



## SPECIAL USE PERMIT MAJOR AMENDMENT

### SUBMITTAL FORMS INDEX

SPECIAL USE PERMIT MAJOR AMENDMENT PROCESS
SPECIAL USE PERMIT MAJOR APPLICATION
SPECIAL USE PERMIT MAJOR CHECKLIST
SUP SUPPLEMENTAL QUESTIONNAIRE FOR WIRELESS COMMUNICATION FACILITIES
CITIZEN REVIEW PROCESS (CRP) GUIDELINES
CRP NOTIFICATION LETTER EXAMPLE
AFFIDAVIT FOR THE CITIZEN REVIEW PROCESS
SITE POSTING REQUIREMENTS
SIGN SPECIFICATIONS FOR CRP & PUBLIC HEARINGS
AFFIDAVIT OF PUBLIC HEARING POSTING
AFFIDAVIT OF NOTIFICATION
FILING DEADLINES AND HEARING DATES
DRAINAGE REQUIREMENTS FOR PRECISE PLAN

**Special Use Permit Major Amendment is available as Electronic Document Review (EDR) - digital application submittal & review. The EDR Overview webpage includes information on how to get started with EDR submittal and processing.**

<https://www.maricopa.gov/4687/Electronic-Document-Review-EDR-Overview>

Download the EDR User Guide – Special Use Permit and the Special Use Permit Major Amendment application packet at the following website:

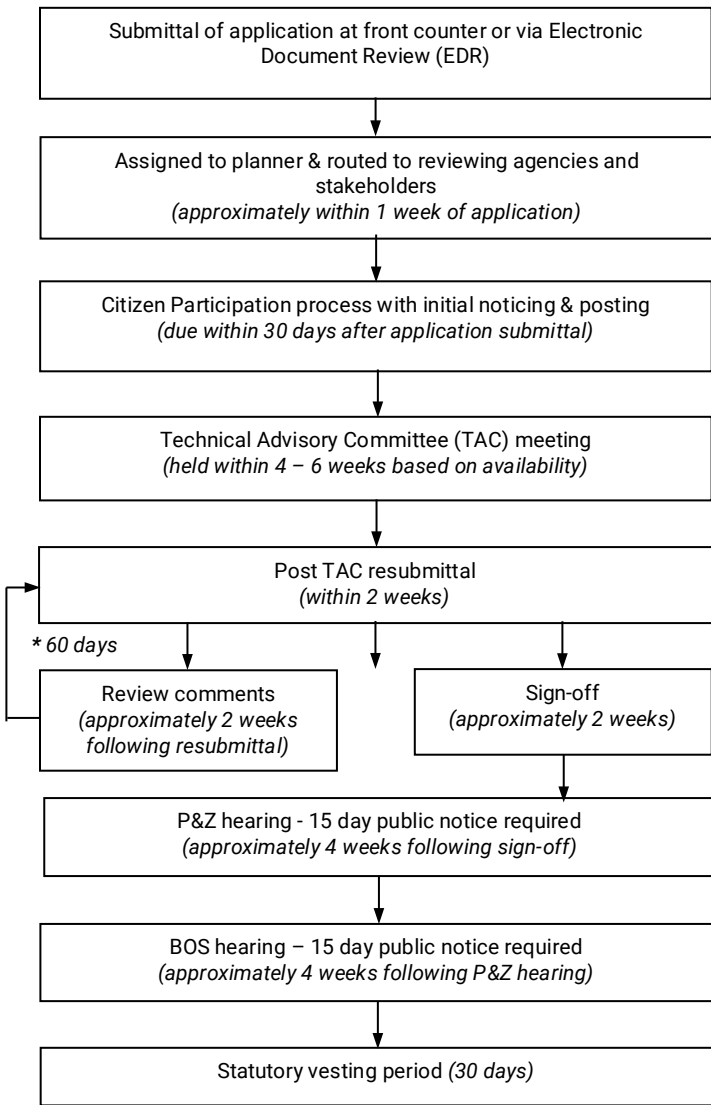
<https://www.maricopa.gov/4688/EDR-Guides-Tutorials-and-Applications#packets>

Any questions with EDR, please contact us at 602-506-8573 or use the On-line chat feature within the On-line Permit Manager click on **Let's Talk!**



# SPECIAL USE PERMIT MAJOR AMENDMENT PROCESS

## PROCESS FLOW CHART – PROJECTED TIMEFRAME



\* Approximate timeframe to Board of Supervisors hearing is 6 months assumes only 2 review cycles and two weeks resubmittals

## PRE-APPLICATION MEETING

A pre-application meeting is required for all cases. Possible items of discussion may include requirements, citizen participation plan, community and area plans, zoning patterns and trends. The pre-application meeting will include other County agencies such as Transportation, Drainage Review, Flood Control and Environmental Services.

After the meeting and after consulting with staff, the owner or authorized agent may begin implementing the Citizen Participation Plan.

## FILING AN APPLICATION

To submit an application, the following information is required:

- Pre-application meeting summary and application.
- Verification of ownership of the site, such as a recorded or unofficial deed.
- Application fees for Planning, Drainage Review, Environmental, Addressing and Transportation.
- Photographs of the site and adjacent properties.
- Precise Plan of Development (also known as a Site Plan). A Preliminary Plat may substitute, if applicable.
- Narrative Report, describing the request, justification for the request, property and area conditions, potential impacts, proposed improvements, services, utilities, etc.
- Other information such as building elevations and details, floor plans, sign details, landscape plans, architectural renderings, a drainage report and/or a traffic impact study.
- Citizen Participation Plan, describing the parties contacted by the owner or authorized agent, how information about the application is disseminated, how inquiries are handled, schedule of completion, etc.



# SPECIAL USE PERMIT MAJOR AMENDMENT PROCESS

---

## TECHNICAL ADVISORY COMMITTEE REVIEW

The Technical Advisory Committee (TAC) is composed of representatives of the County's Planning, Transportation, Drainage Review, Flood Control and Environmental Services departments. Other comments may be supplied by representatives from other County departments, fire district, school district, City or Town, homeowner's association, or other interested parties.

After a complete application is submitted and accepted by the Planning Department, staff will forward copies of the application to members of the TAC. Staff will then schedule the request for review by the TAC and notify the owner or authorized agent of the date and time.

Staff will provide the owner or authorized agent with written comments from any reviewing agency unable to attend the meeting.

---

## POST-TAC REVIEW

Depending on the comments received at the TAC, the application materials (such as the Site Plan or Narrative) may need revisions. The owner or authorized agent must submit revised materials, reflecting the TAC comments, to the Planning and Development Department, which will forward the revised materials to the appropriate agencies. Once they are satisfied that the technical requirements have been met (more than one re-submittal may be necessary) and the Citizen Participation Plan has been satisfactorily completed (see Citizen Review Process), the request will be scheduled for public hearing by the Planning and Zoning Commission. Staff will also conduct the 300' mailing, legal ad as well as prepare a staff report. The owner or authorized agent will be required to post the site. Please note that compliance with comments from the TAC does not guarantee that the application will be supported or recommended for approval by staff. Staff will provide written and verbal recommendations to the Planning and Zoning Commission.

---

## PLANNING AND ZONING COMMISSION

The Planning and Zoning Commission will hold a public hearing for all interested persons wishing to comment on the Special Use Permit Major Amendment. The owner or 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 to the Board of Supervisors for approval or denial of the request. Their recommendation may or may not concur with staff's recommendation.

---

## BOARD OF SUPERVISORS

The Special Use Permit Major Amendment request will again be legally advertised 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 staff or the Planning and Zoning Commission.

---

## POST-BOARD OF SUPERVISOR ACTIVITY

Once approved by the Board of Supervisors, the Special Use Permit Major Amendment becomes effective 31 days after Board action and when any required conditions are met. The owner or authorized agent may then apply for a Zoning Clearance and Building Permit as long as the property is in compliance with the Maricopa County Zoning Ordinance.

---

## AMENDMENTS

Any change or modification to an approval shall be considered an amendment. Staff shall determine whether changes constitute a Minor or Major Amendment according to MCZO Article 304.9. A Minor Amendment is an administrative process.





# SPECIAL USE PERMIT MAJOR AMENDMENT APPLICATION

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

<b>REQUEST</b>	
Project Name	_____
Description of Request:	_____
Existing Use of Property:	_____
Existing Zoning District:	_____
Requested SUP Major Amendment :	_____
Related Case Numbers: (List V# if site is subject to code violation)	_____
<b>PROPERTY INFORMATION</b>	
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):	_____
<b>OWNER'S AUTHORIZED AGENT INFORMATION</b>	
Name:	_____ Contact: _____
Address:	_____
City:	_____ State: _____ Zip: _____
Phone #:	_____ Fax #: _____ Email: _____
<b>PROPERTY OWNER INFORMATION</b>	
Name:	_____ Contact: _____
Address:	_____
City:	_____ State: _____ Zip: _____
Phone #:	_____ Fax #: _____ Email: _____
<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 – Signature required</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 – Signature required</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.	



**SPECIAL USE PERMIT MAJOR AMENDMENT  
APPLICATION  
SUBMITTAL CHECKLIST**

Applications submitted to the Maricopa County Department of Planning and Development shall include all of the exhibits, items and information listed in this checklist. This information is required by County Ordinance or Planning and Development staff in order to adequately review the proposal. An application will only be accepted by the Planning and Development 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:**

- \_\_\_\_\_ A. Completed and signed application – **2 copies**
- \_\_\_\_\_ B. Proof of ownership- official or unofficial recorded deeds - **1 copy**
- \_\_\_\_\_ C. Electronic copies of application materials saved as Adobe PDF files – **1 jump drive.**  
Example Narrative Report should be saved as **NARR-RPTS-1.pdf**

<b>Application Document</b>	<b>Required Naming Convention for the Adobe PDF documents</b>
Copy of Pre-application meeting form	PREA-DETL-1
Completed Application	APPL-FORM-1
Official recorded or unofficial deed	DEED-DETL-1
Site Plan	SITE-PLAN-1
Narrative Report	NARR-RPTS-1
Citizen Participation Plan	CITI-RPTS-1
Photographs	PHOT-DETL-1
Drainage Report/Plan (if applicable)	DRAI-RPTS-1
Traffic Impact Study (if applicable)	TRAF-RPTS-1

**3. SITE PLAN:**

- \_\_\_\_\_ A. 8-1/2" x 11" paper copy of site plan – **1 copy**
- \_\_\_\_\_ B. 24" x 36" **collated, folded, and stapled copies– 2 copies**

Site Plan to include the following information:

- \_\_\_\_\_ 1. Project name and case/tracking #
- \_\_\_\_\_ 2. Date of plan and dates of any subsequent revisions
- \_\_\_\_\_ 3. Vicinity map with location of site
- \_\_\_\_\_ 4. Title block identifying Owner, Developer, Engineer and owner or authorized agent
- \_\_\_\_\_ 5. Site dimensions/boundaries
- \_\_\_\_\_ 6. North arrow and scale (written and graphic)
- \_\_\_\_\_ 7. Site summary table:
  - Gross acreage
  - Net acreage
  - Existing zoning and land use
  - Proposed zoning and land use
- \_\_\_\_\_ 8. Request (i.e. or SUP Major Amendment for \_\_\_\_\_ project name)
- \_\_\_\_\_ 9. Legal Description of parent parcel and SUP area, if applicable



- \_\_\_\_\_ 10. Street names, existing and proposed, along with right-of-way dimensions, for all existing and proposed streets, show proposed cross-sections
- \_\_\_\_\_ 11. Access points with centerline dimensioned from property corner
- \_\_\_\_\_ 12. Dimensions of all driveway widths and distances between driveways
- \_\_\_\_\_ 13. Each use identified:
  - Dimensions of each structure
  - Dimensions between structures
  - Distances from property lines
  - Lot coverage
  - Building height and square footage
- \_\_\_\_\_ 14. Parking areas:
  - Dimensions and angles
  - Surfacing and /or paving material
  - Vehicle storage areas
  - Loading spaces or zones identified
  - Required & Proposed parking spaces (including handicapped-accessible)
- \_\_\_\_\_ 15. Adjacent property owners, uses, zoning and parcel numbers
- \_\_\_\_\_ 16. Name of school district where project is located
- \_\_\_\_\_ 17. Utility commitment table (a table illustrating water, wastewater disposal, Fire protection, police protection, electric, natural gas, telephone, and refuse providers)
- \_\_\_\_\_ 18. Location of all utilities (existing and proposed)
- \_\_\_\_\_ 19. Signs:
  - Location, size, height and type
  - Elevations of each sign
  - Source of illumination
  - Area and number allowed/area and number requested
- \_\_\_\_\_ 20. Location of all recorded/proposed easements
- \_\_\_\_\_ 21. Type of screening (i.e. walls and plantings)
- \_\_\_\_\_ 22. Existing and proposed contours
- \_\_\_\_\_ 23. Location of landscaping and retention areas
- \_\_\_\_\_ 24. Typical landscaping section
- \_\_\_\_\_ 25. Location, height and type of outdoor lighting. Note compliance with Section 1112 of the Zoning Ordinance in regard to outdoor lighting
- \_\_\_\_\_ 26. Show the location of all proposed and existing fire hydrants, water supply/storage, and wells, and septic systems
- \_\_\_\_\_ 27. For UPD's – comparison chart (**see example**)

**4. NARRATIVE REPORT:** Explanation of the project, **2 copies** – 8 1/2" x 11" paper. Underlined wording indicates a section heading.

- \_\_\_\_\_ A. Title page – include project name, general location, case/tracking #, and vicinity map
- \_\_\_\_\_ B. Purpose of Request
- \_\_\_\_\_ C. Description of Proposal, including proposed uses(s), business operations, hours/days of operation, # of employees, description/location of buildings, color palette, type of construction material, sign detail/descriptions, screening wall/fence details and location, etc.
- \_\_\_\_\_ D. Relationship to Surrounding Properties (their use, zoning, etc.)
  - Explanation of how the proposed development will benefit the community or area.



- Discussion of recent changes in the area of your request that support the application request (i.e. adoption of city or town plans, subdivision approvals, surrounding development, etc.)

- \_\_\_\_\_ E. Location and Accessibility
- \_\_\_\_\_ F. Circulation System (on & off-site) – include proposed improvements or dedications
- \_\_\_\_\_ G. Development Schedule (phasing)
- \_\_\_\_\_ H. Community Facilities and Services (school district, parks, amenities within area, etc)
- \_\_\_\_\_ I. Public Utilities and Services (refuse, sewer, water, police, fire, etc.)
- \_\_\_\_\_ J. For RUPD's – comparison chart, if applicable
- \_\_\_\_\_ K. Other information that will be helpful in evaluating the request
  - Architectural renderings and themes (descriptions)
  - Landscaping renderings and themes (descriptions)
  - Floor plans, elevations

**5. CITIZEN PARTICIPATION PLAN: (1 copy - 8-1/2" x 11" paper. Underlined wording indicates a section heading.)** (See Citizen Review Process Guidelines for details)

- \_\_\_\_\_ A. Title Page - include project name, general location and vicinity map
- \_\_\_\_\_ B. Parties Affected by Application - which property owners, interested parties, political jurisdictions and public agencies may be affected by the application
- \_\_\_\_\_ C. Notification and Information Procedures – how those interested in and potentially affected by an application will be notified the application has been made and the substance of the application
- \_\_\_\_\_ D. Response Procedures – how those interested in and potentially affected by an application will be will be provided and opportunity to express any concerns, issues or problems they may have with the proposal in advance of the public hearing
- \_\_\_\_\_ E. Schedule for Completion
- \_\_\_\_\_ F. Status Procedure – how the owner or authorized agent will keep the Planning and Zoning Department informed on the status of their citizen participation efforts

**6. Photographs are to be mounted on 8 ½ x 11 sheets.** Submit photographs of the site, taken on all four corners of the property and looking inward to the property (minimum of four photographs). Also submit photographs looking out from the property taken from all four sides (2 photographs from each side – 8 photographs minimum). Additional photographs are recommended for large sites. Please label each photograph with the view, direction and date. A site plan or key map may also be used in conjunction with the photographs with notations showing what direction the photograph faces and where it is taken.

**7. DRAINAGE REPORT/PLAN** (Check with Drainage Review to determine if applicable) **-2 copies**

**8. TRAFFIC IMPACT STUDY** (Check with Maricopa County Department of Transportation to determine if applicable) **- 2 copies**

**9. FEES:**

- \_\_\_\_\_ A. Planning Review Fee Special Use Permit Major Amendment **\$3,000 + \$100/acre or portion thereof** (\$50,000 max.)





See Maricopa County Zoning Ordinance, Chapter 16 – ([www.maricopa.gov/planning](http://www.maricopa.gov/planning)) – Please be aware that an additional investigation fee equal to the planning fee will be charged when a request is related to an active zoning violation case. This investigation fee will be assessed upon implementation of a signed compliance agreement, or upon a Hearing Officer’s determination that the respondent(s) is/are responsible for the applicable code violation(s).

- \_\_\_ B. Drainage Review Fee Special Use Permit Major Amendment **\$1,000 +\$500 per acre or portion thereof** (\$11,000 max.)
- \_\_\_ C. Maricopa County Department of Transportation (MCDOT) Review Fee **\$250**.
- \_\_\_ D. Maricopa County Environmental Services Department (MCESD) Review Fee **\$225**.
- \_\_\_ E. Addressing Review Fee of **\$10 to verify an existing address or \$50 to assign an address**.

***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.***

**10. OTHER INFORMATION:** (if applicable and as required by staff and/or other department or agency)

- \_\_\_ A. Title report – 2 copies
- \_\_\_ B. Deed restrictions (C.C. & R.’s) – 2 copies
- \_\_\_ C. Parcel map(s) of site and area – 2 copies
- \_\_\_ D. Letters of support or commitment – 2 copies
- \_\_\_ E. Market study – 2 copies
- \_\_\_ F. Landscape Plans (including plant types, quantities, sizes, % coverage, group-cover etc.) – 2 copies
- \_\_\_ G. Building Elevations (including material, color and treatment descriptions, etc.) – 2 copies

---

---

**The following items are required after the original submittal of a formal application. For questions, please ask your assigned planner:**

**CITIZEN REVIEW PROCESS – INITIAL NOTIFICATION:** (These items are due within 30 days of application).

- \_\_\_ A. A copy of the notification letter
- \_\_\_ B. A signed and notarized “Affidavit for the Citizen Review Process” form along with photographic evidence of posting and a map illustrating posting sites





**AFFIDAVIT OF PUBLIC HEARING POSTING:** (signed and notarized) along with photographic evidence of the posting and a map illustrating posting sites. (These items are due before the request is scheduled for a P&Z hearing as indicated on the Filing Deadlines and Hearing Dates table).

**PUBLIC HEARING NOTIFICATION REQUIREMENTS:** (These items are due prior to scheduling the request for a P&Z hearing). Provide the names, addresses and Tax Assessor's Parcel Numbers, on a list and on labels, of all the owners of property within 300 feet of the boundary of your project. Include a signed and notarized "Affidavit of Notification", signed by the owner or authorized agent verifying that the listed names represent the most current ownership information available through the Maricopa County Assessor's office.

- \_\_\_\_\_ A. List of property owners (name, address and parcel number) within 300'
- \_\_\_\_\_ B. Labels and postcard postage for property owners within 300'
- \_\_\_\_\_ C. Signed and notarized "Affidavit of Notification"



## SPECIAL USE PERMIT SUPPLEMENTAL QUESTIONNAIRE FOR WIRELESS COMMUNICATION FACILITIES

The following is supplemental information required to be submitted and addressed in the narrative report for the Special Use Permit.

1. What is the height of the proposed WCF? \_\_\_\_\_
2. Provide a map showing all the existing WCFs within a 1,000 feet radius for sites within Rural, Single-Family Residential or Multiple-Family zoning districts (Regardless of provider).
3. Provide a list with locations and approximate height of all existing vertical structures (of a height approximately equal or greater than the requested tower) within the WCF's search area. This includes church spires and steeples, light standards, water towers, transmission lines, buildings, or other similar structures.
4. Provide a map showing the service areas which the proposed facility will serve.
5. Explain any attempts or possibilities that have been investigated relating to co-location with another provider or existing facility.
6. Explain how this request can facilitate co-location with other users.
7. Will the request involve removal of mature trees or cacti? If so, discuss plans for relocation of such vegetation.
8. Discuss the following compatibility issues:
  - a. Setbacks from residential uses.
  - b. Setbacks from all property lines.
  - c. Setbacks from uses/structures on adjacent property.
  - d. Setbacks from public and private streets or access easements.
  - e. Future additional appurtenances or expansion plans.
  - f. Color and type of tower, landscaping, and fence screening.
  - g. Surrounding non-residential uses (if applicable).
9. If a stealth design is not being proposed, please explain why.



# CITIZEN REVIEW PROCESS GUIDELINES

---

## Purpose

Pursuant to State Law, the Maricopa County Board of Supervisors adopted a Citizen Review Process for Special Use Permits (Section 305 of the Maricopa County Zoning Ordinance). There are three (3) basic purposes for a Citizen Review Process:

- Notifying citizens of the rezoning *application* and not just the public hearing.
- Informing citizens of the substance of the application.
- Providing citizens an opportunity to express issues or concerns prior to any public hearing regarding the application.

Public participation is an important component of successful planning. Citizens need and deserve ongoing communication regarding projects and issues that affect their communities. Through the Citizen Review Process, Maricopa County demonstrates its commitment to ensuring that owner or authorized agent pursues early and meaningful citizen input in applications for Special Use Permits. Such participation will help an owner or authorized agent resolve concerns early in the process, and promote goodwill between the owner or authorized agent, County officials, citizens, property owners, and other stakeholders. While the Citizen Review Process may not produce complete consensus regarding specific applications, it will encourage owner or authorized agent to make sound investment and planning decisions by listening to and, where feasible, addressing the concerns of their neighbors.

## Process

The Citizen Review Process has five (5) requirements that are discussed below:

1. Requirement for a Pre-Application Meeting
2. Requirement to develop a Citizen Participation Plan
3. Requirement to notice adjacent property owners upon application
4. Requirement to post properties upon application
5. Requirement to complete a Citizen Participation Results Report

1. *Requirement for a Pre-application Meeting / Pre-application Meeting Form*

Prior to submitting a formal application, the owner or authorized agent is required to participate in a pre-application meeting with Planning and Development Department staff. Pre-application meetings allow owner or authorized agent to become familiar with the planning process, and also enable the owner or authorized agent to obtain guidance with the requirements of the Citizen Review Process. At the pre-application meeting, the *Citizen Participation Plan* will be discussed between staff and the owner or authorized agent.

At the pre-application meeting, staff will provide the owner or authorized agent with a copy of the *pre-application meeting form*. This form is used to verify that the pre-application meeting has occurred. **Please do not discard or misplace this form – it is a required submittal with your application.**



# CITIZEN REVIEW PROCESS GUIDELINES

## 2. Requirement to develop a Citizen Participation Plan

The Citizen Participation Plan discusses the extent and procedure the owner or authorized agent will take to complete the Citizen Review Process. Staff and the owner or authorized agent will discuss the extent of the Citizen Participation Plan at the pre-application meeting. At a minimum, the following information should be submitted as a part of the Citizen Participation Plan, using the headings and format shown below:

---

### **Title Page**

- Include the project name, general location and vicinity map

### **Parties Affected by Application**

- Discuss which residents; property owners, interested parties, political jurisdictions and public agencies may be affected by the application.

### **Notification and Information Procedures**

- Discuss how those interested in and potentially affected by an application will be notified that an application has been made.
- Discuss how those interested and potentially affected parties will be informed of the substance of the change, amendment, or development proposed by the application.

### **Response Procedures**

- Describe how those affected or otherwise interested will be provided an opportunity to discuss the owner or authorized agent's proposal with the owner or authorized agent and express any concerns, issues or problems they may have with the proposal in advance of the public hearing.

### **Schedule for Completion**

- Describe the schedule for completion of the Citizen Participation Plan.

### **Status Procedure**

- Describe how the owner or authorized agent will keep the Planning and Zoning Division informed on the status of their citizen participation efforts.

The level of citizen interest and area involvement will vary depending on the nature of the application and the location of the site. The target area for early notification will be determined through a coordinated effort of the owner or authorized agent and staff. The Planning Director shall resolve any disputes that may arise while arriving at the target area. At a minimum, the target area of the *Citizen Participation Plan* shall include the following:

- a) real property owners within 300' of the proposed Special Use Permit request;
- b) the head of any homeowners association within 300' of the proposed Special Use Permit request;
- c) other potentially affected citizens in the target area who have requested that they be placed on the routing list maintained by the Planning Department.

**Owner or authorized agent may submit the *Citizen Participation Plan* for review as early as the pre-application meeting, but must submit it with the formal application.**



## CITIZEN REVIEW PROCESS GUIDELINES

3. Requirement to Notice Adjacent Property Owners Upon Application, and
4. Requirement to Post Properties Upon Application

The owner or authorized agent shall send notice (see example notification letter) by first class mail to each real property owner as shown on the last assessment of the property within 300' of the proposed amendment or change. The notice by mail shall include, at a minimum, description of the area of the proposed Special Use Permit, 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 owner or authorized agent shall also post the property (see example in "Sign Specifications") included in the proposed change. The posting shall be in 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 are visible from the nearest public right-of-way. The postings shall remain in place for the entire application period. Each notice shall be a minimum of six square feet in area unless combined with the public hearing notices. The posting shall include, at a minimum, a brief description of the area of the proposed Special Use Permit, 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. **A copy of the notice as well as a signed and notarized "Affidavit for the Citizen Review Process" along with photographic evidence demonstrating proof of posting and a map illustrating posting sites shall be submitted to staff within 30 days of application submittal.**

5. Requirement to Complete a Citizen Participation Results Report

Upon completion of the Citizen Review Process, the owner or authorized agent must submit an official report on the results. At a minimum, the following information should be submitted as a part of the Citizen Participation Results Report, using the headings and format shown below:

### **Title Page**

- Include the project name, general location and vicinity map.

### **Details and Techniques Used To Involve the Public**

- Include all dates and locations of any and all meetings where citizens were invited to discuss the owner or authorized agent's proposal.
- Provide the content, dates mailed, and number of mailings, including letters, meeting notices, newsletters and other publications.
- Indicate the location of residents, property owners, and interested parties receiving notices, newsletters or other written materials.
- Indicate the number of people that participated in the process.

### **Summary of Concerns, Issues and Problems**


- Describe the substance of concerns, issues, and problems.
- Describe how the owner or authorized agent has addressed or intends to address perceived or real concerns, issues, and problems expressed during the process
- Describe perceived or real concerns, issues and problems with which the owner or authorized agent disagrees, which the owner or authorized agent cannot address, or which the owner or authorized agent chooses not to address, including an explanation of the owner or authorized agent's reasoning.

**The *Citizen Participation Results Report* must be submitted and approved prior to scheduling the case for public hearing with the Planning and Zoning Commission and County Board of Supervisors.**



## CITIZEN REVIEW PROCESS NOTIFICATION LETTER (EXAMPLE)

This letter should be sent to each real property owner as shown on the last assessment of the property within 300' of the proposed Zone Change or Special Use Permit. Below is an example of how the form should be completed.

<p>REQUEST:       Special Use Permit Major Amendment</p> <p>PROPOSAL:      Modification of Site Configuration / Feed Store</p> <p>LOCATION:        Northwest corner of Main and Park Streets</p> <p>SIZE:           40.00 acres</p> <p>OWNER OR AUTHORIZED AGENT: Name / address</p> <p>CONTACT PERSON: Name / telephone number / fax number / e-mail address</p>
<p>Map of area: (Not to scale)</p> <div style="display: flex; align-items: center; justify-content: center; height: 200px;"><div style="text-align: center; margin-right: 20px;"></div><div style="text-align: center; flex-grow: 1;"><p>Insert vicinity map here. Subject property should be filled or patterned.</p></div></div>

An application has been filed or will be filed shortly with the Maricopa County Department of Planning and Development regarding the request above. As required by the Maricopa County Zoning Ordinance, 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 BOARD OF SUPERVISORS. HOWEVER, YOU MAY RECEIVE SUCH A NOTICE AT A FUTURE DATE IF THE APPLICATION IS SCHEDULED FOR HEARING.**



**AFFIDAVIT FOR THE  
CITIZEN REVIEW PROCESS**

---

**To be submitted to the assigned planner within 30 days of application.**

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

I, \_\_\_\_\_, being owner or authorized agent for the **Special Use Permit Major 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 **Special Use Permit Major 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 **Special Use Permit Major Amendment**. The notice by mail included, at a minimum, a description of the area of the proposed **Special Use Permit Major 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.

**ATTACH A COPY OF THE NOTICE LETTER TO THIS AFFIDAVIT.**

Owner or Authorized Agent's/ Signature: \_\_\_\_\_

SUBSCRIBED AND SWORN before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_

(Notary Public)

My Commission Expires: \_\_\_\_\_

Tracking Number: \_\_\_\_\_

Project Name: \_\_\_\_\_





## SITE POSTING REQUIREMENTS

1. *Arizona State Statutes* requires that the site posting for public hearings in the unincorporated county “be no less than two (2) places with at least one notice for each quarter mile of frontage along perimeter rights-of-way so that the notices are visible from the nearest public right-of-way.” The owner or authorized agent can request a map designating the location of posting sites from the assigned planner.
2. 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 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.
3. The signs must be maintained and updated with amended information until after the Board of Supervisor’s hearing.
4. The signs must be removed and disposed of within 10 days after the Board of Supervisor’s hearing.
5. You may use a sign vendor of your choice.
6. 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.
7. See “Sign Specifications” for specific sign details.



## SIGN SPECIFICATIONS

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

1. The sign shall be a minimum of 3ft x 3ft in size. If an owner or authorized agent opts to not combine the CRP and public hearing postings, the CRP 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 "Special Use Permit" 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  
**SPECIAL USE PERMIT REQUEST**  
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:** Attend In Person: Board of Supervisors' Auditorium 205 W. Jefferson St. or attend virtual hearing (contact Planning & Development for registration).

**REQUEST:**

**PROPOSAL:**

**GENERAL LOCATION:**

**SIZE:**

**CASE #:**

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

**PLANNING & ZONING DIVISION: 602-506-3301**

<https://apps.pnd.maricopa.gov/contact/>

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



**AFFIDAVIT OF PUBLIC HEARING POSTING**

This form is used to ensure compliance with the posting requirements for Zone Changes, Development Master Plans, Comprehensive Plan Amendments, and Special Use Permits applications. For additional information, submit an on-line inquiry at <https://apps.pnd.maricopa.gov/contact/>

Case Number: \_\_\_\_\_

Project Name: \_\_\_\_\_

Owner/Authorized Agent Name: \_\_\_\_\_

Location: \_\_\_\_\_

In order to assist in providing adequate notice to interested parties and to meet *Arizona State Statute*, the *owner or authorized agent* shall post signs as prescribed by the "Maricopa County Site Posting Requirements." It shall be the responsibility of the owner or 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 authorized agent to remove the sign within 10 days after final disposition of the case.

**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 confirm that the site has been posted as detailed by the *Maricopa County Site Posting Requirements* as well as in accordance with Maricopa County Zoning Ordinance Article 304.2.2 and Arizona Revised Statutes for the case above.

Owner or authorized agent's Signature: \_\_\_\_\_

SUBSCRIBED AND SWORN before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Notary Public \_\_\_\_\_

Tracking Number: \_\_\_\_\_

Project Name: \_\_\_\_\_



**AFFIDAVIT OF NOTIFICATION**

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: \_\_\_\_\_





## 2024 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/ZIPPOR Meetings	Board of Supervisors Hearings
January 2, 2024	November 6, 2023	November 9, 2023	December 7, 2023	January 24, 2024
January 16, 2024	December 11, 2023	December 15, 2023	January 11, 2024	February 7, 2024
February 6, 2024	December 26, 2023	December 29, 2023	January 25, 2024	February 28, 2024
February 20, 2024	January 8, 2024	January 12, 2024	February 8, 2024	March 13, 2024
March 5, 2024	January 22, 2024	<b>N/A</b>	<b>February 22, 2024</b>	March 27, 2024
March 19, 2024	February 5, 2024	February 9, 2024	March 7, 2024	April 10, 2024
April 2, 2024	February 20, 2024	February 23, 2024	March 21, 2024	April 24, 2024
April 16, 2024	March 11, 2024	March 15, 2024	April 11, 2024	May 8, 2024
May 7, 2024	March 25, 2024	March 29, 2024	April 25, 2024	May 22, 2024
May 21, 2024	April 8, 2024	April 12, 2024	May 9, 2024	June 12, 2024
June 4, 2024	April 22, 2024	<b>N/A</b>	<b>May 23, 2024</b>	June 26, 2024
June 18, 2024	May 13, 2024	May 17, 2024	June 13, 2024	July 24, 2024
July 2, 2024	May 28, 2024	May 31, 2024	June 27, 2024	July 24, 2024
July 16, 2024	June 10, 2024	June 14, 2024	July 11, 2024	August 7, 2024
August 6, 2024	June 24, 2024	June 28, 2024	July 25, 2024	August 21, 2024
August 20, 2024	July 8, 2024	July 12, 2024	August 8, 2024	September 11, 2024
September 3, 2024	July 22, 2024	<b>N/A</b>	<b>August 22, 2024</b>	September 25, 2024
September 17, 2024	August 12, 2024	August 16, 2024	September 12, 2024	October 9, 2024
October 1, 2024	August 26, 2024	August 30, 2024	September 26, 2024	October 23, 2024
October 15, 2024	September 9, 2024	September 13, 2024	October 10, 2024	November 6, 2024
November 5, 2024	September 23, 2024	September 27, 2024	October 24, 2024	November 20, 2024
November 19, 2024	October 7, 2024	October 11, 2024	November 7, 2024	December 11, 2024
December 3, 2024	October 21, 2024	<b>N/A</b>	<b>November 21, 2024</b>	TBD
December 17, 2024	November 4, 2024	November 8, 2024	December 5, 2024	TBD

*Planning & Zoning Commission, ZIPPOR and Board of Supervisors to be held at 205 W. Jefferson Phoenix, AZ 85003 in the Board of Supervisors' Auditorium*

**Planning & Development Department**

301 W. Jefferson St., Suite 170 Phoenix, Arizona 85003  
P: 602.506.3301



## DRAINAGE REVIEW REQUIREMENTS FOR PRECISE PLANS INCLUDING SPECIAL USE PERMITS

A detailed drainage report with respect to hydrology and hydraulics in conjunction with grading, drainage and paving plans may need to be submitted. The final drainage plan needs to be signed and sealed by an Arizona Registered Professional Civil Engineer and should address the following:

1. **Offsite Hydrology** – Need to determine the quantity, the entrance and exit points, and how the flow is to be routed through the site.
2. **Onsite Hydrology** – Need to show how the flows are to be routed to retention basins.
3. **Onsite Retention** – Need to retain water for the 100-year, 2-hour storm for the site, including adjacent right of way. Determine volume needed and the size and location of basins.
4. **Retention Disposal** – Provide testing results in conformance with Standard 6.10 for disposal of total ponding volume within 36 hours.
5. **Onsite Hydraulic Calculations** – Need to show hydraulic analysis for any channels, culverts, storm drains, or street drainage.
6. **Cross Sections** – Need to show perpendicular cross-sections through the site indicating property lines, swales, retention areas, finished floors, and street details.
7. **Finished Floor Elevations** – Need to show finished floor elevation and certification note.
8. **Topography** – Need to show natural and proposed contour elevations or spot elevations.
9. **Dry Wells** – If applicable, need to submit a copy of the dry well registration before final drainage clearance of a permit.
10. **Floodplains** – Need to show the delineated floodplain boundaries if the site is within a Federal Emergency Management Agency's (FEMA) special flood hazard area. Will also need to apply for Floodplain Use Permit.
11. **Erosion Setbacks** – For washes and other watercourse channels an erosion setback will need to be determined, which meets Arizona State Standard 5-96.

Since complex drainage systems may require more detailed information, a meeting should be arranged with personnel from Drainage Review.

### **FEE INFORMATION\*:**

#### Planning Cases:

Plan of Development including SUP (except SFR-SUP)	\$ 1,000 + \$ 500/Acre	\$11,000 Maximum
SUP or Plan of Development with disturbance of less than 1,500 sq. ft.	\$ 650	
Minor Amendment to a Plan of Development	\$ 650	
Zone Change (no site plan, without precise plan entitlements)	\$ 60	
Special Use plan for SFR uses	\$ 210	
Modification of Stipulation/s	\$ 60	

#### Construction Permits

\$ 2,000 + \$ 250/Acre      \$ 42,000 Maximum  
Minor Accessory structure on previously developed site (see Regulation for restrictions) - \$ 650  
Major Accessory structure on previously developed site (see Regulation for restrictions) - \$ 5,000  
(Or as noted above if lower).

\* See the Drainage Regulation for current fee schedule

