



PINAL COUNTY
wide open opportunity

PROCEDURE OUTLINE

FOR A PROPOSED PLANNED AREA DEVELOPMENT (PAD) OVERLAY DISTRICT 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 – [2.166.050 (E)] of the PCDSC.
3. Submit a **Planned Area Development Application** for a Planned Area Development Overlay District with the required supporting documentation.
4. Submit the application filing fee made payable to Pinal County in accordance with Section (2.176.230) of the PCDSC:
 - A. Without accompanying zone change, 0-499 mail-outs: \$4,478.00
 - B. Without accompanying zone change, 500 or more mail-outs: \$4,824.00
 - C. With accompanying zone change: \$888.00
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 PAD 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.

AMENDED DEVELOPMENT STANDARDS

Proposed Zoning	Minimum Lot Area <i>(Square Feet)</i>		Minimum Lot Width		Minimum Yard Sizes <i>(Building Setbacks in Feet)</i>		Maximum Building Height <i>(Feet)</i>		Detached Accessory Buildings <i>(Minimum Distance Between in Feet)</i>		Buildable Area	
	Code	Proposed	Code	Proposed	Code	Proposed	Code	Proposed	Code	Proposed	Code	Proposed
					Front:	Front:			Main Building:	Main Building:		
					Side:	Side:			Front Lot Line:	Front Lot Line:		
					Rear:	Rear:			Rear & Side Lot Lines:	Rear & Side Lot Lines:		
					Front:	Front:			Main Building:	Main Building:		
					Side:	Side:			Front Lot Line:	Front Lot Line:		
					Rear:	Rear:			Rear & Side Lot Lines:	Rear & Side Lot Lines:		
					Front:	Front:			Main Building:	Main Building:		
					Side:	Side:			Front Lot Line:	Front Lot Line:		
					Rear:	Rear:			Rear & Side Lot Lines:	Rear & Side Lot Lines:		

AMENDED PERMITTED USE LIST

Proposed Zoning	Uses that will <u>NOT</u> be permitted in this Planned Area Development

AMENDED PERMITTED USE LIST

Proposed Zoning	Uses that <u>WILL BE</u> permitted in this Planned Area Development

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 / 1,200** (Circle One) feet of the subject parcel boundary.

Parcel No.: _____
Name: _____
Address: _____
City/ST/Zip: _____

Parcel No.: _____
Name: _____
Address: _____
City/ST/Zip: _____

Parcel No.: _____
Name: _____
Address: _____
City/ST/Zip: _____

Parcel No.: _____
Name: _____
Address: _____
City/ST/Zip: _____

Parcel No.: _____
Name: _____
Address: _____
City/ST/Zip: _____

Parcel No.: _____
Name: _____
Address: _____
City/ST/Zip: _____

Parcel No.: _____
Name: _____
Address: _____
City/ST/Zip: _____

Parcel No.: _____
Name: _____
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.

Name of Landowner (Applicant)	Address	Phone Number
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Signature of Landowner (Applicant)	E-Mail Address
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Name of Agent	Address	Phone Number
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Signature of Agent	E-Mail Address
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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.

TO BE COMPLETED BY ALL LANDOWNERS OF SUBJECT PROPERTY WHEN LANDOWNERS DO NOT REPRESENT THEMSELVES. *Instructions for completing required information are in bold and brackets below lines. If applicant is a company, corporation, partnership, joint venture, trustee, etc., please use the corporate signature block and have the notary fill in the notarization section for corporations not individuals.*

AGENCY AUTHORIZATION

TO: Pinal County Planning & Development Services
P.O. Box 2973
Florence, AZ 85132

[Insert Name -- If a Corporation, Partnership or Association, Include State of Incorporation]
hereinafter referred to as "Owner," is/are the owner(s) of _____ acres located at _____, and further identified _____

[Insert Address of Property]
as assessor parcel number _____ and legally described as follows:
[Insert Parcel Number]

Legal Description is attached hereto as Exhibit A

Said property is hereinafter referred to as the "Property."

Owner hereby appoints _____
[Insert Agent's Name. If the Agent Is a Company, Insert Company Name Only]
hereinafter referred to as "Agent," to act on Owner's behalf in relation to the Property in obtaining approvals from Pinal County for any necessary amendment to Pinal County's Comprehensive Plan; zone changes; planned area development overlay districts; platting of the subject property; special use permit or industrial use permit; and to file applications and make the necessary submittals for such approvals.

Owner consents and agrees to be bound by all stipulations agreed to by this Agent in connection with any of above-referenced processes.

[Individual PROPERTY OWNER signature block and acknowledgment. DO NOT SIGN HERE IF SIGNING AS AN OFFICER OF A CORPORATION ON THE NEXT PAGE.]

[Signature]
Dated: _____

[Signature]
Dated: _____

STATE OF _____)
_____) ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of _____, _____
by _____
[Insert Name of Signor(s)]

My commission expires _____

APPLICATION CHECKLIST

FOR A PROPOSED PLANNED AREA DEVELOPMENT (PAD) OVERLAY DISTRICT IN UNINCORPORATED PINAL COUNTY

A. Check the appropriate item:

- This PAD is being submitted without a zone change request
- This PAD is being submitted in conjunction with a zone change request. The applicant must complete a zone change 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 6 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 “**PAD Book**” (written narrative) concerning the proposed development to include the following sections – Refer to Chapter 2.176.240 (B) of the PCDCS for further clarification ***(NOTE: Please No Spiral Binding)***:

- 1. Title Page
- 2. Purpose of Request
- 3. Description of Proposal
 - Nature of the Project
 - Proposed Land Uses
 - Building Types & Densities
 - Conformance to adopted Land Use Plans
 - Circulation and Recreation Systems

- 4. Relationship to surrounding properties within one mile
- 5. Schools
- 6. Public Services
- 7. Community Services and how will the need for these services be addressed
- 8. Location & Accessibility
- 9. Compliance with RSRSM, Access Management Manual, October 2008
- 10. Utilities & Services
- 11. Ownership & Control – [See Section 2.176.240 (B)11]
- 12. Timing of Development (Phasing Schedule)
- 13. Conformance with the Comprehensive Plan
- 14. Recreational Amenities
- 15. Fences, Walls & Screening
- 16. Total number of dwelling units
- 17. Maximum Residential Density of each planning unit
- 18. Total number of parking spaces for recreational facilities
- 19. Type of landscaping
- 20. Preliminary hydrologic data and a statement on drainage
- 21. Additional Information for Commercial & Industrial Uses (*if applicable*):
 - Total Area in acres proposed (*Commercial & Industrial Separated*)
 - Approximate retail sales floor area (*Commercial*)
 - The uses proposed uses based on permitted uses in the base zone.
 - The standards of height, open space, buffering, landscaping, pedestrian and vehicle circulation, off-street parking and loading, signs, outdoor lighting, and nuisance controls intended for the development.
- 23. Tables:
 - a.** Land Use Table(s) to include the following:
 - 1) Total Acreage of the site
 - 2) Total Area of arterial & collector streets
 - 3) Total Area & Percent of Open Space
 - 4) Total Number of each type of dwelling unit

- 5) Total Number of all dwelling units proposed including the range and mixture of lot sizes within each base zone
- 6) The Overall proposed Density

- b.** Amended Development Standards Table comparing proposed and current zoning code standards for:
 - 1) Minimum Lot Area
 - 2) Minimum Lot Width
 - 3) Minimum Building Setbacks
 - 4) Maximum Building Height
 - 5) Minimum Distance between main & detached accessory buildings
 - 6) Buildable Area
- c.** Amended Use Tables:
 - 1) Permitted Uses
 - 2) Non-Permitted Uses
- d.** Utilities & Services Table of type and source:
 - 1) Sewer
 - 2) Water
 - 3) Electric
 - 4) Telephone
 - 5) Police
 - 6) Fire
 - 7) Schools
 - 8) Solid Waste Disposal

- 24. Appendix, as applicable



E. Submit a map that shows the relationship to surrounding properties within one mile of the project boundaries. The map shall be drawn at a sufficient scale so 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. The map shall contain the following information:

- 1. Zoning Boundaries
- 2. Street Alignment
- 3. Open Space
- 4. Trails



F. Submit a current preliminary Title Report (*dated within 60 days prior to application*)



G. Submit a Development Plan. The submittal shall be drawn at a sufficient scale as to not exceed a print size larger than **24" X 36"** with **11" X 17"** reductions to be included in the PAD Overlay District Application where the lettering is of sufficient size to be readable. The Development Plan shall include:

- 1. Site Plan:**
 - a.** Title of project as shown in the narrative report, such as ***“Planned Area Development for (insert name of Development)”*** in bold letters.
 - b.** Name(s) of Landowner(s), Developer, Applicant, and Person or Firm preparing the plan.
 - c.** North Arrow, Scales (*written & graphic*), Preparation Date & Subsequent Revision Dates.
 - d.** Vicinity Map showing project, surrounding development and applicable zoning districts (*scale no less than 1” = 2,000’*)
 - e.** Existing Zone designation & requested zone change (*as applicable*)
 - f.** Legal Description of total site
 - g.** Boundaries of the proposed PAD Overlay Zoning District delineated and dimensioned by bearing and distance.
 - h.** All existing and proposed public and/or private streets, location and width of associated easements and rights-of-way and whether they will remain or be extinguished.
 - i.** Location & Identification of all existing and proposed utilities, location and width of associated easements.
 - j.** Location of all existing structures and significant natural features.
 - k.** Nearest regional significant routes to proposed development as projected in RSRSM Final Report, December 2008.
 - l.** All points of ingress and egress.
 - m.** Parking Areas.
 - n.** Identify & Delineate existing and/or proposed trails as shown on the Pinal County trails system master plan.
 - o.** Indicate and/or label (*as applicable*):
 - 1) Areas to be reserved for residential, commercial, industrial, open space, public use, facilities, drainage, and recreation.
 - 2) Who will own, control and maintain the landscaping, recreational facilities, open areas, refuse disposal, streets, private utility systems.
 - 3) Topography with a maximum contour interval of two feet except where existing ground is on a slope of less than two percent, then either one foot contours or spot elevation shall be provided where necessary.
 - 4) Phase Lines (*as applicable*).
 - p.** Provide lot typical (typical should show building envelope, setbacks, lot dimensions and fences/walls) for:
 - 1) Each type of dwelling unit
 - 2) Lots in unusual locations (i.e. Cul-de-sacs, corners, hillside lots where clustering will occur).

- q.** Indicate by notes the existing drainage pattern and proposed drainage plans for handling on-site and off-site storm water runoff
 - r.** Indicate location, type, height, and materials for proposed walls, fences, and signs.
 - s.** Location and types of existing and proposed landscaping.
 - t.** Designated Flood Zone
- 2. Quantitative Development Data Tables**
- a.** Land Use table to include:
 - 1) Total Gross Acreage of site
 - 2) Total Area of Streets (Public & Private)
 - 3) Total Area of Public Open Space
 - 4) Total Net Area of all intended uses
 - 5) Total Areas of Open Space for PAD Residents, and total Recreation Area Open Space
 - 6) Total Dwelling Units permitted under base zoning district
 - 7) Total number of each dwelling type including range and mixture of lot sizes within each base zone
 - 8) Grand Total of Dwelling Units
 - 9) Overall Density proposed
 - b.** Zoning Comparison Table of Existing & Proposed to include:
 - 1) Lot area per dwelling unit
 - 2) Setbacks
 - 3) Minimum Lot Widths
 - 4) Maximum Building Heights
 - 5) Parking
 - c.** Utility & Services Table indicating type and source:
 - 1) Sewer
 - 2) Electric
 - 3) Telephone
 - 4) Water
 - 5) Police/Security
 - 6) Fire
 - 7) Schools
 - 8) Solid Waste Disposal
 - d.** Street Type Table indicating proposed rights-of-way and pavement widths for arterials, collectors, and neighborhood streets.



H. Submit an Open Space & Recreation Plan (“OSRP”) that includes – Refer to Chapter 2.176.250 (B) (25) of the PCDSC for further clarification:

- 1. Reviewed** the Pinal County Open Space & Recreational Area Guideline Manual (OSRAM).

2. Site Analysis

- a. Aerial Photo**
 - 1) Preferred scale of 1"=50' (*maximum scale of 1"=100'*)
 - 2) Site Analysis should be produced in an **8½" X 11" format for text**
 - 3) Site Analysis should be produced in an **24" X 36" format for plans**
- b. Total acreage of proposed development**
- c. Context Map showing the proximity and relationship to the County's trails, parks, or schools and connectivity to the adjacent neighborhoods, off-site trails, paths, bikeways, and transit areas.**
- d. A concept drawing of the proposed development including:**
 - 1) Gross Site Area
 - 2) Number of proposed lots
 - 3) Proposed Arterial & Collector street circulation system
 - 4) Proposed lot size(s),
 - 5) Proposed Retention/detention areas
 - 6) Proposed Development Phasing
- e. The Target Market of the proposed development – (*See OSRAM Guideline Manual*)**
- f. Existing and proposed developed or conservation open space areas and multi-use path and trail corridors within proximity to the proposed development:**
 - 1) within one (1) mile in proximity of the proposed development of less than 800 gross acres
 - 2) within three (3) miles in proximity of the proposed development of 800 gross acres or more.
- g. Narrative Describing:**
 - 1) How the proposed development will integrate into the County's overall open space and trail system as depicted in the plan
 - 2) How the requirements for Developed and/or Conservation Open Space, recreation areas and multi-use path and trails are met.
- h. A pedestrian circulation system**
- i. A Slope Analysis identifying the following slope categories:**
 - 1) 0% - 5%
 - 2) 5% - 10%
 - 3) 10% and greater
- j. Identification of wash corridors and preliminary hydrologic information for the contributing watershed.**
- k. Identification of the location of riparian vegetation and biological habitats. Aerial photos should be used to map the limits of notable vegetation.**
- l. Identification of potential view corridors.**

- m.** Identification of the projected 100-year floodplain and floodway boundary as required by FEMA.
- n.** A record check through Arizona State Museum (“ASM”) for archeological sites and identification of any sites or surveys.
- o.** The location and percentage of each proposed development to be preserved as conservation open space and the features to be protected including parcel size and minimum dimensions.
- p.** The location and percentage of each proposed development to be preserved as developed open space and the specific Recreation Areas, including amenities, parcel size and minimum dimensions.



I. Submit a Landscape Plan that includes – *Refer to Chapter 2.176.240 (C) of the PCDSC for further clarification:*

- 1.** A Vegetation Salvage Plan
- 2.** Proposed treatment of all ground surfaces (paving, turf, gravel, grading, etc.)
- 3.** Extent and location of all plant materials and other landscape features.
- 4.** Extent of decorative design elements such as fountains, pools, benches, sculptures, planters, and similar elements.
- 5.** Location of Water Outlets.



J. Reviewed, Met, and/or Addressed the following in Chapter 2.176 of the PCDSC:

- 1.** Minimum requirements for Open Space – *(Section 130)*
- 2.** Uses permitted within open space areas – *(Section 140)*
- 3.** Uses prohibited within open space areas – *(Section 150)*
- 4.** Minimum requirements for recreation areas – *(Section 160)*
- 5.** Minimum requirements for multi-use paths and trails – *(Section 170)*
- 6.** Minimum requirements for storm water retention & detention basins – *(Section 180)*
- 7.** Minimum requirements for streetscapes & entryways – *(Section 190)*
- 8.** Minimum requirements for conservation open space – *(Section 200)*



K. Submit a Master Sign Plan detailing the location and type of all proposed signage for the project.



L. Submit a Preliminary Drainage Report

- M. **Submit a Preliminary Traffic Impact Assessment (TIA)**
- N. **Submit** a copy of a certified **A.L.T.A.** survey, including a legal description of the PAD boundary.
- O. **Aware** that earth fissure maps are available online from the Arizona State Geologic Survey.
- P. **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*).
- Q. **Submit** separate preliminary reports or master plans for:
 - 1. Storm water drainage
 - 2. Wastewater
 - 3. Domestic water service.
- R. **Submit** additional materials required for specific types of commercial and industrial uses as follows (*as applicable*):
 - 1. **Commercial Uses:**
 - a. Retail sales floor area and total area proposed for commercial development
 - b. Type of uses proposed
 - 2. **Industrial Uses**
 - a. Total Area proposed for industrial uses
 - b. Types of uses proposed
 - c. Anticipated employment for development per major phases
 - 3. **Standards of:**
 - a. Height
 - b. Open Space
 - c. Buffering
 - d. Landscaping
 - e. Pedestrian & Vehicular circulation
 - f. Off-street parking & Loading

- g. Signs
- h. Nuisance Controls

- S. **Complete and Submit the “Comprehensive Plan Compliance Checklist”**
- T. Non-Refundable filing fee for a Planned Area Development
- U. **Submit one (1) hard copy** of all documentation outlined in the PAD application and one **(1) digital copy** in a multi-PDF format per item of the application with all supporting documentation on **one (1) CD**.
- V. **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).*
- W. **Aware to Install Broadcast Notification Sign(s) on the site in conformance with the information shown in this application.** *(See page 13 of this application for illustrative details).*
- X. 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 Planned Area Development cannot be processed until all required information is submitted.

Signature

Date

Pinal County Broadcast Notification Signs: Zoning, Planned Area Developments, Special Use Permits & 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

5" BOLD CAPITAL LETTERS
5" Bold Italic Letters

2" Letters
2" Letters
2" Letters
2" Letters

3" Letters
3" Letters

3" Letters

1" Letters

2" Letters
2" Letters

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

PINAL COUNTY <i>Public Hearings</i>		
Case Number: Existing Zoning: Proposed Zoning: Acreage:	Public Hearing Information	
Applicant Name: Applicant Phone Number:	<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		
Case Information Available at Pinal County Planning and Development Services (520) 866-6442		

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

PINAL COUNTY <i>Public Hearings</i>		
Case Number: Existing Zoning: Proposed SUP/IUP Use: Acreage:	Public Hearing Information	
Applicant Name: Applicant Phone Number:	<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		
Case Information Available at Pinal County Planning and Development Services (520) 866-6442		

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: