



Planning & Development  
Department

TEXT AMENDMENT



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SUBMITTAL FORMS INDEX

TEXT AMENDMENT PROCESS & TIMEFRAME
GENERAL APPLICATION
FILING DEADLINES AND HEARING DATES
WHAT TO EXPECT AT THE ONE STOP SHOP



# Planning & Development Department

## TEXT AMENDMENT PROCESS



### FILING AN APPLICATION

To submit an application, the following information is required:

1. A completed and signed application form. The application form should include the Zoning Ordinance section proposed for amendment, the current Zoning Ordinance text, the proposed amended text, and the purpose of the request. If additional room is needed, a separate sheet or report may be filed.
2. Application fees: Amending Zoning Ordinance Text; \$1,000/section, \$5,000 maximum fee.
3. Any additional supporting material that would justify the proposed amendment.
4. 1 CD or jump drive with application materials saved as Adobe PDF files. Sample application should be saved as APPL-FORM.

Completed Application **APPL-FORM**

Supporting Text Amendment **TEXT-DETL**

5. Application(s) determined to be incomplete shall not be processed by staff.
6. No application shall be scheduled for hearing by any board or commission unless and until all fees and fines owed to the Department as a result of any activity or inactivity attributable to the property that is the subject of the application are brought current and paid in full or any amounts owed pursuant to an agreement of compliance are current, as the case may be. This requirement shall not be waived by the Board of Supervisors or Planning and Zoning Commission.

### TECHNICAL REVIEW

A Technical Advisory Committee (TAC) may be necessary. The TAC is composed of representatives of the County's Planning, Transportation, Flood Control, Drainage Review and Environmental Services departments, as well as representatives from any other County department or other interested party that may be affected by or has an interest in the proposed text amendment. The TAC meeting will also serve as a 'Stakeholder Meeting' required by the County Enhanced Regulatory Outreach Program (EROP).

Please see the EROP website for further information.

[www.maricopa.gov/EROP](http://www.maricopa.gov/EROP)

After a complete application is submitted and accepted by the Planning Department, staff will forward copies of the application to members of TAC. Staff will then schedule the request for review by TAC, and notify you of the actual date and time that your request is scheduled. Staff will provide you with written comments from any party unable to attend the meeting.

### PLANNING AND ZONING COMMISSION

Prior to public hearing, the Planning and Zoning Commission may choose to discuss the proposed text amendment with the owner or owner's authorized agent and County staff at a Zoning Implementation Policy, Procedure and Ordinance Committee (ZIPPOR) meeting. The ZIPPOR meeting provides an opportunity for the Commission to better understand technical issues regarding the proposed amendment.

The Planning and Zoning Commission will hold a public hearing for all interested persons wishing to comment on the text amendment. The owner or owner's authorized agent must attend this meeting, and will be asked to comment on the application, the staff report and/or any comments that are made during the public hearing. The Planning and Zoning Commission will make a recommendation for approval or denial of the request. Their recommendation may or may not concur with staff's recommendation.

### BOARD OF SUPERVISORS

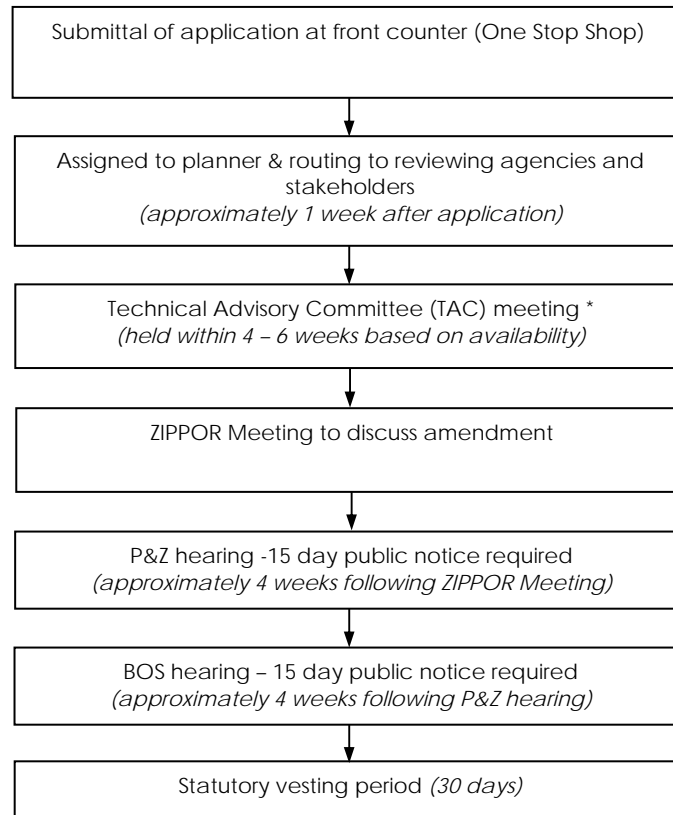
The text amendment request will again be advertised and posted prior to a public hearing before the Maricopa County Board of Supervisors. The Board of Supervisors will ultimately vote to approve or deny the request. Their action may or may not concur with the recommendation made by the Planning and Zoning Commission.

### POST- BOARD OF SUPERVISOR ACTIVITY

Once approved by the Board of Supervisors, the text amendment becomes effective 31 days after Board action.



## TEXT AMENDMENT PROCESS FLOWCHART & TIMEFRAME



\*The TAC Meeting is the Stakeholder Meeting identified in the Enhanced Regulatory Outreach Program (EROP) at [www.maricopa.gov/EROP](http://www.maricopa.gov/EROP)

The processing timeframe for a Text Amendment is dependent upon the EROP processes.



Planning & Development Department



TEXT AMENDMENT APPLICATION MUST BE COMPLETED IN FULL

ALL FEES ARE DUE AT TIME OF APPLICATION AND ARE NON-REFUNDABLE

REQUEST

Project Name:
Description of Request:
Existing Use of Property:
Existing Zoning District:
Requested Zone (if applicable):
Related Case Number:

PROPERTY INFORMATION

Address (if known):
General location (include nearest city/town):
Size in Acres:
Square Feet:
Legal Description: Section:
Township:
Range:
Assessor's Parcel Number:
Subdivision Name (if applicable):

OWNER'S AUTHORIZED AGENT INFORMATION

Name:
Contact:
Address:
City:
State:
Zip:
Phone #:
Fax#:
E-mail Address:

PROPERTY OWNER INFORMATION

Name:
Contact:
Address:
City:
State:
Zip:
Phone #:
Fax#:
E-mail Address:

PROPERTY OWNER AND OWNER'S AGENT AUTHORIZATION

I (property owner) authorize (owner's agent) to file this application on all matters relating to this request with Maricopa County. By signing this form as the property owner I hereby agree to abide by any and all conditions that may be assigned by the Maricopa County Board of Supervisors, Maricopa County Planning and Zoning Commission, or Maricopa County Planning and Development Department staff as applicable, as part of any approval of this request, including conditions, development agreements, and/or any other requirement that may encumber or otherwise affect the use of my property.

PROPOSITION 207 WAIVER

The property owner acknowledges that the approval being sought by this application may cause a reduction in the existing rights to use, divide, sell or possess the private property that is the subject of this application. The property owner further acknowledges that it is the property owner who has requested the action sought by the filing of this application. Therefore, with full knowledge of all rights granted to the property owner pursuant to A.R.S. §§12-1132 through 1138, the property owner does hereby waive any and all claims for diminution in value of the property with regard to any action taken by Maricopa County as result of the filing of this application.

Property Owner Signature: Date:

VERIFICATION OF APPLICATION INFORMATION

I certify that the statements in this application and support material are true. Any approvals or permits granted by Maricopa County in reliance upon the truthfulness of these statements may be revoked or rescinded.

Owner or Authorized Agent Signature: Date:

CASE INACTIVITY

Cases which are not active within six (6) months will be considered inactive and closed by staff. A letter addressing the inactivity will be sent to the owner's authorized agent or property owner with notification of the case to be closed within thirty (30) days. To pursue entitlement after the closing of the case, a new application and associated fees will need to be filed.



# MARICOPA COUNTY PLANNING & DEVELOPMENT DEPARTMENT 2021 FILING DEADLINES AND HEARING DATES



TECHNICAL ADVISORY COMMITTEE (TAC)	PLANNING & ZONING COMMISSION (P & Z)			BOARD OF SUPERVISORS (BOS)
TAC meetings are scheduled as needed. Typically, a TAC meeting is held within 60 days of application; however TAC slots are limited.	This deadline refers to written sign off being obtained by all County agencies. A submittal must be received <u>at least three (3) weeks prior to this deadline</u> to allow for review/sign off.	This deadline refers to the last day an applicant can provide an Affidavit of Posting and Photos to the assigned Planner.	Dates in <b>bold</b> indicate meetings of the Maricopa County Zoning, Infrastructure, Policy, Procedure & Ordinance Review Committee (ZIPPOR) committee.	These dates typically follow the preceding P&Z date unless the case is continued or the P&Z does not take action.
TAC meetings	County Agency sign off deadlines	Affidavit of Posting and Photo deadlines	P&Z Hearings/Meetings	Board of Supervisors Hearings/Meetings
January 5, 2021	October 19, 2020	N/A	<b>November 19, 2020*</b>	January 6, 2021
January 19, 2021	November 9, 2020	November 13, 2020	December 10, 2020	January 13, 2021
February 2, 2021	December 14, 2020	December 18, 2020	January 14, 2021	February 10, 2021
February 16, 2021	December 28, 2020	December 31, 2020	January 28, 2021	February 24, 2021
March 2, 2021	January 11, 2021	January 15, 2021	February 11, 2021	March 10, 2021
March 16, 2021	January 25, 2021	N/A	<b>February 25, 2021*</b>	March 24, 2021
April 6, 2021	February 8, 2021	February 12, 2021	March 11, 2021	April 7, 2021
April 20, 2021	February 22, 2021	February 26, 2021	March 25, 2021	April 21, 2021
May 4, 2021	March 8, 2021	March 12, 2021	April 8, 2021	May 5, 2021
May 18, 2021	March 22, 2021	March 26, 2021	April 22, 2021	May 19, 2021
June 1, 2021	April 12, 2021	April 16, 2021	May 13, 2021	June 9, 2021
June 15, 2021	April 26, 2021	N/A	<b>May 27, 2021**</b>	June 23, 2021
July 6, 2021	May 17, 2021	May 21, 2021	June 17, 2021	July 14, 2021
July 20, 2021	June 7, 2021	June 11, 2021	July 8, 2021	August 4, 2021
August 3, 2021	June 21, 2021	June 25, 2021	July 22, 2021	August 18, 2021
August 17, 2021	July 6, 2021	July 9, 2021	August 5, 2021	September 1, 2021
September 7, 2021	July 19, 2021	N/A	<b>August 19, 2021**</b>	September 15, 2021
September 21, 2021	August 9, 2021	August 13, 2021	September 9, 2021	October 6, 2021
October 5, 2021	August 23, 2021	August 27, 2021	September 23, 2021	October 20, 2021
October 19, 2021	September 7, 2021	September 10, 2021	October 7, 2021	November 3, 2021
November 2, 2021	September 20, 2021	September 24, 2021	October 21, 2021	November 17, 2021
November 16, 2021	October 4, 2021	October 8, 2021	November 4, 2021	December 8, 2021
December 7, 2021	November 8, 2021	November 12, 2021	December 9, 2021	TBD
December 21, 2021				

\* ZIPPOR to be held at 501 N. 44<sup>th</sup> Street in the Gold/Platinum Conference Rooms.

\*\* ZIPPOR to be held at 205 W. Jefferson Phoenix, AZ 85003 Board of Supervisors' Auditorium



# One Stop Shop - Planning Application Submittal – *What to Expect at the One Stop Shop*



**Purpose:** Provide customers with information about what to expect when submitting a text amendment. This information sheet includes the application material checklist, fee schedule, and a three step process for application submittal.

**Location:** Maricopa County Planning & Development Department  
501 N. 44<sup>th</sup> Street, Suite 200 Phoenix, AZ 85008

**Business Hours:** 8:00 a.m. – 5:00 p.m. Monday through Friday, except holidays (to ensure adequate time for application submittal, projects should be submitted no later than 4:30 p.m.)

**STEP 1 - Reception:** Proceed to the One Stop Shop Reception desk to obtain a call ticket for the application submittal. Provide the receptionist your name and specify the type of planning application.

**STEP 2 - Intake Counter:** One Stop Shop customer service will call your ticket number and evaluate the application materials for completeness. Once the application materials are accepted a tracking number will be provided and staff will advise you to proceed to the cashier to process application payment. The following is a list of required application materials: **(Please note, if any documentation is missing your application may not be accepted during the intake process, please be sure to follow this checklist).**

Text Amendment Submittal Documents	
	<b>1 copy</b> – Application
	<b>1 copy</b> – Supporting material to justify amendment
	<b>1 CD or jump drive</b> with electronic copies of application materials

**STEP 3 - Cashier - Processing Payment:** The cashier will call your ticket number, request your application tracking number, advise you of the total application fees and request your method of payment. Maricopa County accepts cash, check, or credit card. Please make checks payable to: **MARICOPA COUNTY**. We currently accept Visa and MasterCard for credit card payment. In August 2013, the County will also accept Discover and American Express. **Please note that proper payment in full, based upon the following fee schedule, is required at the time of application:**

Text Amendment Application Fee Schedule	
<b>Amending Zoning Ordinance Text</b>	<b>\$1,000 per section, \$5,000 max.</b>