



Planning & Development  
Department



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

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SUBMITTAL FORMS INDEX

COMPREHENSIVE PLAN AMENDMENT APPLICATION
COMPREHENSIVE PLAN AMENDMENT APPLICATION SUBMITTAL CHECKLIST
COMPREHENSIVE PLAN AMENDMENT PROCESS & TIMEFRAME
PUBLIC PARTICIPATION PROCESS
AFFIDAVIT OF PUBLIC PARTICIPATION
SITE POSTING REQUIREMENTS
SIGN SPECIFICATIONS
AFFIDAVIT OF PUBLIC HEARING POSTING
AFFIDAVIT OF NOTIFICATION
FEE SCHEDULE
FILING DEADLINES AND HEARING DATES
WHAT TO EXPECT AT THE ONE STOP SHOP



**Planning & Development  
Department  
COMPREHENSIVE PLAN AMENDMENT APPLICATION**



**APPLICATION MUST BE COMPLETED IN FULL**

<input type="checkbox"/> Major CPA (>640 acres) <input type="checkbox"/> General Comprehensive Plan Amendment <input type="checkbox"/> CPA Modification of Condition(s)
<b>APPLICATION MUST BE COMPLETED IN FULL AND ALL FEES ARE DUE AT TIME OF APPLICATION AND ARE NON-REFUNDABLE.</b>
<b>REQUEST</b>
Project Name: _____ Description of Request: _____ Current Land Use: _____ Proposed Land Use: _____ Supervisor District: _____
<b>PROPERTY INFORMATION</b>
General Location (include nearest City/Town): _____ Gross Acres: _____ Legal Description: _____ Section: _____ Township: _____ Range: _____ Assessor's Parcel Number/s: _____
<b>OWNER'S AUTHORIZED AGENT INFORMATION</b>
Name: _____ Contact: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone #: _____ Fax #: _____ E-mail Address: _____
<b>PROPERTY OWNER INFORMATION</b>
Name: _____ Contact: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone #: _____ Fax #: _____ E-mail Address: _____
<b>PROPERTY OWNER AND OWNER'S AGENT AUTHORIZATION</b>
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.
<b>PROPOSITION 207 WAIVER</b>
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: _____
<b>VERIFICATION OF APPLICATION INFORMATION</b>
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: _____
<b>CASE INACTIVITY</b>
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.



# 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 – **2 copies**
  - B. Proof of ownership- Unofficial Recorded Deeds - **1 copy:**
  
3.  **NARRATIVE REPORT – 2 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:
    - On-site and regional location
    - CPA size and description of land use types by acreages
    - Roads/transportation systems serving the proposed project
    - 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.
  
  - E. The extent to which the amendment (or condition modification) is consistent with the specific goals and policies contained within the plan.

COMPREHENSIVE PLAN AMENDMENT SUBMITTAL CHECKLIST

\_\_\_\_\_ F. Other pertinent information as requested by the Maricopa County Planning Department Staff.

**4. LAND USE EXHIBIT**

- \_\_\_\_\_ A. Land Use Exhibit – **2 folded copies** on 24" x 36" size sheets (if required)
- \_\_\_\_\_ B. Land Use Exhibit – **1 color copy** on 8 ½" x 11" size sheets (if required)

**5. ELECTRONIC COPIES OF APPLICATION MATERIALS – saved as Adobe PDF Format (1 CD or jump drive).** Example a Narrative Report should be saved as NARR-RPTS.pdf

	Electronic Copies of Application Materials	Required Naming Convention for the Adobe PDF documents.
_____ A.	Pre-application meeting form	PREA-FORM
_____ B.	Completed Application form	APPL-FORM
_____ C.	Official recorded deed or unofficial deed	DEED-DETL
_____ D.	Narrative report	NARR-RPTS
_____ E.	Land Use Exhibit	LAND-EXHI
_____ F.	Traffic Impact Study or Statement (if required)	TRAF-RPTS
_____ G.	Public Participation Plan	CITI-RPTS

**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.

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**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.

COMPREHENSIVE PLAN AMENDMENT SUBMITTAL CHECKLIST

- 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.

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

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**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.

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**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

COMPREHENSIVE PLAN AMENDMENT SUBMITTAL CHECKLIST

- \_\_\_\_\_ of interest.
- \_\_\_\_\_ B. Signed and notarized "Affidavit of Citizen Participation".
- \_\_\_\_\_ 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.

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

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**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:
  - 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

COMPREHENSIVE PLAN AMENDMENT SUBMITTAL CHECKLIST

- 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.
- 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"

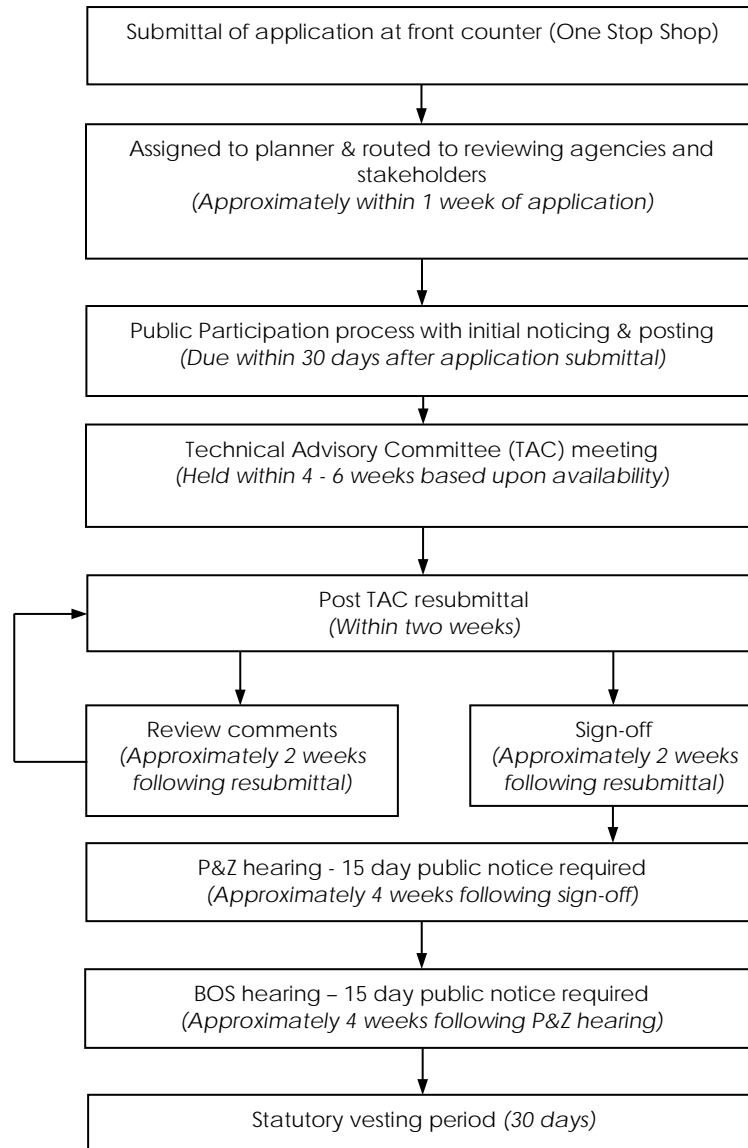
**AFFIDAVIT OF PUBLIC HEARING POSTING (Required for Major Comprehensive Plan Amendment applications):** The following listing of items are required before the request is scheduled for P&Z hearing as indicated on the Filing Deadlines and Hearing Dates table.

**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

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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: 9:00 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](mailto:Pdplanner@mail.maricopa.gov)

Posting Date: \_\_\_\_\_



Planning & Development  
Department



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](mailto: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  
Department



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





# MARICOPA COUNTY PLANNING & DEVELOPMENT DEPARTMENT 2019 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 15, 2019	October 29, 2018	<b>N/A</b>	<b>November 29, 2018**</b>	January 9, 2019
February 5, 2019	November 13, 2018	November 16, 2018	December 13, 2018 *	January 16, 2019
February 19, 2019	December 17, 2018	December 21, 2018	January 17, 2019	February 13, 2019
March 5, 2019	December 31, 2018	January 4, 2019	January 31, 2019	February 27, 2019
March 19, 2019	January 14, 2019	January 18, 2019	February 14, 2019	March 13, 2019
April 2, 2019	January 28, 2019	<b>N/A</b>	<b>February 28, 2019**</b>	March 27, 2019
April 16, 2019	February 11, 2019	February 15, 2019	March 14, 2019	April 10, 2019
May 7, 2019	February 25, 2019	March 1, 2019	March 28, 2019	April 24, 2019
May 21, 2019	March 11, 2019	March 15, 2019	April 11, 2019	May 8, 2019
June 4, 2019	March 25, 2019	March 29, 2019	April 25, 2019	May 22, 2019
June 18, 2019	April 15, 2019	April 19, 2019	May 16, 2019	June 12, 2019
July 2, 2019	April 29, 2019	<b>N/A</b>	<b>May 30, 2019**</b>	June 26, 2019
July 16, 2019	May 13, 2019	May 17, 2019	June 13, 2019	July 31, 2019
August 6, 2019	June 24, 2019	June 28, 2019	July 25, 2019	August 21, 2019
August 20, 2019	July 8, 2019	July 12, 2019	August 8, 2019	September 4, 2019
September 3, 2019	July 22, 2019	<b>N/A</b>	<b>August 22, 2019**</b>	September 18, 2019
September 17, 2019	August 12, 2019	August 16, 2019	September 12, 2019	October 9, 2019
October 1, 2019	August 26, 2019	August 30, 2019	September 26, 2019	October 23, 2019
October 15, 2019	September 9, 2018	September 13, 2019	October 10, 2019	November 6, 2019
November 5, 2019	September 23, 2019	September 27, 2019	October 24, 2019	November 20, 2019
November 19, 2019	October 7, 2019	October 11, 2019	November 7, 2019	December 11, 2019
December 3, 2019	October 21, 2019	<b>N/A</b>	<b>November 21, 2019**</b>	TBD
December 17, 2019	November 12, 2019	November 15, 2019	December 12, 2019	TBD

\*The December 13, 2018 P&Z to be held at 501 N. 44<sup>th</sup> Street in the Gold/Platinum Conference Rooms.

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



# Planning and Development Department



## 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. 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 (new application submittals must 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	
	<b>1 copy</b> – Pre-application meeting form
	<b>2 copies</b> – Application
	<b>1 copy</b> – Official Recorded deed or unofficial deed
	<b>2 copies</b> – Narrative Report
	<b>2 color copies</b> – Land Use Exhibit 24" x 36" <i>(if required)</i>
	<b>1 color copy</b> – Land Use Exhibit 8 1/2" x 11" <i>(if required)</i>
	<b>1 CD or jump drive</b> – Electronic version of application materials
	<b>2 copies</b> – Traffic Impact Study or Statement – <i>(if required)</i>
	<b>1 copy</b> – Public Participation Plan

**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, MasterCard, Discover, and American Express for credit card payment. **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	-