



**COMMUNITY DEVELOPMENT**  
 2500 North Fort Valley Road  
 Building #1  
 Flagstaff, AZ 86001  
 Phone: 928-679-8850  
 Fax: 928-679-8851

## ZONE CHANGE APPLICATION

### Owner Information

Owner's Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Email/Fax \_\_\_\_\_

### Applicant Information

Applicant's Name \_\_\_\_\_  
 Contact Person \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Email/Fax \_\_\_\_\_

### Property Information

Assessor's Parcel # \_\_\_\_\_  
 Subdivision \_\_\_\_\_  
 Unit # \_\_\_\_\_ Lot # \_\_\_\_\_  
 Address/Location \_\_\_\_\_  
 \_\_\_\_\_  
 Zoning \_\_\_\_\_  
 Proposed Zoning \_\_\_\_\_  
 Existing Land Use \_\_\_\_\_  
 Parcel Size \_\_\_\_\_

### Proposed Land Use Description

\_\_\_\_\_  
 \_\_\_\_\_

### 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** \_\_\_\_\_ **Date** \_\_\_\_\_  
 (if not the applicant)

<b>OFFICE USE ONLY</b> (Application Revised 1/24/18)	
Received By _____	Date _____
Receipt # _____	Fee _____
Case # _____	
Related Cases: _____	
Appeal Filed By _____	Date _____
Receipt # _____	Fee _____

<b>COMMISSION ACTION</b>	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Resolution # _____	
Date _____	
<b>BOARD ACTION</b>	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Ordinance # _____	
Date _____	

# ZONE CHANGE APPLICATION

## SUBMITTAL REQUIREMENTS\*

- Pre-Application Meeting with staff or a planner of the Community Development Department.
  - ***Date of Pre-Application Meeting*** \_\_\_\_\_
- Non-refundable Filing Fee : \_\_\_\_\_.
- Citizen Participation Plan and Report (*see Citizen Participation Plan Brochure for more details*).
- A Typewritten Narrative describing the request and conformance to the Findings of a Zone Change (*see Zone Change Brochure*).
- Twelve (12) 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 (*see the Site Plan Requirements document for a complete list*). All materials must be folded to fit a legal size (8"x14") file folder and labeled so 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 Zone Change 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.**

## PUBLIC HEARINGS\*\*

- The Board of Supervisors shall hold a public hearing on a rezoning request approved by the Planning and Zoning Commission not less than sixty (60) days after notice of such decision has been filed with the Clerk of the Board, unless the applicant or appellant shall consent to an extension of time.
- In accordance with A.R.S. § 11-814, when the public hearing concerns a rezoning matter, the property shall be posted at least fifteen (15) days prior to the hearing, and notice of a public hearing shall be given not less than fifteen (15) days prior to the date of the hearing by publication in a newspaper of general circulation.

**\*\*Note: See the *Planning and Zoning Commission Scheduling Calendar* for actual timeframes of public hearings of the Planning and Zoning Commission and the Board of Supervisors (based on a complete application submittal).**