



PINAL COUNTY  
*wide open opportunity*

## PROCEDURE OUTLINE

### FOR A PROPOSED ZONE CHANGE IN UNINCORPORATED PINAL COUNTY

1. Submit a **Concept Review Application** for a Concept Review (pre-application) meeting with the Planning Department and other affected County agencies. - *(The Concept Review Application is a separate application prior to applying for a PAD Overlay District).*
2. Hold a **Neighborhood / Community Meeting** per requirements outlined in Section – [2.176.050 (D)] of the PCDSC.
3. Submit a **Zone Change Application** with the required supporting documentation using the attached forms.
4. Submit the following fees made payable to Pinal County in accordance with Section [2.151.010(l)(2)a] of the PCDSC:
  - a. 0-499 mail-outs: \$4,478.00
  - b. 500 or more mail-outs: \$4,880.00
5. Attend **Planning & Zoning Commission Public Hearing** for Commission recommendation to the Board of Supervisors. - *(Time frame is approximately 10 to 15 weeks from application acceptance by the Planning Department).*
6. Attend **Board of Supervisors Public Hearing** for decision. – *(Time Frame is approximately 4 to 8 weeks after Planning & Zoning Commission Public Hearing).*

**NOTE: A Zone Change is not effective until 31 days after approval by the Board of Supervisors**

***Applicants should allow 4 to 6 months from the application acceptance by the Planning Department to a decision from the Pinal County Board of Supervisors.***



**SUPPORTING INFORMATION**

1. Note any services that are not available to the site. Discuss any improvements of services that would be paid for by the public:

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2. What is the amount of traffic to be generated (# of trips/day, deliveries/week)? Show ingress/egress on the site plan:

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3. How many parking spaces are to be provided (employees and customers)? Indicate these parking spaces on the site plan:

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4. Is there a potential for excessive noise (I.E.; children, machinery) or the production of smoke, fumes, dust or glare with this proposed land use? If yes, how will you alleviate these problems for your neighbors?

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5. What type of landscaping are you proposing to screen this use from your neighbors?

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6. What type of signage are you proposing for the activity? Where will the signs be located?

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7. If the proposed land use involves any type of manufacturing or production process, provide a short synopsis of the processes utilizing diagrams, flowcharts and/or a short narrative:

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8. Explain how the appearance and operation of the proposed land use will maintain the integrity and character of the zone in which the use is requested:

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9. Have you discussed possible conditions that may be placed on the approval with the Planning Department?  YES  NO

10. Do you understand that if a condition is violated, that there is a public process by which your zoning may be reverted?  YES  NO

**PROPERTY OWNERSHIP LIST**  
**(required for filing all applications)**

**Instructions:** Print name, address, city, state, zip code and tax parcel number for each property owner within 600 feet of the subject parcel boundary.

Parcel No.: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/ST/Zip: \_\_\_\_\_

Parcel No.: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/ST/Zip: \_\_\_\_\_

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Address: \_\_\_\_\_  
City/ST/Zip: \_\_\_\_\_

Parcel No.: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/ST/Zip: \_\_\_\_\_

Parcel No.: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/ST/Zip: \_\_\_\_\_

I hereby verify that the name list above was obtained on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at the office of \_\_\_\_\_, and is accurate and complete to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Acknowledged before me by \_\_\_\_\_, on this \_\_\_\_\_  
Day off \_\_\_\_\_, 20\_\_\_\_.

(SEAL)

\_\_\_\_\_  
Signature of Notary Public

(If additional copies of this form are needed, please photocopy)

I certify the information included in this application is accurate, to the best of my knowledge. I have read the application and I have included the information, as requested. I understand if the information submitted is incomplete, this application cannot be processed.

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Name of Landowner (Applicant) Number	Address	Phone
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Signature of Landowner (Applicant) Address	E-Mail
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Name of Agent Number	Address	Phone
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Signature of Agent Address	E-Mail
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**The Agent has the authority to act on behalf of the landowner, which includes agreeing to stipulations. The agent will be the contact person for Planning staff and must be present at all hearings. Please use attached Agency Authorization form, if applicable.**



[Corporate PROPERTY OWNER signature block and acknowledgment The appropriate Corporate officer or trustee signs this signature block NOT the block on the previous page. ]

\_\_\_\_\_  
*[Insert Company or Trustee's Name]*

By: \_\_\_\_\_  
*[Signature of Authorized Officer or Trustee]*

Its: \_\_\_\_\_  
*[Insert Title]*

Dated: \_\_\_\_\_

STATE OF \_\_\_\_\_ )  
 ) ss.  
COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledged before me, this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
by \_\_\_\_\_  
*[Insert Signor's Name]* \_\_\_\_\_  
*[Insert Title]*

\_\_\_\_\_, an \_\_\_\_\_  
*[Insert Name of Company or Trust]* *[Insert State of Incorporation, if applicable]*

and who being authorized to do so, executed the foregoing instrument on behalf of said entity for the purposes stated therein.

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

My commission expires: \_\_\_\_\_

**ALTERNATE: Use the following acknowledgment only when a second company is signing on behalf of the owner:**

STATE OF \_\_\_\_\_ )  
 ) ss.  
COUNTY OF \_\_\_\_\_ )

On this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, before me, the undersigned, personally appeared \_\_\_\_\_ Who acknowledged himself/herself

\_\_\_\_\_ *[Insert Signor's Name]*  
to be \_\_\_\_\_ of \_\_\_\_\_  
*[Title of Office Held]* *[Second Company]*

As \_\_\_\_\_ for \_\_\_\_\_, and who being  
*[i.e, member, manager, etc.]* *[Owner's Name]*  
authorized to do so, executed the foregoing instrument on behalf of said entities for the purposes stated therein.

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

My commission expires: \_\_\_\_\_

# APPLICATION CHECKLIST

## FOR A PROPOSED ZONE CHANGE IN UNINCORPORATED PINAL COUNTY

**A.** Check the appropriate item:

- This Zone Change is being submitted without a PAD request
- This Zone Change is being submitted in conjunction with a PAD request. The applicant must complete a PAD application. – ***(Please utilize the “PAD Book” and the “Site Plan” of the PAD application to fulfill the Zoning Application “Narrative” and “Site Plan” in lieu of while having separate copies for each application).***

**B.** Hold a Neighborhood/Community Meeting:

- 1. Notify all property owners within 1200' (feet)
- 2. Hold the meeting within five (5) miles of the subject property
- 3. Hold the meeting between 5:00 pm – 9:00 pm
- 4. Include with the application the following:
  - a. Copy of Notice of Neighborhood/Community Meeting
  - b. List of property owners notified - ***(Use page 5 of this application)***
  - c. Minutes of the meeting
  - d. Attendance sign-in sheet with names & addresses

**C.** **Submit** a completed “**Agency Authorization**” form *(if applicable)*.

**D.** **Submit** a written **Narrative** concerning the proposed development ***(if not submitting in conjunction with a PAD Application)*** to include:

- 1. Title Page
- 2. Purpose of Request
- 3. Description of Proposal
  - a. Nature of the Project
  - b. Proposed Land Use
  - c. Conformance to adopted Comprehensive Plan
  - d. Answers to the questions from the **Supporting Information** sheet
- 4. Location & Accessibility

- 5. Utilities & Services
- 6. Neighborhood Meeting Information
- 7. Appendix, as applicable



**E. Submit a Site Plan (if not submitting in conjunction with a PAD Application).**

The submittal shall be professionally prepared (*by a surveyor, architect, or other design professional*) and drawn at a sufficient scale as to not exceed a print size larger than 11" X 17". The lettering shall be of sufficient size to be legible when reduced to an 8½" X 11" print and include:

- 1. Legal Description of total site.
- 2. Name(s) of Landowner(s), Developer, Applicant and Person or Firm preparing plan.
- 3. North Arrow, Scales (*written and graphic*), Preparation Date and Subsequent Revision Dates.
- 4. Location of all Existing & Proposed Structures & Buildings
- 5. Location of all Existing & Proposed Utilities with Location & Width of Associated Easements.
- 6. All Existing & Proposed Public and/or Private Streets with Location & Width of Associated Easements & Right-of-Ways.
- 7. All Points of Ingress & Egress.
- 8. Location & Types of Existing & Proposed Landscaping.
- 9. Indicate Location, Type, Height, & Materials for Proposed Walls, Fences & Signs.
- 10. Show whether the property is adjacent to a projected regionally significant route (RSR) as identified on the Corridor Preservation Map (Figure 9) in the Regionally Significant Routes for Safety and Mobility (RSRSM), Final Report. If adjacent to a projected RSR, show how applicant will comply with the RSRSM Final Report and the RSRSM Access Management Manual.



**F. Submit the following information regarding Water Supply:**

- 1. Identify the water service provider
- 2. Provide an estimated range of water demand and include an explanation of the method used to obtain the estimate
- 3. Provide information about water supply and source, including renewable and non-groundwater supplies

- 4. If a portion of the water supply for the proposed project is groundwater, the application shall be accompanied by the following information that is publicly available from the Arizona Department of Water Resources (ADWR) and/or Arizona Geological Survey, or otherwise available to the land owner:
  - a. Depth to bedrock
  - b. Depth to groundwater
  - c. Known fissures or land subsidence in the area
  - d. Known wells in the area, available information on status and water levels
  - e. Summary of data-gathering efforts and sources of information

**G. Submit** a copy of a certified **A.L.T.A.** survey, including a legal description of proposed zoning districts.

**H. Aware** that earth fissure maps are available online from the Arizona State Geologic Survey.

**I. Submit a list of all property owners within 600' (feet)** of the subject property boundary showing name, mailing address and tax parcel numbers. This list must be obtained within 30 days prior to application submission. A map showing the 600' boundary and parcels must be included as well (*A Tax Assessor Parcel Map is Acceptable*). - (*This list is a separate list from the "Neighborhood/Community Meeting list of 1,200' however use Page 5 of this application as well*).

**J. Complete and Submit** the "**Comprehensive Plan Compliance Checklist**"

**K. Submit** the Non-Refundable fees for a zone change outlined on page one of the Zone Change Application.

**L. Submit one (1) hard copy** of all documentation outlined in the Zone Change application and one **(1) digital copy** in a multi-PDF format per item of the application with all supporting documentation on **one (1) CD**.

**M. Submit** one (1) CD which contains:

- 1. An ESRI shapefile for land use (conceptual) which shows all proposed zoning lines and zoning classifications for the project in NAD\_1983\_stateplan\_arizona\_central\_fips\_0202\_intlfeet projection

**OR**

- 2. An AutoCAD (.dwg file), which includes the following layers:
  - a. Parcel
  - b. Right-of-way
  - c. Sub-perimeter

- d. Centerlines
- e. Section Lines
- f. Street names
- g. Lot-numbers
- h. Distances & Bearings tied by course and distance to two Pinal County survey control points or established city or county survey monuments.  
*(Information on these control points can be obtained from Public Works, Engineering Technicians at 520-866-6411).*

**N. Aware to Install Broadcast Notification Sign(s) on the site in conformance with the information shown in this application.** *(See page 12 & 13 of this application for illustrative details).*

**O.** Signature at the end of the “**Checklist**” stating you have reviewed and addressed all areas within it.

I certify that I have submitted all the required information listed above, and I understand that this application for a Zone Change cannot be processed until all required information is submitted.

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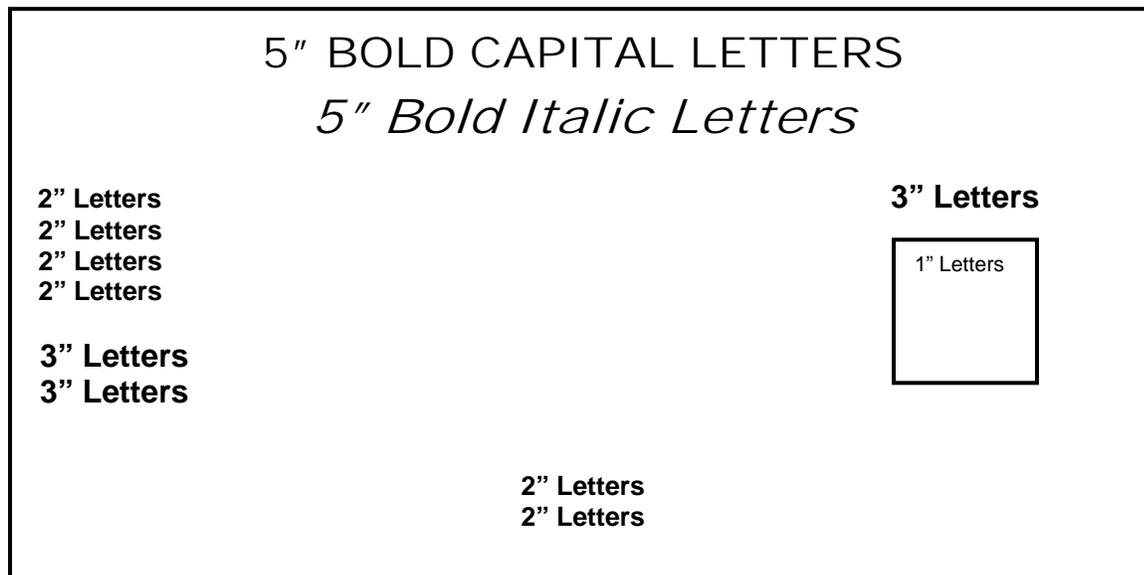
Signature

Date

**Pinal County Broadcast Notification Signs:  
Zoning, Planned Area Developments, Special Use Permits and Industrial  
Use Permits  
Site Posting Requirements**

1. Broadcast signs shall be installed and removed by the applicant
2. Broadcast signs shall be installed 28 days before the Planning Commission hearing
3. Broadcast signs shall remain in place until the Board of Supervisors has made a decision on the case
4. Broadcast signs shall be removed no later than 30 days after the Board of Supervisors has made a decision on the case
5. Broadcast signs shall be placed adjacent to each road that borders the property, or as determined by the Planning Manager
6. Broadcast signs can contain more than one case
7. Regular signs, if needed, will be posted by County staff
8. Text on the sign shall meet the specifications shown on page 2 of this document
9. Broadcast sign specifications:
  - a. 4 Feet Tall by 8 Feet Wide
  - b. Top of the sign shall be 6 feet above the ground
  - c. Laminated plywood or MDO board
  - d. Attached to 2 – 4” by 4” wooden poles
  - e. All surfaces, including edges shall be painted **Yellow**
  - f. **Black** letters shall be used and shall be sized per the specifications shown below
10. Pinal County staff will place information about Planning Commission and Board of Supervisor hearings on the Broadcast sign in the designated area

**Letter Sizes: All Letters Upper and Lower Case Unless Specified**



**Zoning and Planned Area Development Cases:**  
*(4 Feet Tall by 8 Feet Wide)*

<b>PINAL COUNTY</b> <i>Public Hearings</i>		
<b>Case Number:</b> <b>Existing Zoning:</b> <b>Proposed Zoning:</b> <b>Acreage:</b>	<b>Public Hearing Information</b>	
<b>Applicant Name:</b> <b>Applicant Phone Number:</b>	<table border="1"><tr><td>Hearing Info Posted by Pinal County</td></tr></table>	Hearing Info Posted by Pinal County
Hearing Info Posted by Pinal County		
<b>Case Information Available at Pinal County Planning and Development Services</b> <b>(520) 866-6442</b>		

**Special Use Permit and Industrial Use Permit Cases**  
*(4 Feet Tall by 8 Feet Wide)*

<b>PINAL COUNTY</b> <i>Public Hearings</i>		
<b>Case Number:</b> <b>Existing Zoning:</b> <b>Proposed SUP/IUP Use:</b> <b>Acreage:</b>	<b>Public Hearing Information</b>	
<b>Applicant Name:</b> <b>Applicant Phone Number:</b>	<table border="1"><tr><td>Hearing Info Posted by Pinal County</td></tr></table>	Hearing Info Posted by Pinal County
Hearing Info Posted by Pinal County		
<b>Case Information Available at Pinal County Planning and Development Services</b> <b>(520) 866-6442</b>		

**AFFIDAVIT OF POSTING OF BROADCAST SIGN**

I, \_\_\_\_\_, Applicant for case \_\_\_\_\_(Case number), personally caused \_\_\_ sign(s) to be posted in a visible place on or near the proposed project site on \_\_\_\_\_(Date), at least 28 days before the Planning and Zoning Commission Public Hearing, regarding the proposed \_\_\_\_\_(Type of application), in unincorporated Pinal County

The notice was posted as indicated on the attached map and photograph.

\_\_\_\_\_  
Applicant

STATE OF ARIZONA)  
) ss:  
COUNTY OF PINAL)

Subscribed and sworn to me by \_\_\_\_\_ this \_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public  
My Commission Expires: