

Planning Process Guide

"Planning with People for a Better Phoenix"



City of Phoenix
PLANNING & DEVELOPMENT DEPARTMENT

General Plan Amendment

Public Hearing Process

Clear policies and procedures for amending the Phoenix General Plan are critical to maintaining the integrity and ultimate viability of the Plan. The value of any plan depends on its stability and predictability. Both the business community and the general population of Phoenix benefit from clear guidelines to direct and protect investments.

While Plan Amendments are needed to adapt to changing circumstances and opportunities, they must be made in the context of a stable and dependable Plan, and only after careful deliberation. Consistent amendment guidelines assure that the Plan will be a living, creative document which can adapt to changed conditions, community goals and urban development opportunities while assuring stability for our neighborhoods and protecting investments.

1. What is the GENERAL PLAN and what is a GENERAL PLAN amendment?

The General Plan is the primary guide for physical development in the city. It guides the general location of basic land uses and provides policies on how these land uses should function. An amendment is a change in the plan's policies or land use shown on the General Plan Map.

2. When is an amendment to the GENERAL PLAN required?

When the land use shown on the map is different than that proposed and the site is greater than ten (10) gross acres. For additional information about when an amendment to the General Plan is required, please see Goal 11 of the Land Use Element in the General Plan. The General Plan is available online at www.phoenix.gov/PLANNING/gpindex.html.

3. How much does it cost to process an amendment?

The fees for filing an application to amend the General Plan for Phoenix are based according to the following schedule:

Type of Amendment	Fee
Major Amendments	\$10,000
Minor Amendments	\$5,000
Continuance Fees	\$830
*Checks made payable to the City of Phoenix	

4. How long does this process take?

Generally, it takes a minimum of five (5) to six (6) months to process an amendment to the General Plan and receive a decision from the City Council. Complicated cases may take longer due to continuances when there is no community consensus.

5. Who may submit an application to amend the GENERAL PLAN?

A member of the City Council, two members of the Planning Commission, a Village Planning Committee, or the owner(s) of a subject parcel may submit an application to amend the map of the General Plan. Anyone can submit a text amendment (a change to the wording in the General Plan) which will follow the minor amendment requirements. All General Plan Amendment application submittals must be preceded by a pre-application meeting with staff.

6. What is the process for a GENERAL PLAN amendment?

The basic steps for an applicant in the General Plan Amendment process are as follows:

- a. Pre-Application meeting.
- b. Application submittal and fee.
- c. Public notice.
- d. Staff analysis of application.
- e. Review with appropriate Village Planning Committee.
- f. Planning Commission Hearing.
- g. Second Planning Commission Hearing for Major Amendments only.
- h. City Council Hearing and Decision.

7. May my rezoning application be reviewed simultaneously with my application to amend the GENERAL PLAN?

No. Current City policy requires that action on a rezoning application is separate from the procedure to amend the General Plan as State law requires that all rezoning be consistent with and conform to the adopted General Plan. A hearing on the rezoning application is to occur subsequent to a determination on the change to the General Plan. However, you may file your rezoning application and be scheduled for a hearing agenda following action on the General Plan amendment.

Note: This requirement can be waived by the Planning Director upon written request for special circumstances.

8. What information is appropriate for presentation at a General Plan Amendment hearing versus a rezoning hearing?

- a. Consistency with the General Plan
- b. Effect on the jobs/housing balance
- c. Orderly timing of development
- d. Effect on the village concept of greatest intensity in cores
- e. Impact on village land use and character
- f. Availability of other sites for the use proposed
- g. Alternative uses for the site
- h. Traffic generation in the larger area
- i. Effect on recreation and open space, schools, and infrastructure availability
- j. Drainage, topography, air and water quality impacts
- k. Employment generation
- l. Appropriateness of the size of the area proposed for change

ZONING ISSUES - Not appropriate for discussion

- a. Setbacks
- b. Elevation and building materials
- c. Parking
- d. Open space amenities
- e. Landscaping
- f. Exactions
- g. Right-of-way

There are no stipulations attached to General Plan amendments.

Upon request this publication will be made available in alternate formats including large print, Braille, audiotape or computer disk to accommodate a person with a disability if given reasonable advance notice. Please contact Nici Wade at voice 602-495-0256 or via the City TTY Relay at 602-534-5500.

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Application Procedures

The following procedural outline identifies the major steps involved in the General Plan Amendment process. Should there be any questions or clarification necessary, please contact the Planning and Development Department, Long Range Planning Section, at (602) 262-6882.

Step 1. Pre-Application Meeting - A pre-application meeting is required prior to formal application for a General Plan Amendment. The pre-application meeting form (contained in this packet), and required surrounding character maps, must be submitted to the Planning and Development Department (2nd Floor Zoning Counter) before staff will schedule the pre-application meeting. The purpose of the meeting is for the applicant to explain the proposed General Plan Amendment to staff, and for staff to provide the applicant with initial feedback and identify any application requirements unique to the applicant's request. There is no fee for the form submittal or pre-application meeting.

Step 2. Application Submittal - At the time of application submittal, the Village Planner will review the application and supporting documents. For an application to be accepted, the applicant must submit all of the required information on the submittal checklist along with required application fees. Applications will not be accepted or processed without complete information or descriptions of the request being submitted.

- Major Amendments –The Phoenix General Plan defines a major amendment as an area plan covering five or more square miles or land use designations for an area of three or more square miles that previously had no land use designations. City Council is required to take action on Major Amendments in the same calendar year in which they are filed.
- Minor Amendments – Amendments to the Street Classification Map, Text Amendments, and any change in land use for ten (10) or more gross acres from one category to another are minor amendments with several exceptions (See Goal 11 of the Land Use element).

Step 3. Neighborhood Notification – Required for all land use and street classification map amendments. The applicant is required to mail a letter explaining the request and all appropriate review and comment opportunities by first class mail at least fifteen (15) calendar days prior to the date of the Village Planning Committee meeting to the following:

- a. All property owners within 600 feet of the site,
- b. The nearest resident within the four quadrants to the site,
- c. All neighborhood associations registered with the City of Phoenix Neighborhood Notification Office which are within a one-mile radius of the site. The names and addresses of the associations can be obtained from the zoning staff on the 2nd floor of City Hall or online at www.phoenix.gov/NBHDPGMS/nbassidx.html.

The applicant is to use the format as provided in the sample letters. Sections of the letter shown in bold and italics require site specific information from the applicant.

The applicant must submit to staff ten (10) days prior to the village planning committee meeting a notarized affidavit stipulating to the mailing along with a copy of the letter sent and the list of the property owners and associations contacted. Staff has the option to request additional notification. Failure of the applicant to provide evidence of mailing will result in a postponement of the application. The applicant will be charged a continuance fee for the postponement.

Step 4. Neighborhood Meeting – Required for all land use map amendments. The applicant is required to meet with property owners within 600 feet of the subject site to present the proposal and attempt to address resident concerns. The results of that meeting shall be summarized and forwarded to the village planner in whose village the case is located. No hearings shall be scheduled without submittal of the following information:

- Date, time, and location of the meeting
- Number of participants
- Issues that arose during the meeting
- Plan to resolve the issues, if possible

The applicant is also encouraged to contact the office of the Council member in whose district the case is located.

Note: Planning and Development Department Staff will conduct the neighborhood meeting if the request is initiated by the Planning Commission or Village Planning Committees.

Step 5. Posting Sign on Property – Required for all land use map amendments. The applicant is required to post a single double-sided sign, 4-foot by 8-foot, perpendicular to the street at a prominent location on the site a minimum of fifteen (15) calendar days prior to the Village Planning Committee meeting.

As in the case of the written notices, the applicant shall submit ten (10) days prior to the village planning committee meeting a notarized affidavit of posting stating the sign has been posted along with a color photograph showing the sign on the site to the Planning and Development Department, Zoning Section, 200 West Washington Street, 2nd Floor, Phoenix, AZ 85003-1611. Failure of the applicant to provide evidence of posting will result in a postponement of the application. The applicant will be charged a continuance fee for the postponement.

Signs shall be updated as needed. Continued cases shall be posted a minimum of seven (7) calendar days prior to the continuance date. An additional affidavit of posting is required.

Signs must be removed by the applicant within seven (7) days of City Council Action.

Step 6. Staff Review of Application – A staff planner from the Long Range Planning Team, which represents the village that the site is located in, is assigned to review the application and prepare a staff report. Comments received from other City departments and surrounding jurisdictions are consolidated and included in the staff report.

Step 7. Village Planning Committee Review – All applications will be reviewed by the appropriate Village Planning Committee at their regularly scheduled monthly meeting. Staff will provide the committee and the applicant a copy of the staff report prior to this meeting. The recommendation from the Village Planning Committee will be forwarded to the Planning Commission and attached to the staff report.

Step 8. Planning Commission Hearing – The Planning Commission must conduct at least one public hearing for minor amendments and at least two public hearings for major amendments. Hearings on major amendments must be held in two separate locations, one preferably being held in the village for testimony only. The Planning Commission meets on the second Wednesday of each month at 6:00 p.m. in the City Council Chambers, 200 West Jefferson Street, although dates may be adjusted as needed. Special meetings may be held at a different location. The applicant or a project representative must be present at the hearing. The Planning Commission will forward a recommendation to the City Council.

Step 9. City Council Hearing – Regular City Council Zoning hearings are held on the First Wednesday of each month at 5:00 p.m. in the City Council Chambers, 200 West Jefferson Street, although dates may be adjusted as needed. The applicant or a project representative must be present at the hearing. Approval of any major amendment requires an affirmative vote by at least two-thirds of the members of the council. The Resolution adopting any City Council action will be scheduled shortly after council action and will become effective 30 days after the resolution is signed by the Mayor.

Step 10. Inactive Cases – All applications need to be actively pursued to a decision. If no activity has occurred on an application for 180 days, the application will be determined to be inactive, deemed to be withdrawn and the file will be closed. Thirty (30) days prior to that date the staff will notify the applicant in writing. The applicant may submit a written request that the application remain active, with an explanation for the inactivity. The Planning and Development Department Director may grant an extension for up to 180 days for good cause if there is a reasonable belief that the application will be actively pursued during the extension period.

Pre-Application Meeting Form

A pre-application meeting is required prior to formal application for a General Plan Amendment. This form, and required surrounding character maps, must be submitted to the Planning and Development Department (2nd Floor Zoning Counter) before staff will schedule the pre-application meeting. The purpose of the meeting is for the applicant to explain the proposed General Plan Amendment to staff, and for staff to provide the applicant with initial feedback and identify any application requirements unique to the applicant's request. There is no fee for the form submittal or pre-application meeting.

APPLICANT INFORMATION		
Property Owner		
Mailing Address		
Phone	Fax	Email
Representative/ Company		Contact Name
Mailing Address		
Phone	Fax	Email
PROPERTY INFORMATION		
Location		APN
Acres	Village	Council District
Current Land Use(s)		
Current General Plan Designation(s)		
PROPOSAL		
Anticipated Land Use(s)		
Requested General Plan Designation(s)		
Reason(s) for Request		
SURROUNDING CHARACTER MAPS		
<ul style="list-style-type: none"> ▪ Aerial Map ▪ Existing Land Use and Parcel Map ▪ Proposed General Plan Designations Map 		
<p><i>Submit maps (with property boundaries delineated), listed above, with this form.</i> <i>Each map should be 8.5" x 11".</i></p>		

Applicant's Signature _____ **Date** _____

Fee Calculation Sheet
(For City Use Only)

Major Map Amendment (\$10,000) \$ _____

Minor Map Amendment (\$5,000) \$ _____
(includes Text amendments and Street
Classification Map amendments)

***Checks made payable to the City of Phoenix**

FOR STAFF USE ONLY

Case Number _____ Fee Paid _____

Submittal Date _____ Receipt Number _____

Submittal Checklist

The following information outlines the required information needed to submit a General Plan Amendment request to the City of Phoenix.

REQUIRED	Applicant Checklist	Staff Verification
Pre-Application Meeting/Form [prior to formal submittal] (See Page 8) .	<input type="checkbox"/>	<input type="checkbox"/>
Application (See Page 11)	<input type="checkbox"/>	<input type="checkbox"/>
Fees (Checks made payable to the City of Phoenix)	<input type="checkbox"/>	<input type="checkbox"/>
Electronic Submittal of Entire Application (See Page 12)	<input type="checkbox"/>	<input type="checkbox"/>
Copy of GPA Pre-Application Meeting Staff Comments Sheet (provided by staff at the pre-application meeting)	<input type="checkbox"/>	<input type="checkbox"/>
Copy of Recorded Takings Waiver (See Page 13)	<input type="checkbox"/>	<input type="checkbox"/>
Analysis Questions (See Page 17)	<input type="checkbox"/>	<input type="checkbox"/>
Surrounding Character Maps:		
Existing land use map (8.5" x 11")	<input type="checkbox"/>	<input type="checkbox"/>
Proposed land use map (8.5" x 11")	<input type="checkbox"/>	<input type="checkbox"/>
Aerial (8.5" x 11")	<input type="checkbox"/>	<input type="checkbox"/>
Ownership Verification Form: (See Page 15)		
Legal Description	<input type="checkbox"/>	<input type="checkbox"/>
Assessors Tax parcel numbers	<input type="checkbox"/>	<input type="checkbox"/>
Gross Acreage	<input type="checkbox"/>	<input type="checkbox"/>
Authorization Letter	<input type="checkbox"/>	<input type="checkbox"/>
Principals and Development Team (See Page 16)	<input type="checkbox"/>	<input type="checkbox"/>
Traffic Impact Study (if required) otherwise Traffic Impact Statement.....	<input type="checkbox"/>	<input type="checkbox"/>
Market Study (if required).....	<input type="checkbox"/>	<input type="checkbox"/>
Neighborhood Notification: (See Pages 18 & 19) Notarized Affidavit with notification letter sent and mailing list.....	<input type="checkbox"/>	<input type="checkbox"/>
Documentation of Neighborhood Meeting:		
Typed list of attendees with names, addresses & telephone numbers.....	<input type="checkbox"/>	<input type="checkbox"/>
Summarized results of the meeting addressing neighborhood concerns, topics discussed, and how the applicant addressed such concerns	<input type="checkbox"/>	<input type="checkbox"/>
Copy of the letter notifying property owners of the meeting.....	<input type="checkbox"/>	<input type="checkbox"/>
Signage Posting: (See Pages 20-24)		
Affidavit of Posting	<input type="checkbox"/>	<input type="checkbox"/>
Affidavit of Posting (for continued cases)	<input type="checkbox"/>	<input type="checkbox"/>
Affidavit of Sign Removal.....	<input type="checkbox"/>	<input type="checkbox"/>
Pre-application Meeting Notes for Companion Zoning Case when filed (Actual notes, not just number)	<input type="checkbox"/>	<input type="checkbox"/>

Application



FOR OFFICIAL USE ONLY
Reviewed by: _____
Date Accepted: _____

APPLICATION TO AMEND GENERAL PLAN FOR PHOENIX

I hereby request that the General Plan for Phoenix be amended in the following manner:

- Map Amendment
 Major Map Amendment
 Text Amendment
 Street Class Amendment

COMPLETE THIS SECTION ONLY FOR MAP AMENDMENT

Site Location:	Current Plan Designation(s):	Requested Plan Designation(s):
Tax Parcel #:		
Acres:		
Village:		
District:		
Required Attachments: <input type="checkbox"/> Map showing site and requested plan designation(s). <input type="checkbox"/> Completed applicant analysis questions. <input type="checkbox"/> Legal description of property. <input type="checkbox"/> Written authorization from owner if required.		

COMPLETE THIS SECTION ONLY FOR TEXT AMENDMENT

General Plan Element(s):	Page(s):
Current Wording:	Requested Wording:

Attach additional pages as needed indicating requested wording change(s), additions, deletions or map changes. Attachment _____ Pages.

COMPLETE THIS SECTION FOR ALL AMENDMENTS

Reason for requested change:

Is this request related to a rezoning application? _____ If so, rezoning case no. _____ if filed

APPLICANT _____ **COMPANY** _____
ADDRESS _____ **CITY/STATE/ZIP** _____
PHONE NO. _____ **FAX NO.** _____
EMAIL _____

Initiation of an application to amend the General Plan for Phoenix requires one of the following:

- Applicant is property owner of entire site.
- Applicant has written permission of all property owners of site (signatures attached).
- Application is initiated by Village Planning Committee of _____ Village.
- Application is initiated by the Planning Commission.
- Application is initiated by Planning Commissioners _____ (Name) and _____ (Name).
- Application is initiated by City Council member _____ (Name).

I declare that all information submitted is true and correct to the best of my knowledge and belief. I understand that any error in my application may be cause for changing its scheduling.

Signature _____ Date _____

Electronic Submittal Requirements

For additional information, please call the Planning and Development Department, Long Range Planning Section, at (602) 262-6882.

All applicants must submit a copy of the application and all supplemental information in a digital format. The following digital submittal formats are acceptable:

- WORD (.doc) for legal descriptions and text information **(A text version of the legal description is required in a Word document to allow staff to ensure the Maricopa County formatting requirements are met for Ordinance recording purposes.);**
- PDF for site plans, elevations and aerials;
- GIS Shapefile (preferred) or CAD .dwg and .dxf files depicting all legal descriptions, i.e., areas to be amended and General Plan categories to be changed;
 - If multiple General Plan land use categories are requested then separate legal descriptions must be provided;
 - Planned Unit Development zoning requests may be required to provide separate legal descriptions depending on the applicant's proposed land uses.

To ensure that the shapefile displays in the correct location in the City of Phoenix, GIS or AutoCAD data must be in North American Datum (NAD_1983_HARN_StatePlane_Arizona_Central_FIPS_0202).

Files must be submitted on a compact disc at the time of General Plan amendment application submittal, and will not be returned to the applicant.

All subsequent amendments to the application must include a digital submittal on a compact disc at the time of formally submitting the amendment. Please ensure compliance with the acceptable formats above. Staff will not process amendments without the electronic file. Emailed copies may be accepted for minor items at the discretion of staff.

If there are changes in an amendment application where the change alters the legal description or the land use boundaries in any way, a new GIS/AutoCAD file and WORD Document legal descriptions must be submitted immediately. Any delay in submitting the changes will result in a delay in processing the application.

Incomplete electronic application and/or amendment submittals will result in extended processing and review times, as well as possible delays in scheduling public hearings.

Example Of What Not To Submit as a Legal Description

- APN 202-22-014 only **(The APN is not sufficient information)**
- N2 SEC 10 T6N R2E LY E OF E R/W LN H/W P/D 5263-166 EX BEG AT N4 COR TH E 131.55F TH S 660.34F TH W 1311.43F TO E R/W L N H/W TH N ALG SD E LN H/W TO N LN SD SEC TH E 1198.05F TO POB & EX TH PT DAF COM N4 COR SEC TH E 131.55F TO POB TH E 2507.10F TH S 2644.88F TH W 2624.15F TH N 1973.87F TH E 120.20F TH N 660.34F TO POB AS DESC P/F 05-1675663 **(Abbreviations will not be accepted)**
- ALTA Survey **(ALTA's do not have the proper format)**

Takings Waiver



City of Phoenix

When recorded return to:

**Waiver of Claims For Diminution in Value of Property
Under Proposition 207 (A.R.S. 12-1131 et seq.)**

Application Number: _____

WAIVER. By making application for application of the City's land use laws for the real property owned by ("Owner") located within the City of Phoenix or to be annexed by the City more particularly described in the attached Exhibit A (the "Property"), Owner together with its heirs, successors or assignees hereby voluntarily waives its rights to make any claim for diminution in value of Owner's property pursuant to A.R.S. 12-1134 as a result of City's action on the above-referenced application. Owner acknowledges that he is under no compulsion to enter into this Agreement.

Owner understands that this Waiver shall run with the Property and be binding upon subsequent landowners. The duration of this Waiver shall be for a period of three years from the date of City approval of the above-referenced application and shall be recorded by Owner with the Maricopa County Recorder.

In the event the above application is withdrawn, or the City denies the application, the City shall release the Owner from this waiver.

OWNER

By: _____

Its: _____

SUBSCRIBED AND SWORN to before me
this ____ day of _____, 20__.

Notary Public:

My Commission Expires:

Exhibit A: Legal Description

EXHIBIT A
LEGAL DESCRIPTION OF THE PROPERTY

Ownership Verification

_____ hereby requests that an application to amend
the General Plan for Phoenix be accepted by the Planning and Development Department for property
located

Said property is owned by _____
and legally described as: _____
(or, see attached)

The property contains a gross lot area of _____
(net lot area equals _____)

Assessor Parcel Number(s): _____

The following sketch accurately portrays the parcel configuration and property dimensions, as reflected in
the legal description: (survey attached)

I hereby certify that the above information is correct, and that I am authorized to file an application on said property,
being either the owner of record or authorized to file on behalf of the owner.

(Applicant)

(Date)

Principals and Development Team

List of persons involved in proposal. This includes owner and potential buyers of record and members of development team. If a partnership or limited partnership is involved, list the general partners and limited partners with more than a 10 percent interest.

Principal Owners:

Name _____

Address _____

Phone _____

Fax _____

E-Mail _____

Principal Buyers:

Name _____

Address _____

Phone _____

Fax _____

E-Mail _____

Development Team:

Name _____

Address _____

Phone _____

Fax _____

E-Mail _____

Applicant Analysis Questions

Attach a narrative statement which addresses the following questions. When preparing the responses, cite Goals and Policies from the General Plan. Additional information pertaining to the request may also be included, as appropriate.

1. Does the proposed amendment encourage concentration of development intensity in cores?
2. How many potential jobs would be created or lost by approving and implementing the proposed amendment?
3. How many potential housing units would be created or lost by approving and implementing the proposed amendment?
4. Is there a need for the proposed use(s) or density(ies) in the requested location? Explain.
5. What impact would the proposed amendment have on adjacent or nearby land?
 - a. Impact on developed land
 - b. Impact on vacant land
6. How will the proposed amendment affect traffic generation and the transportation system?
7. Will the proposed amendment create additional need for recreation and open space facilities? If so, how will the additional need be met?
8. How will the proposed amendment affect the character and image of the adjacent area, neighborhood, and village?
9. Additional comments as appropriate.

Sample – Notification Letter

Today's Date _____

Dear **Property Owner** or **Neighborhood Association President**:

The purpose of this letter is to inform you that _____ has filed a **General Plan Amendment** for a _____ acre site located _____, Case number GPA-_____. Please be advised that the following meetings and hearings are tentatively scheduled to review this case:

Village Planning Committee Meeting:	Name of Committee Location of Meeting Date and Time
Planning Commission Hearing:	Location Date and Time
2nd Planning Commission Hearing: (For Major Amendments Only)	Location Date and Time
City Council Hearing:	Location Date and Time

You are welcome to attend these meetings to learn about the case and make your opinions known. Please confirm the meeting details with the City of Phoenix Planning and Development Department before attending as they are subject to change. Hearing information may also be found on signs posted on the site and in the Record Reporter. You may also make your feelings known on this case by writing to the Planning and Development Department, Long Range Planning Section, at 200 West Washington, 3rd Floor, Phoenix, Arizona 85003 and referencing the case number. Your letter will be made part of the case file.

The _____ Village Planning Committee will forward a recommendation to the Planning Commission and City Council after considering testimony from affected parties and reviewing the staff report prepared by the Planning and Development Department. The village planner who will staff this meeting is _____ **(name)** and can be reached at _____ **(phone number)**. This planner can answer your questions regarding the village review and city hearing processes as well as the staff position once their report is complete. You are also urged to contact me or one of my staff at _____ **applicant's phone number** to learn more about the case and to express your concerns.

Attached is a copy of the cover page of our application. The following describes our request:

Proposed change: *GPA change, specific proposal details, and if you plan to file a subsequent rezoning application, describe what you plan to file.*

Existing use: *Describe what is on the site today and how it is designated on the General Plan and zoned.*

In approving a General Plan request, the City Council cannot adopt any stipulations regarding the type of use, its size, height, setbacks or other design features. Those stipulations can only be addressed through a rezoning case.

Again, I would be happy to answer any questions or hear any concerns that you may have regarding this proposal. You may reach me at _____ **phone number** and _____ **fax number**.

Sincerely,

Developer or his representative's name

Attachments

Sample – Affidavit of Notification

For additional information, please call the Planning and Development Department, Long Range Planning Section, at (602) 262-6882.

Application No.: _____

Applicant Name: _____

Location: _____

I confirm that notice as required for the case noted above has been completed in accordance with Section 506.B.7 of the Zoning Ordinance.

Applicant/Representative Signature

Date

STATE OF ARIZONA }
County of Maricopa }

The foregoing instrument was acknowledged before me this _____ day of _____, 20_____, by _____ . In witness whereof I hereunto set my hand and official seal.

Notary Public

My commission expires _____

Site Posting Requirements

Below are the requirements for posting of General Plan amendment cases. For additional information, please call the Planning and Development Department, Long Range Planning Section, at (602) 262-6882.

In order to assist in providing adequate notice to interested parties, the applicant for General Plan amendment hearings in the City of Phoenix shall erect, not less than fifteen calendar days prior to the date of the first Village Planning Committee meeting, a single sign giving notice of the date, time and place of the tentatively scheduled hearings. The sign shall also include the nature of the request as contained on the formal General Plan amendment application. The size and format of this sign shall be as described by the Planning and Development Department. Such notice shall be clearly legible, double-sided, and placed at a prominent location on the site, perpendicular to the street, generally adjacent to the public right-of-way.

It shall be the **responsibility of the applicant** to erect and maintain the sign on the subject property and to maintain the hearing information on the sign until the final disposition of the case. It is **also the applicant's responsibility** to post any continuance dates a minimum of **7 days** prior to the continued date and update the additional hearing dates following the continuance (provide affidavit – see Page 20). This responsibility includes removal of the sign after final City Council action on the case.

After the sign has been posted the applicant or their representative must submit an affidavit of posting and a photograph of the site posting.



Site posting specifications and instructions are continued on the next page.

Sample – Notarized Affidavit of Posting

This form is used to ensure compliance with the posting requirements for General Plan Amendment applications. For additional information, please call the Planning and Development Department , Long Range Planning Section, at (602) 262-6882.

Application No.: _____

Applicant Name: _____

Location: _____

In order to assist in providing adequate notice to interested parties, the **applicant** for general plan amendment hearings in the City of Phoenix shall erect, not less than fifteen calendar days prior to the date of the Village Planning Committee meeting, a single sign giving notice of the date, time, and place of the tentatively scheduled hearings. The sign shall also include the nature of the request as contained on the formal application. The size and format of this sign shall be as described by the Planning and Development Department. Such notice shall be clearly legible and placed at a prominent location on the site, generally adjacent and perpendicular to the public right-of-way. **It shall be the responsibility of the applicant to erect and to maintain the sign on the subject property and to maintain the hearing information on the sign until after City Council action on the case. It shall also be the responsibility of the applicant to remove the sign after final disposition of the case.**

I confirm that the site has been posted as required above, for the case noted above. A picture of the site posting has also been submitted.

Applicant/Representative Signature

Date

STATE OF ARIZONA }
County of Maricopa }

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____ . In witness whereof I hereunto set my hand and official seal.

Notary Public

My commission expires _____

Return completed notarized affidavit and picture to the Planning and Development Department **at least 15 days prior to the Village Planning Committee meeting.**

Sample – Notarized Affidavit of Posting (Continued Cases)

This form is used to ensure compliance with the posting requirements for General Plan Amendment applications. For additional information, please call the Planning and Development Department, Long Range Planning Section, at (602) 262-6882.

Application No.: _____

Applicant Name: _____

Location: _____

The applicant for a rezoning hearing in the city of Phoenix shall update signage a minimum of seven (7) calendar days prior to the continuance date.

I confirm that the site has been posted as required above, for the case noted above. A picture of the site posting has also been submitted.

Applicant/Representative Signature

Date

STATE OF ARIZONA }
County of Maricopa }

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____ . In witness whereof I hereunto set my hand and official seal.

Notary Public

My commission expires _____

Return completed notarized affidavit and picture to the Planning and Development Department at least 3 days prior to the continued hearing/meeting date.

Sample – Notarized Affidavit of Sign Removal

This form is used to ensure compliance with the posting requirements for General Plan Amendment applications. For additional information, please call the Planning and Development Department , Long Range Planning Section, at (602) 262-6882.

Application No.: _____

Applicant Name: _____

Location: _____

The applicant for a rezoning hearing in the city of Phoenix shall remove signage within seven (7) days of Council Action.

I confirm that the posting signs, as required above, have been removed.

Applicant/Representative Signature

Date

STATE OF ARIZONA }
County of Maricopa }

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____ . In witness whereof I hereunto set my hand and official seal.

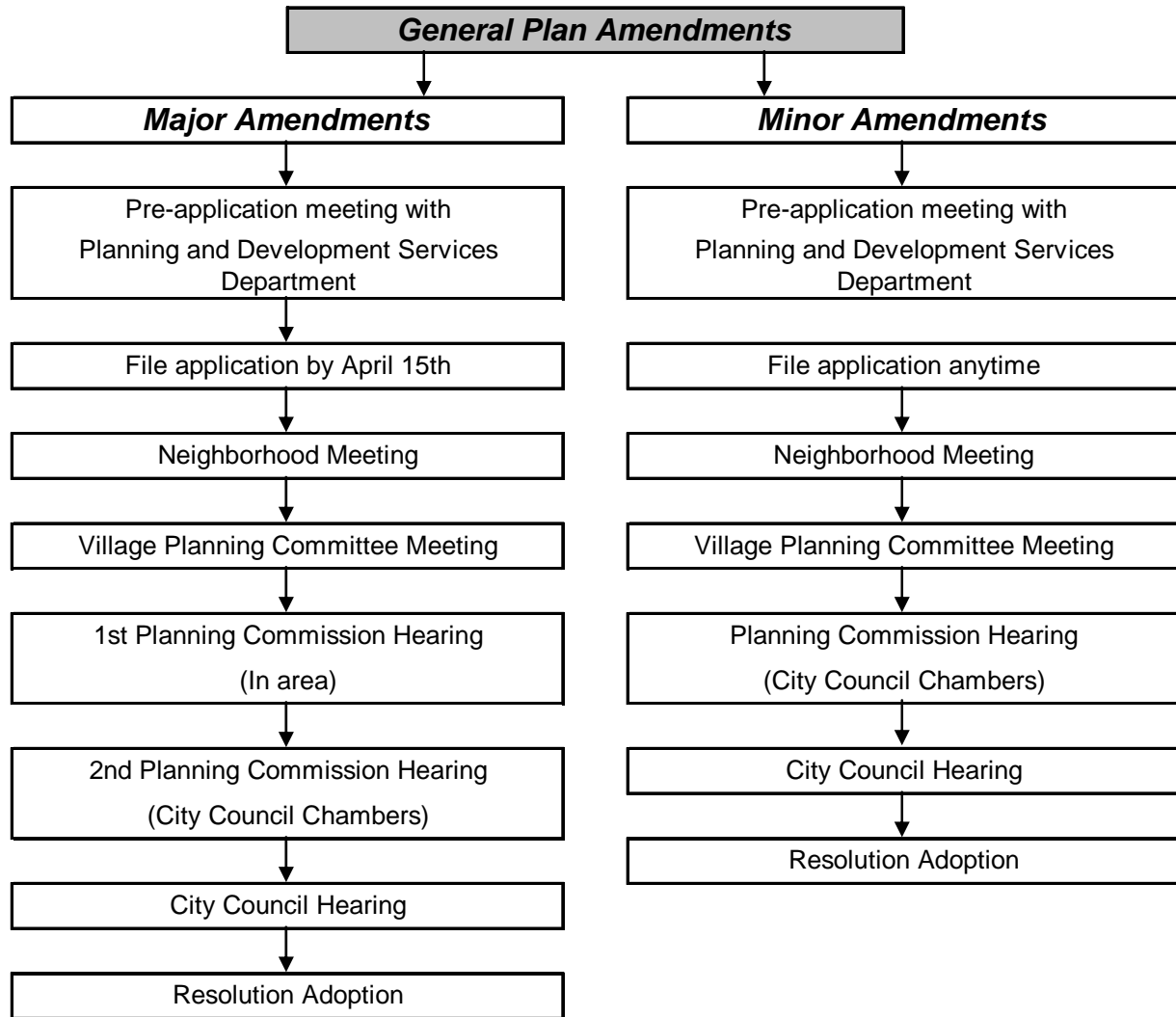
Notary Public

My commission expires _____

Return completed notarized affidavit to the Planning and Development Department.

Hearing Process Flowchart

For additional information, please call the Planning and Development Department, Long Range Planning Section, at (602) 262-6882.



Village Planning Committee Dates 2012

For additional information, please call the Planning and Development Department, Zoning Division at 602-262-7131, option #6.
call the Planning and Development Department, Zoning Division at 602-262-7131, option #6.

VILLAGE PLANNING COMMITTEE DATES 2012												
VILLAGE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Ahwatukee Foothills	23	27	26	23	28	25	23	27	24	22	26	Canc
Alhambra	24	28	27	24	22	26	24	28	25	23	27	25
Camelback East	10	7	6	3	1	5	Canc	7	11	2	13	4
Central City	9	13	12*	9	14	11	9	13	10	8	TBD	10
Deer Valley	19	16	15	19	17	21	19	16	20	18	15	20
Desert View	3	7	6	3	1	5	Canc	7	4	2	6	4
Encanto	9	6	5	2	7	4	9	6	10	1	5	3
Estrella	17	21	20	17	15	19	17	21	18	16	20	18
Laveen	9	13	12	9	14	11	9	13	10	8	19	10
Maryvale	10	14	13	10	8	13***	11	8	12	10	14	12
North Gateway	12	9	8	12	10	14	12	9	13	11	8	13
North Mountain	18	15	21	18	16	20	18	15	19	17	14	TBD
Paradise Valley	9	6	5	2	7	4	9	6	10	1	5	3
Rio Vista	23	27	26	23	21	25	23	27	24	22	19	Canc
South Mountain	10	14	13	10	8	12	10**	14	11	9	13	11

BOLD ITALICS = Deviates from regular schedule

Ahwatukee Foothills	Meets the 4 th Monday at 6:00 pm Pecos Park Community Center, 17010 S. 48 th Street	Marc Thornton (602) 261-8701 marc.thornton@phoenix.gov
Alhambra	Meets the 4 th Tuesday at 6:00 pm Washington Activity Center, 2240 W Citrus Way	Joshua Bednarek (602) 262-6823 joshua.bednarek@phoenix.gov
Camelback East	Meets the 1 st Tuesday at 6:00 pm Devonshire Community Center, 2802 E Devonshire Avenue (1 block north of Indian School Rd)	Jacob Zonn (602) 534-5829 jacob.zonn@phoenix.gov
Central City	Meets the 2 nd Monday at 6:00 pm * Rio Salado College Downtown, 619 N. 7 th Avenue	Katherine Coles (602) 256-5648 katherine.coles@phoenix.gov
* New meeting location as of March 12, 2012 Meeting		
Deer Valley	Meets the 3 rd Thursday at 6:00 pm Deer Valley Community Center, Multi-purpose Room 2001 W. Wahalla Drive	Craig Mavis (602) 262-4072 craig.mavis@phoenix.gov
Desert View	Meets the 1 st Tuesday at 6:30 pm Paradise Valley Community Center, Multi-purpose Room 17402 N. 40 th Street	Tricia Gomes (602) 262-6949 tricia.gomes@phoenix.gov
Encanto	Meets the 1 st Monday at 6:15 pm Phoenix College, WILLO Room, 3310 North 10th Avenue	Katherine Coles (602) 256-5648 katherine.coles@phoenix.gov
Estrella	Meets the 3 rd Tuesday at 6:00 pm Fowler School District Board Room, 1617 S. 67 th Avenue	Marc Thornton (602) 261-8701 marc.thornton@phoenix.gov
Laveen	Meets the 2 nd Monday at 6:30 pm Desert Meadows Elementary School Library 6855 W. Meadows Loop East	Marc Thornton (602) 261-8701 marc.thornton@phoenix.gov

Maryvale

Meets the 2nd Wednesday at **6:00 pm*****
Desert Sky Mall, New Community Room, 7611 W. Thomas Road
(Southwest entrance between Cinemas and Burlington Coat Factory)

Jacob Zonn (602) 534-5829
jacob.zonn@phoenix.gov

*** **New meeting day as of June Meeting**

North Gateway

Meets the 2nd Thursday at **6:00 pm**
Goelet A. Beuf Community Center Classroom 101,
3435 W. Pinnacle Peak Road

Tricia Gomes (602) 262-6949
tricia.gomes@phoenix.gov

North Mountain

Meets the 3rd Wednesday at **6:00 pm**
Cowden Center, 9202 N. 2nd Street
(Northwest corner 2nd Street & Mission Lane)

Craig Mavis (602) 262-4072
craig.mavis@phoenix.gov

Paradise Valley

Meets the 1st Monday at **6:00 pm**
Paradise Valley Community Center, Multi-purpose Room,
17402 N. 40th Street

Craig Mavis (602)262-4072
craig.mavis@phoenix.gov

Rio Vista

Meets the 4th Monday at **6:00 pm**
Goelet A. Beuf Community Center Classroom 101,
3435 W. Pinnacle Peak Road

Tricia Gomes (602) 262-6949
tricia.gomes@phoenix.gov

South Mountain

Meets the 2nd Tuesday at **6:30 pm**
South Mountain Community College Library, Rooms L162 & 163, **
7050 S. 24th Street

Joshua Bednarek (602) 262-6823
joshua.bednarek@phoenix.gov

** **Location Change for
July meeting only**

**South Mountain Community College Student Union
7050 S. 24th Street**

Revised: 5/9/12

Tentative 2012 Rezoning Hearing Schedule (subject to change)

Below is a tentative schedule for hearing dates. For additional information, please call the Planning and Development Department, Zoning Division at 602-262-7131, option #6.

Effective with the June 2012 hearing, the Planning Commission hearings will be held on the Second Tuesday of the month. The adoption of Ordinances for non-appealed zoning cases will be scheduled for the City Council Formal meeting at 5:00 p.m. For cases that are appealed, adoption of Ordinances will take place immediately following an approval action at the City Council Recessed meeting at 6:00 p.m. on the same day.

ZONING HEARING OFFICER HEARING	PLANNING COMMISSION HEARING	CITY COUNCIL ORDINANCE ADOPTION FOR <u>NON-APPEALED</u> CASES 5:00 p.m. Formal Meeting	CITY COUNCIL HEARING & ORDINANCE ADOPTION FOR <u>APPEALED</u> CASES 6:00 p.m. Recessed Meeting
	12/14/11	1/18/12 <i>(3rd Wednesday)</i>	1/18/12 <i>(3rd Wednesday)</i>
	1/11/12	2/1/12	2/1/12
	2/8/12	3/7/12	3/7/12
	3/14/12	4/4/12	4/4/12
	4/11/12	5/2/12	5/2/12
	5/9/12	6/6/12	6/6/12
	6/12/12	7/3/12 (Tuesday) <i>*Revised meeting time of 4:00 p.m.</i>	7/3/12 (Tuesday) <i>*Revised meeting time of 4:00 p.m.</i>
	8/14/12	9/19/12 <i>(3rd Wednesday)</i>	9/19/12 <i>(3rd Wednesday)</i>
	9/11/12	10/3/12	10/3/12
	10/9/12	11/7/12	11/7/12
	11/13/12	12/5/12	12/5/12
	12/11/12	1/16/13 <i>(3rd Wednesday)</i>	1/16/13 <i>(3rd Wednesday)</i>

NOTE: Additional hearings will be scheduled if deemed necessary by the Planning and Development Director. Only appealed City Council Hearing dates, not Ordinance adoption dates, need to be advertised with notification letters and sign posting. **CC Hearings begin at 6:00 p.m. or immediately following CC Formal meeting.**

HOLIDAYS

New Year's Day	January 1, 2012 (Observed January 2, 2012)
Martin Luther King Birthday	January 16, 2012
President's Day	February 20, 2012
Cesar Chavez	March 31, 2012 (Observed March 30, 2012)
Passover	Sunset of April 6 through nightfall of April 14, 2012
Memorial Day	May 28, 2012
Independence Day	July 4, 2012
Labor Day	September 3, 2012
Rosh Hashanah	Sunset of September 16 through nightfall of September 18, 2012
Yom Kippur	Sunset of September 25 through nightfall of September 26, 2012
Veteran's Day	November 11, 2012 (Observed November 12, 2012)
Thanksgiving Day	November 22, 2012 and November 23, 2012
Hanukkah (Chanukah)	Sunset of December 8 through December 16, 2012
Christmas	December 24, 2012 – ½ day observed December 25, 2012