PROPERTY INFORMATION				
Location of the site (e.g. Approximately 400 feet east of Central Avenue & Camelback Road):				
Proposed Use:	<u>Residential</u>	<u>Commercial</u>	<u>Industrial</u>	<input type="checkbox"/> <u>Other</u>
	<input type="checkbox"/> Single-Family	<input type="checkbox"/> Retail	<input type="checkbox"/> Commerce Park	_____
	<input type="checkbox"/> Multi-Family	<input type="checkbox"/> Office	<input type="checkbox"/> Light Industrial	_____
			<input type="checkbox"/> Heavy Industrial	_____
Current Zoning:	General Plan Designation:		Acreage:	
Quarter Section Number:	Zoning Map:			
Council District Number:	Village Planning District:		Zoning History:	
Adjacent Zoning:				
Additional Information to include Special Planning Districts, Specific Plans, or Overlay Districts:				

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



**Planned Unit Development (PUD)  
Infrastructure  
Fact Finding Summary**

A Planned Unit Development (PUD) Infrastructure Fact-Finding Request is a process used to assist customers in obtaining basic infrastructure development information. Multi-disciplinary staff in the Development Services Department will provide information regarding a site within two weeks of submittal. Please submit to DSD Central Log-in Counter on the 2<sup>nd</sup> floor of City Hall. A submittal fee of \$300.00 will be charged at log in. For additional information call Development Services at (602) 534-5932.

Applicant Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ St. & Zip: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Location of the Site: \_\_\_\_\_  
 Scope of Project (use, density, building area): \_\_\_\_\_

**Staff Use Only**

**Civil Review Summary**

**Water Requirements**

1. Public water mains are existing adjacent to the site.  Yes  No
2. Public water mains are not adjacent to the site and will need to be extended to service site. Approximate distance \_\_\_\_\_
3.  A water repayment is existing and is applicable: the fee is \$ \_\_\_\_\_ per linear foot of frontage along \_\_\_\_\_
4.  All on-site water lines, including those required for fire protection shall be private plumbing lines.
5.  Some on-site fire protection systems and specified commercial, industrial and medical activities must incorporate City approved backflow prevention devices. These devices may not be located within required landscape setbacks adjacent to public streets or private access ways.
6.  Fire Protection review will determine the site's fire hydrant requirements. Generally a hydrant must be location within 350 feet of t most remote exterior point of all buildings or hazardous areas.
7.  Water capacity issues may exist at this location.

**Sewer Requirements**

8.  Sewer mains are existing adjacent to the site.  Yes  No
9.  Sewer mains are not installed adjacent to the site and will need to be extended to service site. Approximate distance \_\_\_\_\_
10.  A sewer repayment is existing and is applicable; the fee is \$ \_\_\_\_\_ per acre.
11.  All new sanitary sewer lines on-site shall be private plumbing lines.
12.  Sewer capacity issues may exist at this location.

**Grading and Drainage Requirements**

13.  This project is in a Designated Floodplain. Contact Floodplain Management on the Fifth Floor.
14.  Infill Incentive Area: \_\_\_\_\_
15.  Other: \_\_\_\_\_ Year \_\_\_\_\_ Hour Retention \_\_\_\_\_

**Additional Discussion:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Contact \_\_\_\_\_ for questions regarding the Civil Information

This publication can be made available in alternate formats (Braille, large print, computer diskette, or audiotape) upon request. Contact the Development Services Department at (602) 262-7811 voice or (602) 534-5500 TTY.

**City of Phoenix Development Services Department  
PUD Infrastructure Fact Finding Summary - Page 2 of 2**

**Traffic & parking review summary**

**Dedications (Right-of-way / Easements)**

- 1.  Plat     Map of Dedication     Dedication by Separate Instrument     No Dedications Required
- 2.  \_\_\_\_\_ Full Street for \_\_\_\_\_
- 3.  \_\_\_\_\_ Feet half street for the \_\_\_\_\_ side of \_\_\_\_\_
- 4.  \_\_\_\_\_ Feet half street for the \_\_\_\_\_ side of \_\_\_\_\_
- 5.  \_\_\_\_\_ Feet sidewalk easement on \_\_\_\_\_
- 6.  Sufficient right-of-way to accommodate a Bus bay / shelter pad on \_\_\_\_\_
- 7.  Provide cul-de-sacs with a \_\_\_\_\_ foot radius.
- 8.  Other: \_\_\_\_\_

Note: Dedications may take a minimum of 6-8 weeks processing time. Please incorporate this time into your project schedule.

**Improvements**

- 9.  Curb (minimum six inches vertical) and dust proof all drives and parking areas per Section 702 of the Zoning Ordinance.
- 10.  Remove all unused driveways and replace any broken or out-of-grade curb, gutter, and sidewalk on all streets.
- 11.  Remove (excess) driveways on \_\_\_\_\_
- 12.  Drive way entrances on \_\_\_\_\_ to be a minimum \_\_\_\_\_ feet wide at property line width \_\_\_\_\_ feet cub cuts.
- 13.  Drive way entrances on \_\_\_\_\_ to be a minimum \_\_\_\_\_ feet wide at property width \_\_\_\_\_ feet radius returns
- 14.  Curb, gutter, sidewalk on paving on \_\_\_\_\_
- 15.  The sidewalk on \_\_\_\_\_ is to be setback a minimum of \_\_\_\_\_ feet from curb
- 16.  Provide accessible pedestrian ramps at all intersections.
- 17.  Provide cul-de-sacs with a \_\_\_\_\_ foot radius to the face of curb

**Additional Requirements**

- 18.  Submit cross access / common driveway and/or cross parking agreement(s).
- 19.  Submit lease agreement for offsite parking: (within 300 feet of subject site, not across arterial, minimum 5 consecutive years)
- 20.  Show minimum \_\_\_\_\_ feet queuing for drive-through facilities. Maneuvering for required parking may not extend into queuing lane.
- 21.  Consult Gate-Controlled Access Requirements handout for additional requirements and design details.
- 22.  The Driveway Ordinance prohibits commercial access to alleys that abut residential property. Access may be considered upon appeal to the Driveway Hearing Officer.
- 23.  Provide an 18' set back from the back of sidewalk to the garage door (20' if swing opening door provided).
- 24.  File and pursue abandonment of \_\_\_\_\_

**Additional Discussion**

\_\_\_\_\_

\_\_\_\_\_

Contact \_\_\_\_\_ for questions regarding the Traffic information

Note: These notes are valid for one year and are subject to change by ordinance, legislation, or plan modification.



## Planned Unit Development (PUD) Application Submittal Checklist

### Submittal Materials

- Development Narrative:  
14 bound hard copies (*Unless otherwise approved by staff*) (*Additional copies will be required for subsequent reviews and the public hearings*)
- Site Plans (see page 51), if applicable:  
Two full size copies, to scale (engineers scale, FOLDED)  
One 11" x 17" copy  
One 8.5" x 11" copy incorporated as development narrative exhibit
- Color Elevations, if applicable:  
Two full size copies (FOLDED)  
One 11" x 17" copy  
One 8.5" x 11" copy provided as development narrative exhibit
- Context Plan:  
One copy with photographs (see the page 52 for instructions)
- Additional Information: To be submitted under separate cover than the development narrative.

<input type="checkbox"/> PUD Application Submittal Checklist (this page)	<input type="checkbox"/> Ownership Verification Form (page 37)
<input type="checkbox"/> PUD Rezoning Pre-Application Meeting Notes	<input type="checkbox"/> Traffic Impact Analysis ( <b>submitted as a separate submittal at the Payments &amp; Submittals counter at time of formal PUD application submittal</b> ) (page 38)
<input type="checkbox"/> PUD Infrastructure Fact Finding Summary (pages 8-9)	<input type="checkbox"/> Citizen Participation Report - Submit prior to first public meeting (page 23)
<input type="checkbox"/> PUD Application Form (page 14)	<input type="checkbox"/> Takings Waiver - Submit prior to or at post-application meeting (pages 35-36)
<input type="checkbox"/> PUD Project Information Form, including additional exhibits (pages 15-17)	<input type="checkbox"/> Notice of Airport Vicinity, if applicable (45)
<input type="checkbox"/> Development Narrative Submittal Requirements Checklist (pages 18-19)	<input type="checkbox"/> School District Notification Letter and proof of receipt (pages 39-44) <i>(for requests that include residential development)</i>
<input type="checkbox"/> Legal Description ( <i>Must include Section, Township and Range</i> ) ( <i>A legal description from a registered land surveyor is required for sites 10 acres or more, or if the site includes non-contiguous lots</i> )	<input type="checkbox"/> Contact 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: <a href="https://www.srpnet.com/about/land/secure/plansubmittal.aspx">https://www.srpnet.com/about/land/secure/plansubmittal.aspx</a> or APS via email at <a href="mailto:CCCcontroldesk@apsc.com">CCCcontroldesk@apsc.com</a> prior to submittal of the rezoning application in order to identify any potential utility conflicts. A copy of the email shall be provided with the rezoning application.



## 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 a USB flash drive. Items 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 the PUD Narrative, 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.
- Applications regarding Planned Unit Developments (PUD) may be required to provide separate legal descriptions based on the division of land uses in the PUD.
- **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**)



## Planned Unit Development (PUD) Application Re-Submittal Checklist

### Required Re-Submittal Materials after staff review

- Development Narrative:  
Minimum 9 bound hard copies (additional copies may be requested by staff)
- Site Plans (see page 51), if applicable:  
Two full size copies, to scale (engineers scale) and FOLDED  
One 11" x 17" copy  
One 8.5" x 11" copy incorporated as development narrative exhibit
- Color Elevations, if applicable:  
Two full size copies and FOLDED  
One 11" x 17" copy  
One 8.5" x 11" copy provided as development narrative exhibit
- Electronic Submittal of Entire Application  
All PUD applications must submit an electronic copy of all application materials in PDF format, **no greater than 15 MB**, with the exception of legal descriptions (see below). Files should be placed on CDs and will not be returned to the applicant.

### **Development Narrative**

Development Narratives will be placed on the Planning and Development Department's website for public viewing. For this reason, staff recommends optimizing the document for web viewing and creating PDF files from an original source. PDF files created from an original source tend to be smaller in file size and more legible than scanned documents (e.g. converting a word document to a PDF file electronically versus printing the document and scanning it as a PDF file).

- Response to review comments  
Provide a response to address all review comments. If requested changes were not made, address why changes were not incorporated.

### Required Submittal Materials for the Public Hearing Draft

The applicant is required to provide copies of development narrative to all Village Planning, Planning Commission and City Council members. Copies of the narrative shall be provided no later than the deadlines set below.

- Village Planning Committee  
The Planning and Development Department may ask the applicant to provide copies of the development narrative to the Village Planning Committee members. Delivery of the narrative will be at the applicants cost. Narratives will be provided to the Planning and Development Department for labeling of the Village members. Delivery will be scheduled by the applicant and **MUST** be completed by courier or postage.  
  
15 calendar days prior to the committee date for action.  
\_\_\_ bound copies of the Public Hearing Draft Development Narrative (number of copies will vary depending on village membership, please consult with the Village Planner)
- Planning Commission  
15 calendar days prior to the Planning Commission Hearing  
12 bound copies of Public Hearing Draft Development Narrative
- City Council  
15 calendar days prior to the City Council Hearing, if required by staff



## Planned Unit Development (PUD) Final Submittal Checklist

### After City Council Action of Approval

- A Cover Letter
- Development Narrative  
Cover page must clearly state the date of City Council approval  
Two final corrected copies of the PUD narrative in a **3-ring binder**
- Site Plans (see page 51), if applicable:  
Two full size copies, to scale (engineers scale) and FOLDED  
One 11" x 17" copy  
One 8.5" x 11" copy incorporated as development narrative exhibit
- Color Elevations, if applicable:  
Two full size copies and FOLDED  
One 11" x 17" copy  
One 8.5" x 11" copy provided as development narrative exhibit
- Electronic Submittal of Entire Application  
Two CDs containing a PDF version of the PUD narrative, Site Plans, Elevations, legal descriptions and attachments



## PUD Application Form

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

### Development Services Pre-Application Meeting

KIVA #: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

Property Location:				
To Be Changed From:		To:	PUD	
Proposed Use:				
	Residential	Commercial	Industrial	<input type="checkbox"/> Other
	<input type="checkbox"/> Single Family	<input type="checkbox"/> Retail	<input type="checkbox"/> Commerce Park	
	<input type="checkbox"/> Multiple Family	<input type="checkbox"/> Office	<input type="checkbox"/> Light Industrial	
			<input type="checkbox"/> Heavy Industrial	
Council District:	Village:			
Legal Description:				
Tax Parcel Number(s):				
Zoning Map:		Gross Acreage:		
Quarter Section:		Census Tract:		

<b>Property Owner:</b>				
Mailing Address:				
City:		State:		Zip:
Phone:		Fax:		Email:
<b>Applicant:</b>				
Mailing Address:				
City:		State:		Zip:
Phone:		Fax:		Email:
<b>Representative:</b>				
Mailing Address:				
City:		State:		Zip:
Phone:		Fax:		Email:

Adjacent Jurisdiction to be Notified:				
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### PUD Project Information Form

The information required on this form may be provided in an alternative format as long as all of the items A through F are included.

**A. Site Conditions and Location.**

1. Acreage: \_\_\_\_\_

2. Describe the location in relation to major intersections or areas of regional significance:

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3. Describe the topography and natural features:

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**B. General Plan Conformance.**

<https://www.phoenix.gov/pdd/planning-zoning/phoenix-general-plan>

<p><b>General Plan Land Use Designation/s</b> Provide designation and, if residential, the category (e.g., 3.5 - 5 du/ac traditional lot)</p>	
<p><b>Community Benefits:</b> 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.</p>	
<p><b>Describe how the proposal meets and exceeds the Core Values in the General Plan:</b></p>	







## DEVELOPMENT NARRATIVE SUBMITTAL REQUIREMENTS CHECKLIST

*This form is used as part of the Planned Unit Development (PUD) submittal requirements. For additional information, please call the Planning and Development Department at (602) 262-7131, option #6.*

**\*\*\*The PUD Development Narrative shall contain all listed sections and shall include the following information as listed in subsections:**

**Cover Page**

The cover page shall provide the pertinent processing information to include:

1. Project name
2. (Case Z-\_\_\_\_\_). *Zoning counter staff will assign and fill in case number onto cover page at original submittal.*
3. Date of submission
4. Revision dates

**Principles and Development Team**

List of contact information of persons involved in development proposal, including name, address, phone, fax, and email. 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.

**Table of Contents** (Items A – I), including a list of the exhibits.

**A. Purpose and Intent**

1. Describe the project overview and goals.
2. Describe the overall design concept including use categories, theme, or other significant features.

**B. Land Use Plan**

1. Description of proposed land use categories, include acreages and location if more than one land use category is proposed.
2. Brief discussion of the Conceptual Site Plan, if required (*Conceptual Site Plans are required for sites 20 acres or less. This requirement may be waived at the discretion of the Planning and Development Department Director or their designee.*)

\* Include a land use plan exhibit

**C. List of Uses** (*Provide in a table format, if more than one land use category is proposed*)

1. Permitted Uses
2. Temporary Uses
3. Accessory Uses

**D. Development Standards**

1. Development Standards Table  
*Provide the following information in a table format for each proposed land use category or use (e.g. residential, commercial, mixed use, etc...).*

- a. Density and number of dwelling units
- b. Minimum lot width/depth
- c. Building setbacks/build-to lines
- d. Landscape setbacks
- e. Building separation
- f. Building height
- g. Lot coverage
- h. Division of Uses (*floor and/or square footage per use type for mixed use buildings only*)

\* Include a conceptual site plan and elevations

## 2. Landscape Standards Table

*Establish standards, including quantity, size, planting materials, and themes (xeriscaping, vegetated roof areas, etc) for the following categories as applicable:*

- i. Streetscape
- j. Perimeter Property Lines
- k. Adjacent to Buildings
- l. Parking Areas
- m. Common and Retention Areas

\* Include a conceptual landscape plan

- 2. Parking (*standards and/or calculations*)
- 3. Fences/Walls (*type, height, and placement*)
- 4. Amenities
- 5. Shade (*shade calculations are to be based on Summer Solstice, noon*)
- 6. Lighting Plan (*photometric plans may be required*)

**E. Design Guidelines**

The Guidelines for Design Review section of the Zoning Ordinance establishes minimum design guidelines for development. The PUD Narrative is expected to exceed these standards. The intent of the PUD is to encourage comprehensively planned developments that are superior to that accomplished through conventional zoning districts. A PUD is expected to provide innovative, compatible, and sustainable developments that create a sense of place. PUD requests create this environment by providing enhanced Design Review Guidelines. Provide design review guidelines, clearly stating which guidelines are required versus considered. Please see Sections 507.C. and 507 Tab A.II. of the Zoning Ordinance for additional guidance, as well as the Design Expectations in this packet (pages 20-22).

**F. Signs**

**G. Sustainability**

- 1. Identify standards that are measurable and enforceable by the city during the site plan review and inspection process.
- 2. Identify practices or techniques for which the applicant/developer will be responsible.

**H. Infrastructure**

Discuss and address any issues identified in the Development Pre-Application review meeting or Infrastructure Fact Finding Summary from the Development Division. The following should be addressed as appropriate:

- 1. Grading and Drainage
- 2. Water and Wastewater
- 3. Circulation Systems (*streets, vehicular ingress/egress, bike paths, pedestrian circulation, trails and trailheads, fire/emergency access, etc.*)

\* Include a Circulation Exhibit

- 4. Reference Traffic Impact Analysis

**I. Comparative Zoning Standards Table(s)**, to include applicable existing and proposed zoning standards

**J. Legal Description** (Must include Section, Township and Range)



## **PLANNED UNIT DEVELOPMENT (PUD) DESIGN EXPECTATIONS**

The intent of the PUD is to encourage comprehensively planned developments that are superior to that accomplished through conventional zoning districts. A PUD is expected to provide innovative, compatible, and sustainable developments that create a sense of place. PUD requests create this environment through modification of the provisions set forth in the Guidelines for Design Review (Section 507 Tab A of the Phoenix Zoning Ordinance) and satisfying the below objectives. Proposed design guidelines are to be reflected in the Development Narrative.

### Guidelines for Design Review (Section 507 Tab A of the Phoenix Zoning Ordinance)

A PUD may modify the requirements set forth in the Guidelines for Design Review, if the applicant can demonstrate how a given design guideline is inappropriate to achieve the project's vision, and an alternate provision is more suitable. Deviations of design guidelines and a rationale must be provided in the Development Narrative.

### Objectives

A PUD should reflect our region's unique environmental challenges by implementing practices that respond to the area by including elements such as innovative architectural design, energy efficient buildings, and pedestrian-friendly neighborhood developments. The applicant should propose design guidelines that are consistent with the below objectives or demonstrate how other sustainable practices are suitable. **The objectives listed below are intended to guide the applicant on appropriate design elements to be incorporated into the PUD and are not a checklist of items to be included in each application.**

*Note: Flexibility of development standards will be based on the project's inclusion of the below objectives. The scale of the project will help determine the appropriateness of some objectives.*

## **S U S T A I N A B I L I T Y**

### **Objective – Provide Thermal Comfort for all Users**

- Minimum 75% shade of all public sidewalks and private walkways by means of vegetation or shade structures.
- Shade open space areas & public spaces
- Shade parking lots
- Shade building entrances
- Green rooftops or green sky roofs
- Building form articulations that stimulate the flow of air around pedestrian areas.

### **Objective – Energy Efficiency in Design and Long Term Operation**

- Green building systems that would satisfy requirements set forth by organizations recognized for measuring and certifying the sustainable performance of buildings, such as LEED (Leader in Energy and Environmental Design). The building does not necessarily have to be certified through this agency; however, the applicant must document through the Development Narrative how a green practice is credit earning.
- Photovoltaic panels
- Building orientation that responds to climate and enables passive/active solar strategies and energy efficiency techniques.
- Passive and active solar building design
- Pervious paving materials to reduce storm water runoff.
- Xeriscaping – Drought tolerant plants.

### **Objective – Sustainable Neighborhoods that provide a variety of housing opportunities within the same community**

- Housing developments of varied and attainable income levels. An Attainable Housing Plan will only be considered if it demonstrates long-term action steps to implement and maintain the housing plan.
- Housing developments of varied mixed residential uses such as apartments, townhomes, detached and attached single family residential, auto courts, green courts, and other residential types.
- A Small Business Plan will be considered if it secures small/local business development by providing incubator space, ample opportunities, and an array of resources or service programs.

**A R C H I T E C T U R A L   D E S I G N****Objective – Visual interest with unified elements to establish sense of place**

- Manipulation of massing – vertical and horizontal changes in plane
- Building articulation
- Incorporating innovative textures, materials, colors
- Building offsets, reveals, recesses, building projections, columns, masonry piers, or other architectural treatment
- Varied heights
- Distinct entry features
- Wall enhancements
- Decorative signage
- Decorative site lighting
- Four-sided architecture
- Regionally significant

**S I T E   D E S I G N / D E V E L O P M E N T****Objective – Innovative design of access, circulation, privacy, security, shelter, and other factors to create a unique location that complements the surrounding context**

- Variation in building siting and orientation
- Varied setbacks
- Minimize visual impact of parking with landscaped medians, islands
- Grouping of structures in large projects
- Mitigation of adverse effects (screening, landscape buffers, wall heights, etc.)
- Identifiable building streetscape

**S U B D I V I S I O N   D E S I G N / D E V E L O P M E N T****Objective – Encourage a variety of product types while enhancing the community character through thoughtful design techniques**

- Variation in building siting and orientation
- Curvilinear streets to reduce linear character
- Mix of product types and/or elevations
- Varied lot widths and setbacks
- Varied garage placement and orientation
- Meandering sidewalks and/or trails
- Mitigation of adverse effects (screening, landscape buffers, wall heights, etc.)
- Identifiable building streetscape
- Establish commercial village in neighborhoods

**O P E N   S P A C E   D E S I G N****Objective – Provide diversified amenities for optimum recreational use and gathering places for community interaction**

- Improved plazas, courtyards, break areas
- Dispersion of space for public use
- Shading through structures such as ramadas, canopies, covered rest areas, and functional landscaping
- Active and passive recreation such as tot lots, ramadas, splash pads, benches, barbeques, and other appropriate amenities
- Trail connections
- Designating natural, open space easements
- Protecting natural resources
- Water features to be included in open spaces greater than 5,000 sq. ft. Water features should be incorporated into locations of pedestrian activity for the purposes of thermal comfort.

**L A N D S C A P I N G   E N H A N C E M E N T S****Objective – Provide shade and soften the look of the development to create a more natural environment**

- Themed landscape palette
- Maturity of trees
- Low water use plants
- Preservation and/or salvage plan
- Identifiable landscaped streetscape
- Clustering of trees at appropriate locations

## **D E F I N I T I O N S \***

### **Context**

The subject property and all adjacent parcels, as well as those parcels or portions of parcels within 600 feet of the subject property. (Sedona, Az.)

### **Compatibility**

Design which utilizes accepted site planning (e.g. building placement, orientation, and siting) and the elements of architectural composition within the context of the surrounding area. (Palm Beach, Florida.)

The characteristics of different uses or activities or design which allow them to be located near or adjacent to each other in harmony. Some elements affecting compatibility include the following: height, scale, mass, and bulk of structures, pedestrian or vehicular traffic, circulation, access and parking impacts, landscaping, lighting, noise, odor and architecture. Compatibility does not mean “the same as.” Rather compatibility refers to the sensitivity of development proposals in maintaining the character of existing development. (Hudson, Ohio)

### **Land Use Compatibility**

The characteristics of different uses or activities that permit them to be located near each other in harmony and without conflict. Some elements affecting compatibility include intensity of occupancy as measured by dwelling units per acre; floor area ratio; pedestrian and vehicular traffic generated; volume of goods handled; and such environmental effects as noise, vibration, glare, air pollution, or radiation. (Rock Hall, Md.)

The design, arrangement, and location of buildings and structures or other created or natural elements of the urban environment which are sufficiently consistent in scale, character, siting, coloring, or materials with other buildings or elements in the area so as to avoid abrupt or severe differences.

### **Sustainable/Sustainable Development**

Community use of natural resources in a way that does not jeopardize the ability of future generations to live and prosper. (California Planning Roundtable)

Development that maintains or enhances economic opportunity and community well-being while protecting and restoring the natural environment upon which people and economies depend. Sustainable development meets the needs of the present without compromising the ability of future generations to meet their own needs. (State of Minnesota)

### **Sense of Place**

The constructed and natural landmarks and social and economic surroundings that cause someone to identify with a particular place or community. (Wisconsin Department of Natural Resources)

That characteristics of a location that make it readily recognizable as being unique and different from its surroundings and that provides a feeling of belonging to or being identified that particular place. (Scottsdale, Arizona)

**\*Note: Definitions cited from A Planners Dictionary, Michael Davidson and Fay Dolnick (APA Planning Advisory Service), April 2004.**





## 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," 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 PUD (Planned Unit Development) 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 letters sent out, the mailing lists, and the notarized affidavits.  
*A copy of the neighborhood notification letter documents shall also be provided prior to or at the post-application meeting.*
- \_\_\_\_\_ 6. If applicable, identify dates and locations of all meetings where citizens were invited to discuss the proposal.
- \_\_\_\_\_ 7. 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.*
- \_\_\_\_\_ 8. State concerns, issues, and problems the applicant is unable or unwilling to address and why.
- \_\_\_\_\_ 9. 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 Neighborhood Meeting Letter

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

**FIRST NOTICE: WITHIN 10 WORKING DAYS OF FILING THE APPLICATION 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 Planned Unit Development (PUD). 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 (site plan and elevations required for requests of 20 acres or less). A copy of the entire PUD Development Narrative containing the complete details of this request is on file with the City of Phoenix Planning and Development Department and available on-line at <https://www.phoenix.gov/pdd/planning-zoning/pzservices/pud-cases>. The following describes our request:

**Proposed change:** Brief description of development, including, at a minimum, proposed uses, height, density/intensity, lot coverage, and setbacks.

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

The 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

For information on this and other projects proposed in your neighborhood, you can visit the City of Phoenix's My Community Map website at: <https://www.phoenix.gov/pddsites/pages/my-community-map.aspx>.



**Affidavit of Notification  
First Neighborhood Meeting Letter**

*For additional information, please call the Planning and Development Department 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 Neighborhood Meeting Letter

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

**NOTICE: A MINIMUM OF 10 CALENDAR DAYS PRIOR TO THE MEETING. THIS MEETING SHALL BE HELD PRIOR TO THE POST-APPLICATION MEETING (Sample letter starts below)**

**Note: Letter must be mailed or emailed in time to provide a minimum of 10 calendar day notice of the meeting. The meeting shall be held prior to the Post Application meeting.**

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 Planned Unit Development (PUD). 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 (site plan and elevations required for requests of 20 acres or less). A copy of the entire PUD Development Narrative containing the complete details of this request is on file with the City of Phoenix Planning and Development Department and available on-line at <https://www.phoenix.gov/pdd/planning-zoning/pzservices/pud-cases>. The following describes our request:

**Proposed change:** Brief description of development, including, at a minimum, proposed uses, height, density/intensity, lot coverage, and setbacks.

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

The 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

For information on this and other projects proposed in your neighborhood, you can visit the City of Phoenix's My Community Map website at: <https://www.phoenix.gov/pddsites/pages/my-community-map.aspx>.



**City of Phoenix**  
PLANNING AND DEVELOPMENT DEPARTMENT

**Affidavit of Notification  
Second Neighborhood Meeting Letter**

*For additional information, please call the Planning and Development Department 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 \_\_\_\_\_

## Village Planning Committee Informational Meeting Notification Letter

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

**NOTICE: A MINIMUM OF 10 CALENDAR DAYS PRIOR TO THE MEETING (Sample letter starts below)**

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

The purpose of this follow-up letter is to inform you that we have recently filed (**insert rezoning application number**) for an approximately \_\_\_\_\_ acre site located \_\_\_\_\_ and that a Village Planning Committee meeting has now been scheduled to provide information about our case.

Our request for Planned Unit Development (PUD) Zoning (General Plan Land Use Designation of \_\_\_\_\_) would permit (describe request) \_\_\_\_\_. A copy of the entire draft PUD Development Narrative containing the complete details of this request is on file with the City of Phoenix Planning and Development Department and available on-line at <https://www.phoenix.gov/pdd/planning-zoning/pzservices/pud-cases>.

The meeting details are as follow:

Village Planning Committee Meeting: <b>INFORMATIONAL MEETING</b>	<b>Name of Committee</b> <b>Location</b> <b>Date and Time</b>	_____ _____ _____
---------------------------------------------------------------------	---------------------------------------------------------------------	-------------------------

You are welcome to attend this meeting 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. 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.

The **insert name** Village Planning Committee will review the case at a future meeting to provide a recommendation. This meeting and future meetings/hearings have not yet been scheduled. 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 and phone number].

Sincerely,

**Developer or representative's name**

Attachment/s

For information on this and other projects proposed in your neighborhood, you can visit the City of Phoenix's My Community Map website at: <https://www.phoenix.gov/pddsites/pages/my-community-map.aspx>



**City of Phoenix**  
PLANNING AND DEVELOPMENT DEPARTMENT

**Affidavit of Notification**  
**VPC Informational Meeting Notification Letter**

*For additional information, please call the Planning and Development Department 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 \_\_\_\_\_

### Public Meeting/Hearing Notification Letter

For additional information, please call the Planning and Development Department 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)**

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

The purpose of this follow-up letter is to inform you that we have recently filed (**insert rezoning application number**) for a \_\_\_\_\_ acre site located \_\_\_\_\_ and that meetings/hearings have now been set to review our case.

Our request for Planned Unit Development (PUD) Zoning (General Plan Land Use Designation of \_\_\_\_\_) would permit (describe request) \_\_\_\_\_. A copy of the entire PUD Development Narrative containing the complete details of this request is on file with the City of Phoenix Planning and Development Department and available on-line at <https://www.phoenix.gov/pdd/planning-zoning/pzservices/pud-cases>.

The meetings/hearings are as follow:

Village Planning Committee Meeting: <b>RECOMMENDATION MEETING</b>	<b>Name of Committee</b> <b>Location</b> <b>Date and Time</b>	_____ _____ _____
Planning Commission Hearing:	<b>Location</b> <b>Date and Time</b>	_____ _____
City Council Hearing/Ordinance Adoption:	<b>Location</b> <b>Date and Time</b>	_____ _____

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 Friday edition of The Record Reporter. 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.

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 [email and phone number]. 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 [email and phone number] to learn more about the case and express your concerns.

If a case is not appealed within 7 calendar days after the Planning Commission decision, it is ratified 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 [email and phone number].

Sincerely,

**Developer or representative's name**

Attachment/s

For information on this and other projects proposed in your neighborhood, you can visit the City of Phoenix's My Community Map website at: <https://www.phoenix.gov/pddsites/pages/my-community-map.aspx>.





**City of Phoenix**  
PLANNING AND DEVELOPMENT DEPARTMENT

**Affidavit of Notification  
Public Hearing Notification Letter**

*For additional information, please call the Planning and Development Department 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 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 page 34). 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.*

8' 0"

# ZONING HEARING

## Rezoning Case No:

Zoning Change From:

To:


Acreage:

Location:

Proposal:

GRAPHICS  
(If needed)

4' 0"

INFORMATIONAL MEETING VILLAGE PLANNING COMMITTEE	VILLAGE PLANNING COMMITTEE	PLANNING COMMISSION	IF APPEALED FROM PLANNING COMMISSION CITY COUNCIL
Village Name _____	Village Name _____	_____	_____
LOCATION	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
<b>PLEASE CALL TO CONFIRM INFORMATION / POR FAVOR LLAME PARA CONFIRMAR LA INFORMACIÓN</b> (602) 262-7131 #6 FURTHER INFORMATION AVAILABLE AT: <a href="https://www.phoenix.gov/pdds/site/pages/my-community-map.aspx">https://www.phoenix.gov/pdds/site/pages/my-community-map.aspx</a> or at Phoenix City Hall, 200 West Washington Street, 2 <sup>nd</sup> Floor - Zoning Counter, Phoenix, Arizona 85003		PLEASE CALL XXX-XXX-XXXX FOR SIGN REMOVAL 	

### SITE POSTING SPECIFICATIONS

- 4 feet X 8 feet in size.
- 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).
- Laminated 5-ply plywood or MDF.
- Front, back, and all edges painted with two coats of white exterior acrylic enamel.
- Black lettering may be vinyl or black paint sized proportionally with reference to characters on sign template drawing supplied with order.
- 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
- 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.
- Sign to be placed perpendicular to the street unless directed otherwise at time of order.
- Signs must utilize the above template.

### SITE POSTING INSTRUCTIONS

- 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.
- You may use the sign vendor of your choice.
- TWO WEEKS PRIOR TO HEARING, send to the City of Phoenix Planning and Development Department -
  - Notarized affidavit of posting (see Page 34)
  - 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/pdds/site/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 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 15 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 Village Planning Committee meeting.**

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:  
\_\_\_\_\_

**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.]



### 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 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 at

\_\_\_\_\_

Said 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

My commission expires: \_\_\_\_\_



## Traffic Impact Analysis Submittal Requirements

### **Completion of the following is necessary for approval of your submittal**

Setup a **scoping meeting** with the Street Transportation Department at **602-262-6284** to determine what type of submittal is needed for your project prior to formal submittal.

#### Traffic Impact Analysis:

Initial Submittal: Traffic Impact Analyses are submitted to the **Payments and Submittals** counter at time of formal PUD application submittal for Street Transportation Department review. Two copies of the study are needed in addition to an e-mailed electronic copy noting the assigned STIA number. A hard copy and digital file of the study are also required for the rezoning case file and should be submitted with the initial application submittal.

Subsequent Submittals: Provide hard copy at the **Payments and Submittals** counter to be routed to the Street Transportation Department along with an electronic copy via e-mail. Provide copies of subsequent submittals to the Village Planner.

*Please note that only copies submitted through the Payments and Submittals counter are reviewed by Street Transportation Department staff.*





## **School District Notification Policies and Procedures**

*For additional information, please call the Planning and Development Department 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 40-41*, 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; 200 West Washington Street; 2nd Floor Zoning Counter; Phoenix, AZ 85003:
  - a) Cover Letter (see attached example, page 42)
  - b) Location map
  - c) 1 Full Size Site Plan
  - d) School District Response Form (see page 43), 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) That 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) That the school district will have adequate school facilities via a planned capital improvement to be constructed within one (1) year of the date of notification of the district and located within the school district's attendance area; or
  - c) That 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) That 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 7 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, Zoning Hearing Officer, 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, Zoning Hearing Officer, 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.

**School District Designated Contact List**

<b><u>District</u></b>	<b><u>Designated Contact</u></b>	<b><u>Address</u></b>
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. Dennis E. Goodwin, Ed. D., MB 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 Haghghat 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	Ms. Nora Gutierrez 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>  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_, 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: \_\_\_\_\_



### School District Response Form

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

<i>To be completed by applicant</i>	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 regards 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 (1) 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 (3) years.

\_\_\_\_\_  
Superintendent or Designee

\_\_\_\_\_  
Date



### 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](mailto: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 at (602) 262-7131, option #6.

### City of Phoenix Pre-submittal Consultations

Planning and Development Department rezoning applications and the Development Division site plan review:

1. Review the Canal Design guidelines found at the end of 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 7.2.4. 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) 236-8170 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 an 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 Development Division will notify the Planning and Development Department of a proposal requiring a license agreement. Planning 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 and Recreation Department.



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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 2 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 2 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



## 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 8:00 a.m. and 4:00 p.m., Monday through Friday and take approximately 40 minutes to complete. Applications will not be accepted after 4:00 p.m. For additional information, please call the Planning and Development Department at (602) 262-7131, option #6.*

### Items to be placed on site plan:

- 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.
- Existing Street Names and R.O.W. Dimensions
- Access Points/Modifications to Existing Street Improvements
- Lot Dimensions
- Gross Building Area and F.A.R. (gross building area to gross site for non-residential)
- Lot Coverage (for nonresidential proposals)
- Total Dwelling Units/Density (residential proposals)
- Height in Stories and Feet
- Setbacks (Building & Landscape)
- Landscape Plan
- Parking required and provided (for other than single-family)



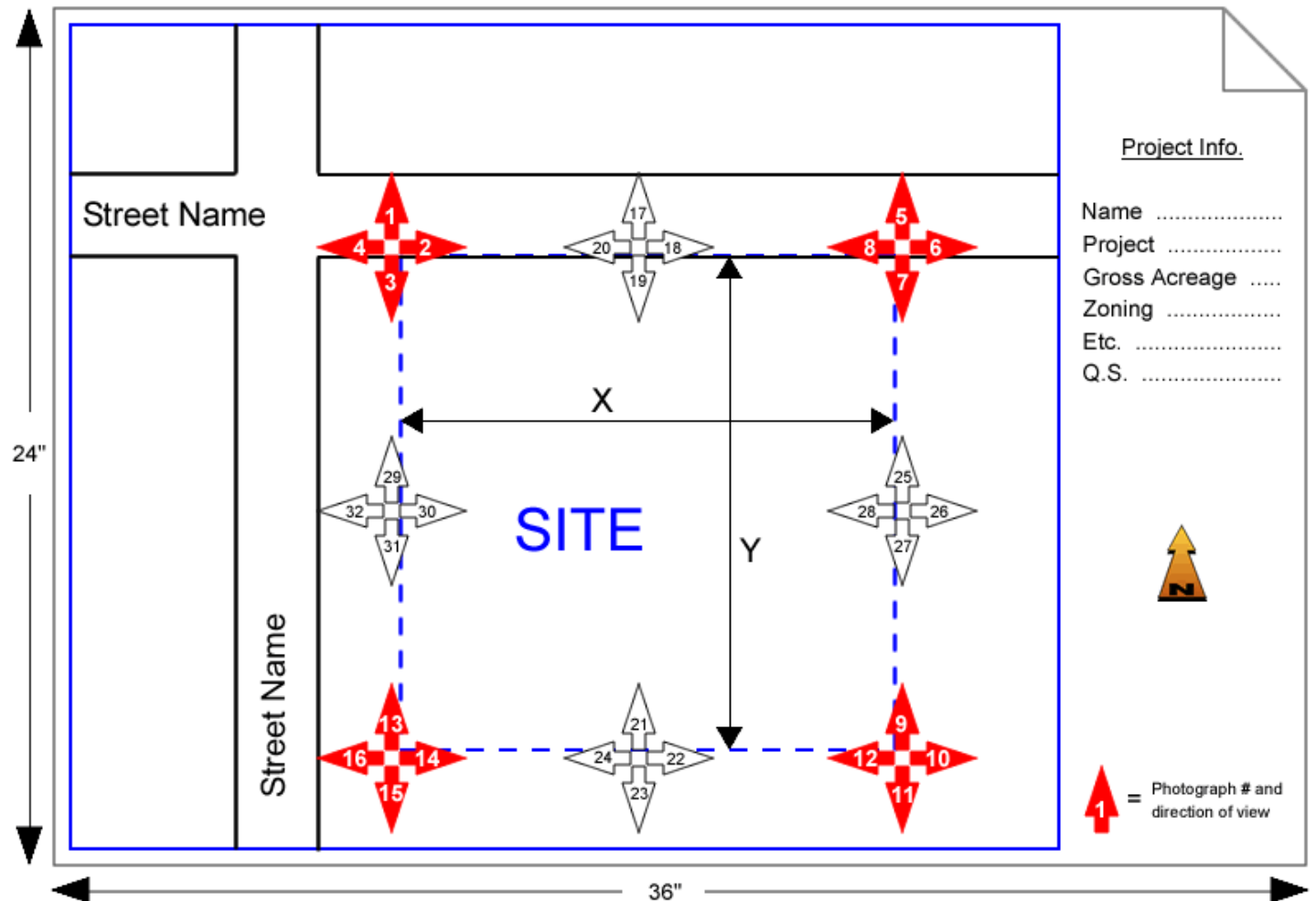
### Context Plan

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

The context plan should show your site plan and surrounding properties. Lot configurations, streets and other improvements should be detailed on the context plan. Photographs shall be provided as noted below.

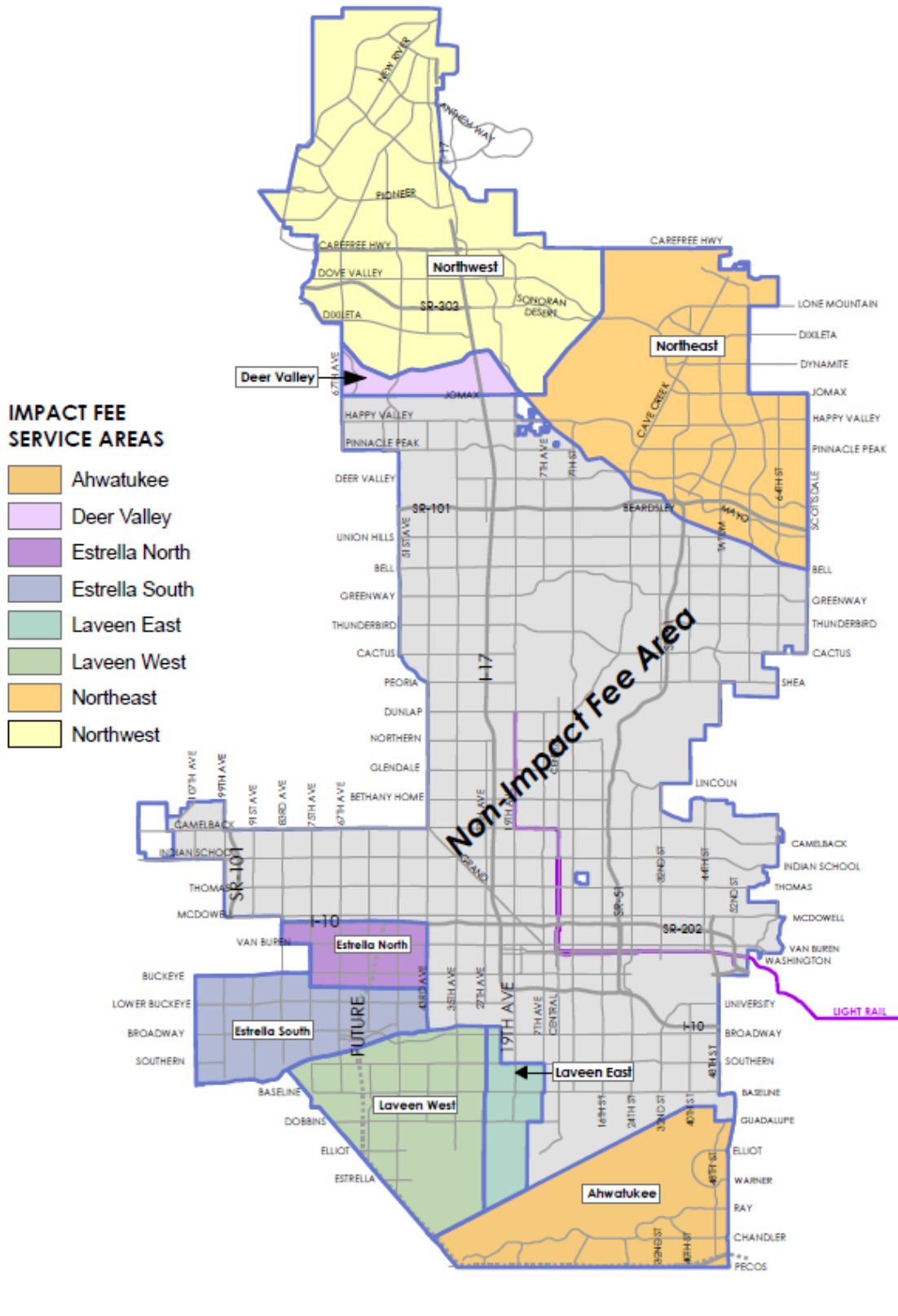
Photographs need to show street improvements and surrounding land uses:

- 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





**Development Impact Fee Area Map**







## Planned Unit Development District

*This below language is an excerpt from the City of Phoenix Zoning Ordinance.*

### Section 671. PUD - Planned Unit Development District

- A. Purpose. The Planned Unit Development (PUD) is intended to create a built environment that is superior to that produced by conventional zoning districts and design guidelines. Using a collaborative and comprehensive approach, an applicant authors and proposes standards and guidelines that are tailored to the context of a site on a case by case basis. These standards and guidelines will be based primarily on the following:
1. Uses. Appropriate limitations will be placed on the character and intensity of permitted uses to promote neighborhood compatibility.
  2. Development Standards. Development standards will be established that complement the dimensions and physical features of a site and the character of the neighborhood.
  3. Design Guidelines. Design guidelines will reflect compatible and innovative architecture and development as expressed in the PUD design expectations document that can be found on file with the city of Phoenix Planning and Development Department.
  4. Sustainability. Development will be designed to respond to our region's unique environmental and urban challenges.
- B. Applicability
1. Existing overlay districts and regulatory portions of specific plans and special planning districts, as described in the Zoning Ordinance, may not be removed or modified by a PUD.
  2. Where the approved PUD narrative is silent on a requirement, the applicable Zoning Ordinance provision shall control.
  3. PUD applications for a property where the gross land area is three hundred twenty (320) acres or more shall submit master plans, as described in the establishment of district, Planned Community District (PCD) section of the Zoning Ordinance. Master plans may be required at the discretion of the Planning and Development Department for projects less than three hundred twenty (320) acres if the proposed intensity/density of the project impacts existing infrastructure. Master plans shall be approved prior to preliminary site plan approval.
  4. City council may attach a stipulation to a PUD to commence development within a specific timeframe.
- C. Permitted Uses. Any permitted use which is described in the Phoenix Zoning Ordinance may be proposed. Uses shall be listed within the development narrative. Uses may include permitted, permitted with conditions, temporary or accessory uses.
- D. General Requirements
1. The application for the PUD district shall conform to the Zoning Map Amendment (Rezoning) section of the Zoning Ordinance.
  2. There shall be a development narrative included in the application that contains items as stated in the development narrative submittal requirements document that can be found on file with the city of Phoenix Planning and Development Department. The development narrative shall include, but not be limited to, the following:
    - A. Purpose and intent
    - B. Legal description

- C. List of uses
- D. Development standards, including, but not limited to, density (residential projects), building height, setbacks, and lot coverage
- E. Design guidelines
- F. Infrastructure

E. PUD Amendments

1. Major Amendments. Amendments to the approved PUD narrative that are determined to be major amendments shall follow the application and approval process stated in the Zoning Map Amendment (Rezoning) section of the Zoning Ordinance. Amendments shall be considered major if they include any of the following:
  - A. A change in the PUD boundary.
  - B. Any change in the height, density, setback, or lot coverage development standards.
  - C. Any change in the location of a land use depicted on the land use plan in the development narrative.
  - D. Any addition to the list of uses in the development narrative.
  - E. Any change to the design guidelines that is inconsistent with the intent of the PUD as described in the development narrative.
2. Minor Amendments. Amendments not meeting the criteria for a major amendment shall be deemed to be minor amendments and may be administratively approved by the planning director or designee.
3. Conceptual Site Plans and Elevations. Amendments may be made to conceptual site plans and/or elevations unless the proposed modifications fail to meet the development standards of the PUD. Amendments to conceptual site plans and/or elevations that change the development standards approved with the PUD development narrative shall follow the PUD Amendment process.
  - A. Planning and Development Department Administrative Review. The Planning and Development Department may administratively approve modifications to site plans and/or elevations that result in one or more of the following:
    - (1) An increase in building height less than five percent (5%);
    - (2) Any change in density less than five percent (5%);
    - (3) A change in building or landscape setbacks less than five percent (5%);
    - (4) Any increase in open space;
    - (5) Any change in traffic circulation that positively impacts traffic circulation or increases traffic or pedestrian safety; or
    - (6) An increase in building footprint less than five percent (5%).
  - B. Planning Hearing Officer Public Hearing Process. The Planning Hearing Officer, through the public hearing process, may approve proposed modifications to conceptual site plans and/or elevations that do not meet the criteria for Planning and Development Department administrative review.



## PUD Zoning Designation *Frequently Asked Questions*

### 1. Where is the PUD appropriately utilized?

The PUD may be applied to any property, there are no pre-requisites. The PUD is typically utilized for innovative site design; infill/remnant lots, master planned developments, and mixed use projects. A PUD allows an applicant more flexibility in order to achieve the character that is desired by the community without the need for additional processes.

### 2. How is a PUD rezoning request processed?

A request for PUD follows the current rezoning process to include the same notification requirements. In addition to the required neighborhood meeting and village planning committee meeting, an additional meeting with each is recommended. All requests for PUD are then scheduled for the Planning Commission and City Council.

### 3. How does the PUD work with other governing documents and policies?

The PUD is required to be consistent with the Phoenix General Plan and General Plan Land Use Map, and all applicable regulatory portions of overlay districts, specific plans, and special planning districts. Rezoning to a PUD can only modify regulations outlined within the Phoenix Zoning Ordinance.

### 4. What is the Development Narrative?

The applicant is required to submit a Development Narrative that discusses the project intent, proposed uses, development standards, design guidelines, sustainability measures, and other pertinent information. If approved, the Development Narrative would be adopted by ordinance. Development Narratives are available at the 2nd floor Zoning Counter or at <https://www.phoenix.gov/pdd/planning-zoning/pzservices/pud-cases>.

### 5. Can an approved PUD be amended?

Yes. There are major and minor amendments. Major amendments are determined by the criteria outlined in the major amendment section of the PUD ordinance and are processed as a rezoning application. Major amendments include changes in boundaries, uses, development standards, or design guidelines. Amendments not meeting the criteria of a major amendment shall be determined a minor amendment. Significant amendments to conceptual site plans and/or elevations will be determined by the Planning Hearing Officer through the public hearing process.

### 6. What is the Fact Finding Summary?

The Fact Finding Summary determines if your site will have any infrastructure development issues that should be addressed prior to or during the PUD process. Please call 602-262-7811 to request a Fact Finding.

### 7. What are the differences between a PUD versus conventional zoning districts?

<b>PUD</b>	<b>Conventional Zoning Districts</b>
Applicant proposed development standards	Fixed development standards
Applicant proposed List of Uses	Fixed List of Uses
Applicant proposed Design Guidelines	Fixed Design Guidelines
1 required neighborhood meeting, additional neighborhood meeting if there are unresolved issues, 1 required informational VPC meeting, 1 required VPC meeting	1 neighborhood meeting, 1 VPC meeting
Application information of original and approved submittal can be found online	Information must be requested
Land use plan or conceptual site plan is required; For properties under 10 acres, site plan is required	Site plan required
Narrative with supportive exhibits	Standard application
Processing time is dependent on completeness and quality of submittal (may be longer than conventional rezoning)	Approximately 4 to 6-month process



**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](mailto: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	<b>*18</b>	23	27	<b>*18</b>
Alhambra	24	28	28	25	23	27	25	22	26	24	28	<b>*19</b>
Camelback East	3	7	7	4	2	6	<b>*11</b>	1	5	3	<b>*14</b>	5
Central City	9	13	13	<b>*17</b>	8	12	10	14	11	9	13	11
Deer Valley	12	9	9	<b>*20</b>	11	8	13	10	14	12	<b>*16</b>	14
Desert View	<b>*10</b>	7	7	4	2	6	<b>*11</b>	1	<b>*12</b>	3	7	5
Encanto	<b>*9</b>	6	6	3	1	5	<b>*10</b>	7	<b>*11</b>	2	6	4
Estrella (*Tentative)	17	21	21	18	16	20	18	15	19	17	21	19
Laveen	9	13	<b>*20</b>	10	8	12	10	14	11	<b>*16</b>	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	<b>*9</b>	6	6	3	1	5	3	7	<b>*11</b>	2	6	4
Rio Vista	10	<b>*21</b>	14	<b>*18</b>	9	13	11	8	12	10	14	12
South Mountain	10	<b>*7</b>	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. 7<sup>th</sup> 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

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

## 2023 REZONING HEARING SCHEDULE

PLANNING COMMISSION HEARING <small>(1st Thursdays except noted below)</small>	CITY COUNCIL ORDINANCE ADOPTION FOR NON-APPEALED CASES 2:30 p.m. Formal Meeting <small>(1st Wednesday except noted below)</small>	CITY COUNCIL HEARING & ORDINANCE ADOPTION FOR <u>APPEALED</u> CASES 2:30 p.m. Formal Meeting – Last items on the agenda <small>(1st Wednesday except noted below)</small>
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 <small>(1<sup>st</sup> Monday 10:00 am)</small>	7/3/2023 <small>(1<sup>st</sup> Monday 10:00 am)</small>
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

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

*Revised on 11/4/2022*

Rezoning / Special Permit Process – SB1598

