



Planning & Development
Department



COMPREHENSIVE PLAN AMENDMENT
Comprehensive Plan Amendments and
CPA Modification of Condition(s)

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**Planning & Development Department
 COMPREHENSIVE PLAN AMENDMENT APPLICATION
 APPLICATION MUST BE COMPLETED IN FULL**



Major CPA (>640 acres)		General Comprehensive Plan Amendment		CPA Modification of Condition(s)	
APPLICATION MUST BE COMPLETED IN FULL AND ALL FEES ARE DUE AT TIME OF APPLICATION AND ARE NON-REFUNDABLE.					
REQUEST					
Project Name:					
Description of Request:					
Current Land Use:					
Proposed Land Use:					
Supervisor District:					
PROPERTY INFORMATION					
General Location (include nearest City/Town):					
Gross Acres:					
Legal Description:					
Section:		Township:		Range:	
Assessor's Parcel Number:					
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					
<p>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 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.</p>					
PROPOSITION 207 WAIVER					
<p>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, 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.</p>					
Property Owner Signature: _____			Date: _____		
VERIFICATION OF APPLICATION INFORMATION					
<p>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.</p>					
Property Owner Signature: _____			Date: _____		
CASE INACTIVITY					
<p>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.</p>					



Planning & Development Department

COMPREHENSIVE PLAN AMENDMENT APPLICATION CHECKLIST



Applications submitted to the Maricopa County Planning and Development Department shall include all of the exhibits, items and information listed in this checklist. This information is requested by Department Staff in order to adequately review the proposal. An application will only be accepted by the Planning Department when all of the items listed below are submitted, unless otherwise deemed unnecessary by staff. **Application(s) determined to be incomplete shall not be processed by staff.** Additional information, detail and/or copies may be required after review by the Technical Advisory Committee (TAC). **PLEASE BE ADVISED THAT COMPLIANCE WITH TAC/STAFF REQUIREMENTS DOES NOT GUARANTEE STAFF SUPPORT OF THE REQUEST OR FINAL APPROVAL OF THE REQUEST.**

1. **PRE-APPLICATION MEETING FORM – 1 copy**
2. **APPLICATION MATERIALS:**
 - A. Completed and signed application – **up to 15 copies (check with Planning to verify number of copies)**
 - B. Proof of ownership- Unofficial Recorded Deeds (**1 copy**):
3. **NARRATIVE REPORT – up to 15 copies (check with Planning to verify number of copies)** The narrative report must include the information identified in the Maricopa County Comprehensive Plan Amendment Guidelines and must address the following questions:
 - A. Executive Summary Section to include the following:
 - A. On-site and regional location
 - B. CPA size and description of land use types by acreages
 - C. Roads/transportation systems serving the proposed project
 - D. Suitability with surrounding land uses
 - B. Whether the amendment (or condition modification) constitutes an overall improvement to the Comprehensive Plan and is not solely for the good or benefit of a particular landowner or owners at a particular point in time.
 - C. Whether the amendment (or condition modification) will adversely impact all or a portion of the planning area by:
 - Altering acceptable land use patterns to the detriment of the plan.
 - Requiring public expenditures for larger and more expensive infrastructure.
 - Requiring public improvements to roads, sewer, or water systems that are needed to support the planned land uses.
 - Adversely impacting planned uses because of increased traffic.
 - Affecting the livability of the area or health or safety of present and future residents.
 - Adversely impacting the natural environment or scenic quality of the area in contradiction to the plan.
 - D. Whether the amendment (or condition modification) is consistent with the overall intent of the Comprehensive Plan.

COMPREHENSIVE PLAN AMENDMENT SUBMITTAL CHECKLIST

- E. The extent to which the amendment (or condition modification) is consistent with the specific goals and policies contained within the plan.
- F. Other pertinent information as requested by the Maricopa County Planning Department Staff.

4. LAND USE EXHIBIT

- A. Land Use Exhibit – **up to 15 folded copies (check with Planning to verify number of copies)*** on 24" x 36" size sheets (if required)
- B. Land Use Exhibit – **up to 15 color copies (check with Planning to verify number of copies)** on 8 ½" x 11" size sheets (if required)

5. ELECTRONIC COPY OF APPLICATION MATERIALS – Adobe PDF Format (1 CD)

- A. Completed Application form
- B. Narrative Report including Executive Summary, and land use exhibits

6. TRAFFIC IMPACT STUDY (TIS) or TRAFFIC STATEMENT- 2 COPIES (if required)

7. WATER, WASTEWATER PLANS, AND REVIEW FEES – SUBMIT DIRECTLY TO MCESD (if required)

Maricopa County Department of Environmental Services (MCESD) requires submittal of one (1) water master plan and one (1) wastewater master plan to be submitted directly to MCESD with the associated fees.

8. PUBLIC PARTICIPATION Requirements: GENERAL AMENDMENTS

- A. **Notice of application** to property owners within 300', as shown on the last assessment of the property, of the perimeter or the area that is the subject of the proposed General Amendment.

Public Participation Plan: 1 copy. At a minimum the applicant shall submit copies of the Notice of Application and Notice of Public Hearing, the applicant shall also submit a Public Participation Plan with the following information:

- A description of the community involvement area.
- A list of stakeholders that may be affected by the application. While individual circumstances will vary, stakeholders include residents, property owners, homeowners associations, and any other identified within an area agreed upon by the owner and owner's authorized agent and the Planning and Development Department. The owner and owner's authorized agent should also include a description of how and when the identified stakeholders will be notified that an application for a plan amendment or development master plan has been submitted.
- A description of how the owner and owner's authorized agent will make information available to interested parties, prior to public hearings.
- A description of how the owner and owner's authorized agent will identify stakeholders' issues and concerns.
- A description of how the owner and owner's authorized agent will respond to stakeholders' feedback and recommendations.

COMPREHENSIVE PLAN AMENDMENT SUBMITTAL CHECKLIST

- A discussion of how the owner and owner’s authorized agent will keep the Maricopa County Planning and Development Department informed of public participation program progress.
- A timeline for the public participation program.

The following items are required prior to scheduling case for public hearing, please coordinate with your assigned planner.

PUBLIC PARTICIPATION PROGRAM RESULTS REPORT (Required for General Amendment applications): 2 copies. Prior to scheduling public hearing, the owner and owner’s authorized agent shall submit a written report that details the results of the public participation program. The report shall include the following information:
(Note: For condition modifications, check with planner regarding specific requirements).

Record of Owner and Owner’s Authorized agent Activities

- As applicable, the dates, times, and/or locations of:
 - a. All meetings the owner and owner’s authorized agent initiated with stakeholders.
 - b. Other contacts with affected stakeholders.
- Description of the approximate number of people that participated in the Public participation process, and where they are located in relation to the subject property.
- Discussion of the results of the public participation process. This discussion should include information about the major issues and concerns identified by the stakeholders, how the owner and owner’s authorized agent will address the concerns or issues raised by affected stakeholders, and what concerns or issues the owner and owner’s authorized agent cannot or will not address and why.
- As applicable, an appendix of information, including mailings, fliers, newsletters, handouts, and other pertinent materials that help describe the public participation program.

PUBLIC HEARING NOTIFICATION REQUIREMENTS

- _____ A. **Notice of Public Hearing** to property owners within 300’, as shown on the last assessment of the property, of the perimeter of the area that is the subject of the proposed General Amendment.

9. **PUBLIC PARTICIPATION Requirements: MAJOR AMENDMENTS**

PUBLIC PARTICIPATION – INITIAL NOTIFICATION AND POSTING MAJOR AMENDMENTS:

These items are due within 30 days of application submittal:

- _____ A. A copy of the notice of application to property owners within 300’ and areas of interest.
- _____ B. Signed and notarized “Affidavit of Citizen Participation”.

COMPREHENSIVE PLAN AMENDMENT SUBMITTAL CHECKLIST

- C. Map of posting sites.
- D. Photographic evidence of posting.

Public Participation Plan: 1 copy. At a minimum the applicant shall submit a Public Participation Plan with the following information:

- A description of the community involvement area.
- A list of stakeholders that may be affected by the application. While individual circumstances will vary, stakeholders include residents, property owners, homeowners associations, and any other identified within an area agreed upon by the owner and owner's authorized agent and the Planning and Development Department. The owner and owner's authorized agent should also include a description of how and when the identified stakeholders will be notified that an application for a plan amendment or development master plan has been submitted.
- A description of how the owner and owner's authorized agent will make information available to interested parties, prior to public hearings.
- A description of how the owner and owner's authorized agent will identify stakeholders' issues and concerns.
- A description of how the owner and owner's authorized agent will respond to stakeholders' feedback and recommendations.
- A discussion of how the owner and owner's authorized agent will keep the Maricopa County Planning and Development Department informed of public participation program progress.
- A timeline for the public participation program.

The following items are required prior to scheduling case for public hearing, please coordinate with your assigned planner.

PUBLIC PARTICIPATION PROGRAM RESULTS REPORT (Required for Major Comprehensive Plan Amendment applications): 2 copies. Prior to scheduling public hearing, the owner and owner's authorized agent shall submit a written report that details the results of the public participation program. The report shall include the following information:
(Note: For condition modifications, check with planner regarding specific requirements).

Record of Owner and Owner's Authorized agent Activities

- The dates, times, and/or locations of:
 - b. All meetings the owner and owner's authorized agent initiated with stakeholders.
 - b. Other contacts with affected stakeholders.
- Description of the approximate number of people that participated in the Public participation process, and where they are located in relation to the subject property.
- Discussion of the results of the public participation process. This discussion should include information about the major issues and concerns identified by the stakeholders, how the owner and owner's authorized agent will address the concerns or issues raised by affected stakeholders, and what concerns or issues the owner and owner's authorized agent cannot or will not address and why.

COMPREHENSIVE PLAN AMENDMENT SUBMITTAL CHECKLIST

- Appendix of information, including mailings, fliers, newsletters, handouts, and other pertinent materials that help describe the public participation program.

PUBLIC HEARING NOTIFICATION REQUIREMENTS - Required for Major Comprehensive Plan Amendment applications:

- _____ A. List of property owners (name, address and parcel number) within 300'
- _____ B. Pre-printed (not handwritten) labels and postcard postage for property owners within 300'
- _____ C. Signed and notarized "Affidavit of Notification"

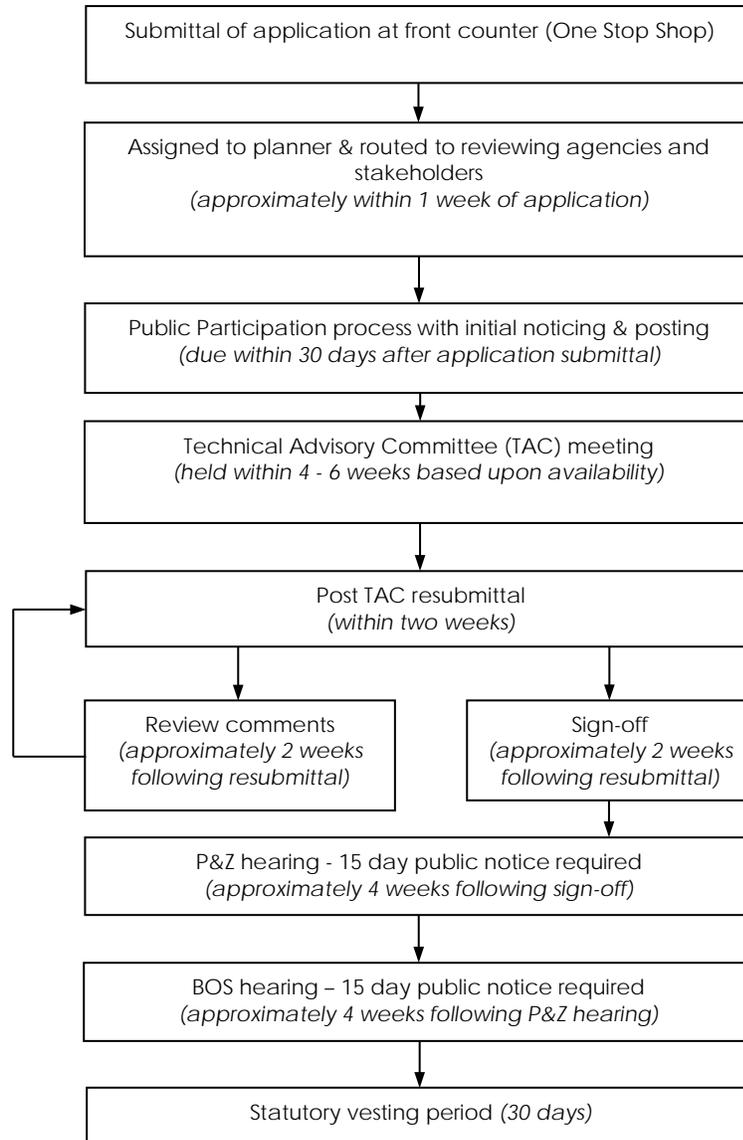
AFFIDAVIT OF PUBLIC HEARING POSTING (Required for Major Comprehensive Plan Amendment applications): : The following listing of items are required before the request is scheduled for P&Z hearing as indicated on the Filing Deadlines and Hearing Dates table.

Major Comprehensive Plan Amendments:

- _____ A. Signed and notarized "Affidavit of Public Hearing Posting".
- _____ B. Map of posting sites.
- _____ C. Photographic evidence of posting.



PROCESS FLOW CHART & PROJECTED TIMEFRAME



Approximate timeframe to the Board of Supervisors hearing is 5 ½ months assumes only 2 review cycles and two weeks resubmittals.



Planning & Development Department

PUBLIC PARTICIPATION PROCESS NOTIFICATION LETTER EXAMPLE



This form should be sent to each real property owner as shown on the last assessment of the property within 300' of the proposed Comprehensive Plan Amendment. Below is an example of how the form should be completed. A clean copy for your use is found on the following page.

REQUEST:	Comprehensive Plan Amendment
PURPOSE:	Neighborhood Commercial Center
LOCATION:	Northwest corner of Main and Park Streets
SIZE:	20 acres
OWNER/AUTHORIZED AGENT:	Name / address
CONTACT PERSON:	Name / telephone number / fax number / e-mail address

Map of area:
(Not to scale)



Insert vicinity map here. Subject property should be filled or patterned.

An application has been filed or will be filed shortly with the Maricopa County Department of Planning and Development regarding the request above. This notice is being sent to you because property listed in your name is located within 300 feet of the site noted above. This notice is being sent to you to inform you of this application and to provide you with an opportunity to relay any questions, issues or concerns regarding this application to the contact person listed in the top box of this page.

THIS IS NOT A NOTICE OF A PUBLIC HEARING WITH THE PLANNING AND ZONING COMMISSION OR COUNTY BOARD OF SUPERVISORS. HOWEVER, YOU MAY RECEIVE SUCH A NOTICE AT A FUTURE DATE IF THE APPLICATION IS SCHEDULED FOR HEARING.



Planning & Development Department

PUBLIC PARTICIPATION PROCESS NOTIFICATION LETTER EXAMPLE



REQUEST:

PURPOSE:

LOCATION:

SIZE:

OWNER/AUTHORIZED AGENT:

CONTACT PERSON:

Map of area:
(Not to scale)



An application has been filed or will be filed shortly with the Maricopa County Department of Planning and Development regarding the request above. This notice is being sent to you because property listed in your name is located within 300 feet of the site noted above. This notice is being sent to you to inform you of this application and to provide you with an opportunity to relay any questions, issues or concerns regarding this application to the contact person listed in the top box of this page.

THIS IS NOT A NOTICE OF A PUBLIC HEARING WITH THE PLANNING AND ZONING COMMISSION OR COUNTY BOARD OF SUPERVISORS. HOWEVER, YOU MAY RECEIVE SUCH A NOTICE AT A FUTURE DATE IF THE APPLICATION IS SCHEDULED FOR HEARING.



Planning & Development
Department

AFFIDAVIT OF PUBLIC PARTICIPATION



Major Comprehensive Plan Amendments applications only:

To be submitted at the Technical Advisory Committee Meeting or within 30 days of application.

Date: _____

I, _____, being owner or authorized owner or authorized agent for the Major Comprehensive Plan Amendment referenced below, do hereby affirm that within 30 days upon submitting an application I have posted the property included in the proposed change. The postings were no less than two places with at least one notice for each quarter mile of frontage along perimeter right-of-way so that the notices were visible from the nearest public right-of-way. The signs were a minimum of six square feet in area and included, at a minimum, a brief description of the area of the proposed Major Comprehensive Plan Amendment, a general explanation of the nature of the proposal, the name of the owner or authorized agent, and contact information for the owner or authorized agent. The postings shall remain in place for the entire extent of the application period.

SUBMIT PHOTOGRAPHS OF THE POSTINGS MOUNTED ON AN 8 ½ X 11 SHEET OF PAPER AND A MAP ILLUSTRATING THE POSTING SITES WITH THIS AFFIDAVIT.

I also affirm that within 30 days upon submitting an application, I have noticed by first class mail to each real property owner as shown on the last assessment of the property within three hundred feet of the proposed Major Comprehensive Plan Amendment. The notice by mail included, at a minimum, a description of the area of the proposed amendment or change, a general explanation of the nature of the proposed amendment or change, the name of the owner or authorized agent, and contact information for the owner or authorized agent.

ATTACH THE FOLLOWING DOCUMENTATION:

- ___ Copy of 300' letter of notification
- ___ Map identifying the location of posting sites
- ___ Photographic evidence of postings

Owner or Authorized Agent's Signature: _____

SUBSCRIBED AND SWORN before me this _____ day of _____, _____

(Notary Public)

My Commission Expires: _____

Project Name: _____



Planning & Development Department

SITE POSTING REQUIREMENTS



Major Comprehensive Plan Amendments applications only:

1. The signs must be posted prior to the due date for submitting a signed and notarized Affidavit of Public Hearing Posting and photographs of the posting. However, the owner or owner's authorized agent can combine the Citizen Review Process posting and Public Hearing posting requirements (in this scenario, the signs would be posted at the beginning of the application process and updated with the public hearing dates). The CRP affidavit would be submitted within 30 days of application and the Public Hearing affidavit would be submitted prior to scheduling the case for a P&Z hearing.
2. The signs must be maintained and updated with amended information until after the Board of Supervisor's hearing.
3. The signs must be removed and disposed of within 10 days after the Board of Supervisor's hearing.
4. You may use a sign vendor of your choice.
5. A signed and notarized "Affidavit of Public Hearing Posting" as well as photographs of the posting and a map illustrating the posting sites must be filed with the Maricopa County Planning and Zoning Division by the applicable date indicated on the Filing Deadlines and Hearing Dates table. Failure to provide such documentation in a timely manner will result in the case not being scheduled for a Planning and Zoning Commission (P & Z) hearing.
6. See "Sign Specifications" for specific sign details.



Planning & Development
Department

SIGN SPECIFICATIONS

(The example shown below is for a combined
Public Participation Process & Public Hearing posting)



Major Comprehensive Plan Amendments applications only:

1. The sign shall be a minimum of 3ft x 3ft in size. If an owner or authorized agent opts to not combine the public participation signage and public hearing postings, the public participation sign can be 3ft x 2ft in size.
2. The sign shall be constructed of laminated coroplast, laminated plywood, or other suitable construction material approved by planning staff.
3. The sign shall have a white background with black lettering.
4. The minimum lettering size shall be 1/2 inch for lowercase and 1 inch for upper case. The words "Notice of Comprehensive Plan Amendment" and "Public Hearing" shall be a minimum of 2 inches in size.
5. The content of the sign shall match the example below and include specific case details.
6. The sign shall be securely fastened to wooden or metal stakes. The owner or authorized agent is responsible for maintaining the integrity and accuracy of the sign.
7. The height of the sign shall be at least 4 ft from finished grade to top of sign and shall not be obstructed from view.

MARICOPA COUNTY NOTICE OF
MAJOR COMPREHENSIVE PLAN AMENDMENT
and
PUBLIC HEARINGS

PLANNING & ZONING COMMISSION: 9:30 am on [date]

BOARD OF SUPERVISORS: 9:30 am on [date]

(BOS date subject to change – contact the Planning & Zoning Division for verification)

LOCATION OF HEARINGS: 205 W. Jefferson Street

Phoenix, Arizona (BOS Auditorium)

REQUEST:

PROPOSAL:

GENERAL LOCATION:

SIZE:

CASE #:

OWNER OR AUTHORIZED AGENT/CONTACT/PHONE #/EMAIL:

PLANNING & ZONING DIVISION: 602-506-3301

Pdplanner@mail.maricopa.gov

Posting Date: _____



Planning & Development
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AFFIDAVIT OF PUBLIC HEARING POSTING

Major Comprehensive Plan Amendments applications only:

This form is used to ensure compliance with the posting requirements for Major Comprehensive Plan Amendments. For additional information, please call the Planning and Zoning Division at 602-506-3301 or email to Pdplanner@mail.maricopa.gov.

Case Number: _____
Project Name: _____
Owner or
Authorized Agent: _____
Location: _____

In order to assist in providing adequate notice to interested parties, the *owner or owner's authorized agent* shall post signs as prescribed by the "Maricopa County Site Posting Requirements." It shall be the responsibility of the owner or owner's authorized agent to post and maintain the sign on the subject property and to update the hearing information on the sign until the final disposition of the case. It shall also be the responsibility of the owner or owner's authorized agent to remove the sign within 10 days after final disposition of the case.

SUBMIT PHOTOGRAPHS OF THE POSTING MOUNTED ON AN 8 ½ X 11 SHEET OF PAPER AND A MAP ILLUSTRATING THE POSTING SITES WITH THIS AFFIDAVIT.

I confirm that the site has been posted as required by Maricopa County for the case above. Photographs of the site postings are included with this affidavit.

ATTACH THE FOLLOWING DOCUMENTATION:

- _____ Map identifying the location of posting sites
- _____ Photographic evidence of postings

Owner's / Authorized Agent's signature: _____

SUBSCRIBED AND SWORN before me this _____ day of _____, _____

Notary Public _____



Planning & Development
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AFFIDAVIT OF NOTIFICATION

Major Comprehensive Plan Amendments applications only:

Date: _____

I, _____, being the owner or authorized agent for the Maricopa County planning case referenced below, do hereby affirm that the attached listing of names and addresses accurately reflects the ownership of property within 300 feet of the subject planning case/project, according to current Maricopa County Assessor Records.

ATTACH THE FOLLOWING DOCUMENTATION:

_____ List of names and address within 300' of subject case

Owner's/Authorized Agent's Signature: _____

SUBSCRIBED AND SWORN before me this _____ day of _____, _____.

Notary Public

My Commission Expires: _____

Project Name: _____



**Planning & Development
Department**
**COMPREHENSIVE PLAN AMENDMENT
FEE SCHEDULE**



FEE SCHEDULE

Fee Schedule for Major and General Comprehensive Plan Amendments per Maricopa County Zoning Ordinance Chapter 16 – Section 1602 Fees.

No application shall be scheduled for hearing by any board or commission or administratively approved 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.

Please note fees are non-refundable and are rounded up to the nearest acre.

Agency	Major Comprehensive Plan Amendment or General Comprehensive Plan Amendment or Modification of Condition(s)
Planning & Development 602-506-3301	\$2,000 + \$20 per acre or portion thereof - Maximum fee of \$100,000 Modification of Condition(s) \$500 per condition Minimum fee - \$1,000 Maximum fee - \$5,000
Transportation 602-506-8600	No fee 2 copies of Traffic Impact Study (TIS) or Traffic Statement
Environmental 602-506-0371	\$225 – CPA Review \$500 water master plan review * \$500 wastewater master plan review * * water and wastewater plans along with associated fees to be submitted directly to MCESD
Drainage Administration 602-372-0790	If required - \$3,000 – Drainage Review for sites up to 640 acres. (Check with Planning to see if Drainage Review will be required with application submittal). Additional \$5.00 per acre over 640 acres Maximum fee - \$40,000
Flood Control District 602-506-1501	No Review Fee



Planning & Development Department 2016 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 bold 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 Meetings/Hearings	Board of Supervisors Meetings/Hearings
December 15, 2015	October 19, 2015	October 23, 2015	November 19, 2015	January 6, 2016
January 5, 2016	November 9, 2015	November 13, 2015	December 10, 2015	January 13, 2016
January 19, 2016	December 7, 2015	December 11, 2015	January 7, 2016**	February 3, 2016
February 2, 2016	December 21, 2015	December 24, 2015	January 21, 2016	February 17, 2016
February 16, 2016	January 4, 2016	January 8, 2016	February 4, 2016	March 9, 2016
March 1, 2016	January 19, 2016	N/A	February 18, 2016**	March 23, 2016
March 15, 2016	February 8, 2016	February 12, 2016	March 10, 2016	April 6, 2016
April 5, 2016	February 22, 2016	February 26, 2016	March 24, 2016	April 20, 2016
April 19, 2016	March 7, 2016	March 11, 2016	April 7, 2016	May 4, 2016
May 3, 2016	March 21, 2016	N/A	April 21, 2016**	May 18, 2016
May 17, 2016	April 4, 2016	April 8, 2016	May 5, 2016	June 8, 2016
June 7, 2016	April 18, 2016	April 22, 2016	May 19, 2016	June 22, 2016
June 21, 2016	May 9, 2016	May 13, 2016	June 9, 2016	July 20, 2016
July 5, 2016	May 23, 2016	N/A	June 23, 2016**	August 3, 2016
July 19, 2016	June 20, 2016	June 24, 2016	July 21, 2016	August 17, 2016
August 2, 2016	July 5, 2016	July 8, 2016	August 4, 2016	September 7, 2016
August 16, 2016	July 18, 2016	N/A	August 18, 2016**	September 21, 2016
September 6, 2016	August 8, 2016	August 12, 2016	September 8, 2016	October 5, 2016
September 20, 2016	August 22, 2016	August 26, 2016	September 22, 2016	October 19, 2016
October 4, 2016	September 6, 2016	September 9, 2016	October 6, 2016	November 2, 2016
October 18, 2016	September 19, 2016	N/A	October 20, 2016**	November 16, 2016
November 1, 2016	October 3, 2016	October 7, 2016	November 3, 2016	December 7, 2016
November 15, 2016	October 17, 2016	October 21, 2016	November 17, 2016	TBD
December 6, 2016	November 7, 2016	November 10, 2016	December 8, 2016	TBD

** Planning and Zoning Commission and ZIPPOR to be held at 501 N. 44th Street in the Gold/Platinum Conference Rooms.



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 comprehensive plan amendment application. 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. 44th 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).**

Comprehensive Plan Amendment Submittal Documents	
	1 copy – Pre-application meeting form
	up to 15 copies (check with Planning to verify number of copies) – Application
	1 copy – Official Recorded deed or unofficial deed
	up to 15 copies (check with Planning to verify number of copies) – Narrative Report
	up to 15 color copies (check with Planning to verify number of copies) – Land Use Exhibit 24" x 36" <i>(if required)</i>
	up to 15 color copies (check with Planning to verify number of copies) – Land Use Exhibit 8 ½" x 11" <i>(if required)</i>
STEP 3 –	1 CD – Electronic version of application materials
	2 copies – Traffic Impact Study or Statement – <i>(if required)</i>
	1 copy – Public Participation Plan

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:**

Comprehensive Plan Amendment Application Fee Schedule	
Reviewing Agency	Comprehensive Plan Amendment
Planning	\$2,000 + \$20 per acre or portion thereof (\$100,000 max.) Modification of Condition/s \$500 per condition (\$1,000 min., \$5,000 max.)
Drainage	If required \$3,000 Drainage Review for sites up to 640 acres. Check with Planning if Drainage fees will be required.
MCDOT	-
MCESD	\$225
Flood Control	-