

ZONE CHANGE APPLICATION

Owner Information

Owner's Name _____
 Address _____
 City, State, Zip _____
 Phone _____ Fax _____
 Email _____

Contact Information

Applicant's Name _____
 Address _____
 City, State, Zip _____
 Phone _____ Fax _____
 Email _____

Property Information

Assessor's Parcel # _____
 Subdivision _____
 Unit # _____ Lot # _____
 Address/Location _____

 Existing Zoning _____
 Existing Land Use _____
 Proposed Land Use _____
 Lot Size _____

Zone Change Request

Proposed Zoning: _____
 Please provide a brief description of the request.

CERTIFICATION & ACKNOWLEDGEMENT

I am applying for a Zone Change and this application is complete and accurate. I understand that by applying for this permit, I am requesting inspection of the permitted development and grant the Coconino County Community Development Department and their inspectors and regulators access and permission to perform inspections.

Incomplete or inaccurate submittals may result in delays, return of submittals, or denial of this application. Design Review Overlay is a supplemental permit and other permits may be required for this project and all required permits must be obtained prior to any construction. The applicant and developer are responsible for all changes and additional time required to correct plans and/or development as a result of differences between initial and final plans.

I am responsible for contacting the Coconino County Community Development Department at (928) 679-8850 to schedule all required inspections for this permit.

Signature of Applicant

_____ Date _____

Signature of Property Owner (if not the applicant)

OFFICE USE ONLY

Received By _____ Date _____
 Receipt # _____ Fee _____
 Case # _____
 Related Cases _____
 Appeal Filed By _____ Date _____
 Receipt # _____ Fee _____

COMMISSION ACTION

Approved Denied
 Resolution # _____ Date _____

BOARD ACTION

Approved Denied
 Ordinance # _____ Date _____

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SUBMITTAL REQUIREMENTS* (see attached guidelines for minimum requirements)

- ◇ Pre-application meeting with a staff planner of the Community Development Department
 - Date of pre-application meeting _____
- ◇ Non-refundable filing fee as shown below (the purpose of this fee is to pay for legal noticing and application processing):
 - ◇ Zone Change to G, AR, RR, RS.....\$480, plus \$10 per acre over 5 acres
 - ◇ Zone Change to RM, CN, CG, CG, MP, M-1 or M-2..... \$480, plus \$20 per acre over 5 acres
 - ◇ Zone Change to MHP, PRD, PC, PS, OS, RC, P, MR, or RHM.....\$600, plus \$20 per acre over 5 acres
- ◇ Citizen Participation Plan (see below)
- ◇ A typewritten narrative describing the request and conformance to the Findings of a Zone Change (see below)
- ◇ Twenty(20) copies and one electronic copy of the proposed site plan-scaled and dimensioned-detailing property boundaries; existing improvements and uses; and proposed improvements and uses. All materials must be folded to fit a legal size (8"x14") file folder and labeled to that the applicant's name and project location are visible.

*Note– The Director of Community Development may require additional information or plans, if they are necessary to enable a determination as to whether the circumstances prescribed for the granting of a Design Review Overlay approval exist. The Director of Community Development may authorize omission of any or all of the plans and drawings required by this section if they are not necessary.

CITIZEN PARTICIPATION PLAN

In order to address concerns prior to a formal public hearing, the Citizen Participation Plan requires the applicant to contact their neighbors and other affected property owners in the vicinity. Section 30.3 of the Coconino County Zoning Ordinance outlines the requirements for holding a community meeting and providing neighbors an opportunity to understand and provide comments about the project directly to the applicant. A staff planner with the Department of Community Development will discuss the citizen participation planning requirements as part of the required pre-application meeting.

Section 30.3-1: Purposes

In order to maximize the opportunity for citizen involvement in the rezoning and conditional use permit process that is described in the following sections, and to resolve any neighborhood issues at an early stage in the process, the following requirements shall be included in the public hearing process.

Section 30.3-2: Citizen Participation Plan (continued on next page)

- A. Every zone change and conditional use permit application shall include a citizen participation plan that must be implemented prior to the first public hearing. The purpose of the citizen participation plan is to achieve the following:
 1. Ensure that the applicants pursue early and effective citizen participation in conjunction with their application may have on the community or on the neighborhood.
 2. Ensure that the citizens and property owners of Coconino County have an adequate opportunity to learn about applications that may affect them and to work with applicants to resolve concerns at an early stage of the process; and

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3. Facilitate ongoing communication between the applicant, interested citizens and property owners, County staff, and elected officials throughout the application review process.
- B. The citizen participation plan is not intended to produce complete consensus on all applications, but to encourage applicants to be good neighbors and to allow for informed decision making.
- C. At a minimum, the citizen participation plan shall include the following:
 1. Which residents, property owners, interested parties and public and private agencies may be affected by the application;
 2. How those interested in and potentially affected by an application will be notified that an application has been made;
 3. How those interested and potentially affected parties will be informed of the substance of the zone change, amendment, or development proposed by the application;
 4. How those interested and affected parties will be provided an opportunity to discuss the applicant's proposal with the applicant and express concerns, issues, or problems they may have with the proposal in advance of the public hearing;
 5. The applicant's schedule for completion of the citizen participation plan; and
 6. How the applicant will keep the Coconino County Community Development Department informed on the status of citizen participation efforts.
- D. Applicants must conduct a neighborhood community meeting prior to submitting an application for a zone change or a conditional use permit.
 1. The meeting must be conducted in the general vicinity of the property involved in the application. The meeting serves as a forum for information exchange between applicants and affected members of the public.
 2. An applicant may make a written request and receive a written determination whether, due solely to impractical circumstances, the requirement for a community meeting should be waived by the Department of Community Development. At a minimum the request must explain why the applicant's citizen participation plan provided other adequate, alternative opportunities for citizens to express any concerns, problems or issues they may have with the proposal in advance of the public hearing. The Community Development Department shall make their determination a part of the written record in the case.
- E. The level of citizen interest and area of involvement will vary depending on the nature of the application and the location of the site. The target area for notification will be determined by the applicant after consultation with Department of Community Development staff. At a minimum, the target area shall include the following:
 1. Property owners within the public hearing notice area required by other sections of this Ordinance;
 2. The head of any property owner's association within the notice area required by other sections of the Zoning Ordinance; and
 3. Other potentially affected property owners outside of the legal notice area as determined by Community Development Department staff; and

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CITIZEN PARTICIPATION PLAN (Continued from previous page)

- E. 4. Other interested parties who have requested that they be placed on a list of interested parties maintained by the Community Development Department.
- F. These requirements apply in addition to any notice provisions required elsewhere in this Ordinance.
- G. The applicant may submit a citizen participation plan and begin implementation prior to formal application at their discretion. This shall not occur until after a pre-application meeting and consultation with Community Development Department staff.

Section 30.2-3: Citizen Participation Report

- A. This section applies only when a citizen participation plan is required by this Ordinance.
- B. The applicant shall provide a written report on the results of their citizen participation effort prior to the notice of public hearing. This report shall be attached to the staff report submitted to the Planning and Zoning Commission.
- C. At a minimum, the citizen participation report shall include the following information:
 - 1. Details of the techniques the applicant used to involve the public, including:
 - a. Dates and locations of all meetings where citizens were invited to discuss the applicant's proposal;
 - b. Content, dates mailed, and numbers of mailings, including letters, meeting notices, newsletters and other publications;
 - c. Where residents, property owners, and interested parties receiving notices, newsletters, or other written materials are located; and
 - d. The number of people that participated in the process.
 - e. The percentage of those notified that participated in the process.
 - 2. A summary of concerns, issues, and problems expressed during the process, including:
 - a. The substance of the concerns, issues, and problems.
 - b. How the applicant has addressed or intends to address concerns, issues and problems expressed during the process; and
 - c. Concerns, issues and problems the applicant is unwilling or unable to address and why.

FINDINGS

The Planning and Zoning Commission and Board of Supervisors shall make the following Findings before granting a Zone Change:

- 1. That the change is consistent with the goals, objectives, and policies of the Coconino County Comprehensive Plan and Zoning Ordinance.
- 2. That the change is in the interest of, or will further the public health, safety, comfort, convenience, and welfare.
- 3. That the change will not adversely affect the established character of the surround neighborhood nor be detrimental to adjacent properties.

PUBLIC HEARING SCHEDULE—PLEASE SEE ATTACHED

PLANNING AND ZONING COMMISSION SCHEDULE

Type of Public Hearing Proposal	Application Submittal Deadline	Development Review Committee P&Z Study Session	Planning & Zoning Commission Public Hearing	Board of Supervisors Public Hearing*
Preliminary Plats and Major Developments				
	12/15/14	01/07/15	01/28/15	03/17/15
	01/12/15	01/28/15	02/25/15	04/21/15
	02/09/15	02/25/15	03/25/15	05/19/15
	03/09/15	03/25/15	04/29/15	06/16/15
	04/13/15	04/29/15	05/27/15	07/21/15
	05/11/15	05/27/15	06/24/15	08/18/15
	06/08/15	06/24/15	07/29/15	09/15/15
	07/13/15	07/29/15	08/26/15	10/20/15
	08/10/15	08/26/15	09/30/15	11/17/15
	09/14/15	09/30/15	10/28/15	12/15/15
	10/09/15	10/28/15	12/02/15	01/19/16
	11/09/15	12/02/15	01/06/16	02/16/16
	12/14/15	01/06/16	01/27/16	03/15/15
	01/11/16	01/27/16	02/24/16	04/19/16
Zone Changes, Abandonments, and Plan/Ordinance Amendments				
	12/22/14	01/07/15	01/28/15	03/17/15
	01/16/15	01/28/15	02/25/15	04/21/15
	02/13/15	02/25/15	03/25/15	05/19/15
	03/16/15	03/25/15	04/29/15	06/16/15
	04/20/15	04/29/15	05/27/15	07/21/15
	05/18/15	05/27/15	06/24/15	08/18/15
	06/15/15	06/24/15	07/29/15	09/15/15
	07/20/15	07/29/15	08/26/15	10/20/15
	08/17/15	08/26/15	09/30/15	11/17/15
	09/21/15	09/30/15	10/28/15	12/15/15
	10/19/15	10/28/15	12/02/15	01/19/16
	11/16/15	12/02/15	01/06/16	02/16/16
	12/21/15	01/06/16	01/27/16	03/15/16
	01/15/16	01/27/16	02/24/16	04/19/16
Conditional Use Permits and Design Review Overlays⁺				
	12/22/14	01/07/15	01/28/15	
	01/16/15	01/28/15	02/25/15	
	02/13/15	02/25/15	03/25/15	
	03/16/15	03/25/15	04/29/15	
	04/20/15	04/29/15	05/27/15	
	05/18/15	05/27/15	06/24/15	
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	07/20/15	07/29/15	08/26/15	
	08/17/15	08/26/15	09/30/15	
	09/21/15	09/30/15	10/28/15	
	10/19/15	10/28/15	12/02/15	
	11/16/15	12/02/15	01/06/15	
	12/21/15	01/06/16	01/27/16	
	01/15/16	01/27/16	02/24/16	

* Board of Supervisors dates may vary.

+ The Planning and Zoning Commission renders final decisions on Conditional Use Permits and Design Review Overlays. Decisions may be appealed to the Board of Supervisors filed within fifteen calendar days after Commission action. A \$360 fee is required to file an appeal.