



Open Land Uses include such uses as mulching operations, product storage, scrap and recycling yards, asphalt shingles processing, tire storage, pallet storage and landfill activities (not an exhaustive list). Open Land Uses are subject to the Zoning Ordinance, Building Code, Fire Code, and other ordinances identified by staff. A fact finding submittal is advised with a multi-disciplinary review of the project site plan prior to log in of improvement plans to identify recommendations and requirements.

STEP 1: Planning & Development Department (PDD) (Zoning Counter, 2nd floor, 200 W. Washington Street)
Applicant must verify that the proposed Open Land Use is allowed in the zoning district for that property per the City of Phoenix Zoning Ordinance.

- Primary Use: the proposed operation is the main activity on the property
- Accessory Use: the proposed operation is secondary to primary uses on the property

STEP 2: Planning & Development Department (PDD) (Zoning Counter, 2nd floor, 200 W. Washington Street)
Applicant must Verify whether the Open Land Use is for a commercial purpose

- Open Land Uses are considered commercial if any of the below uses are proposed:
 - Material/product is brought to the site to be processed and/or
 - Material/product is taken from the site to be sold and/or
 - Material/product is sold on the premises and/or
 - Storage of bulk material occurs on the property
- Primary Open Land Uses (the only use on the property) should complete a Fact Finding Application to request a meeting with staff to ensure all codes and ordinances will be met for the proposed Open Land Use.
- Accessory Open Land Uses that are located on a commercial or industrial project site with an approved Site Plan should complete a Fact Finding Application to obtain a written response from staff to ensure all codes and ordinances will be met for the proposed Open Land Use.
- Accessory Open Land Uses that involve only activities internal to a site, such as mulching for a ranch or farm, that utilize material already on the property and no hauling or sales of the material will occur off the property, are exempt from this process.

If the Open Land Use is commercial, a fact finding submittal is required and will be reviewed by a multi-disciplinary review of the project site plan, prior to log in of improvement plans, prior to identifying recommendations and requirements.

STEP 3: Planning & Development Department (PDD) (Site Planning Counter, 2nd floor, 200 W. Washington Street)

Determine the type of Fact Finding

1. A written Response by PDD is **ONLY** allowed for accessory Open Land Uses where all Zoning Ordinance requirements are met. This option is **ONLY** allowed if an approved site plan is on file with the city. Planning and Development Department staff will review and respond in writing regarding plan review and permit requirements within two weeks of submittal. (\$300 fee)
2. Applicant/Internal staff Meeting is **Required** for all Open Land Uses that don't qualify for a written response. (\$600 fee)

STEP 4: Planning & Development Department (PDD) (Payment & Submittals Counter, 2nd floor, 200 W. Washington Street)

Applicant must submit a completed Open Land Use Fact Finding Application and Checklist to the Planning and Development Department (200 W. Washington Street, Phoenix, AZ 85003, 2nd floor)

- A Planning and Development Team Leader will be assigned to your project to assist you through the process and to oversee the comments provided by all stakeholders.

IF A MEETING IS TO BE HELD:

STEP 5:

- A Fact Finding meeting will be scheduled within three weeks of the application submittal and payment of fees as been completed. All submittal requirements identified on the Open Land Use Fact Finding Application and Checklist must be provided to PDD prior to scheduling of the meeting.

STEP 6:

- Internal City of Phoenix stakeholders will be notified by the Planning and Development Department (PDD). Notice of the meeting will be sent to the Arizona Department of Environmental Quality and if applicable, the Arizona Department of Agriculture.
- The applicant is responsible for meeting all requirements of Maricopa County, the State of Arizona and the Federal Government.

Additional information is available in the Open Land Use Summary of Requirements handout (INSERT LINK)

STEP 7:

- PDD staff will verify whether there are any citations or non-permitted work occurring on the property.

STEP 8:

- PDD staff will prepare a summary report of all plan reviews, processes (technical appeals) and permits needed, including feedback provided by all stakeholders.

STEP 9:

- At the staff meeting, city staff (and possibly Arizona Department of Environmental Quality staff) will review the multi-disciplinary comments with the applicant and answer questions regarding the proposed project.
- A roadmap will be provided to list all of the requirements that must be completed by the applicant.
- Any additional construction plans will be identified and they must be submitted for review prior to final approval. Refer to the Open Land Use Summary of Requirements handout. Construction plans must be approved by staff and all permits fees paid for prior to any use, improvements or storage occurring on the property.

STEP 10:

- Applicant is responsible to fulfill all relevant Federal, State and Maricopa County requirements identified in the Open Land Use Summary of Requirements handout prior to any use, improvements or storage occurring on the property.

IF ONLY A WRITTEN RESPONSE IS TO BE COMPLETED:

STEP 5:

A multidisciplinary Team will review the Fact Finding application and the submitted documents. Within 15 calendar days of the submittal a written response will be completed by staff. All requirements identified on the Open Land Use Fact Finding Application must be provided at the time of submittal.

NOTE: The Open Land Use Fact Finding must be completed and all plan review and permit requirements met prior to moving forward with your project.

Permits and Licenses: Permits and Licenses are required prior to the start of an Open Land Use, including storage of materials. No improvements or activities should occur on the property until all required plans have been approved and permits purchased as well as all relevant licenses have been obtained.

Questions regarding the Open Land Use Fact Finding process should be directed to the Minor Commercial Team Leader, (602) 534-2363, located in the City of Phoenix Planning and Development Department, 2nd floor of City Hall (200 W. Washington Street).