



Introduction

Zoning—the classification of land uses by type—is the tool used in Coconino County to regulate development. As a community grows, a parcel’s existing zoning classification may no longer fit the needs of the area. For this reason, the zone change, or rezoning, is available as a land planning tool. The zoning map and zoning regulations may be amended in accordance with Section 30.5 of the Coconino County Zoning Ordinance. A change in the boundaries of any zone may be initiated by a property owner, the Planning and Zoning Commission, or the County Board of Supervisors.

A zone change is considered when the proposal promotes the objectives of the County Comprehensive Plan and any applicable Area Plan. Amendments to either of these may be necessary before filing an application for rezoning.

Prior to the submission of an application for a zone change, the applicant should attend a pre-application meeting at Community Development. Not only is this step required, but it is meant to provide the applicant guidance before entering into binding commitments or incurring substantial expense in the preparation of plans, surveys, and other data.

APPLICATION FEES FOR ZONE CHANGE REQUESTS

From any zone to General (G), Agricultural Residential (AR), Rural Residential (RR), or Residential Single Family (RS) zones

\$400, plus \$10 per acre over 5 acres

To Residential Multiple Family (RM), Commercial Neighborhood (CN), Commercial General (CG), Commercial Heavy (CH), Industrial Park (MP), Light Industrial (M-1), or Heavy Industrial (M-2) zones

\$400, plus \$20 per acre over 5 acres

To Manufactured Home Park (MHP), Planned Residential Development (PRD), Planned Community (PC), Public and Semi-Public (PS), Open Space and Conservation (OS), Resort Commercial (RC), Parking (P), Mineral Resource (MR), or Residential and Manufactured Home (RMH) zones

\$500, plus \$20 per acre over 5 acres



COCONINO COUNTY COMMUNITY DEVELOPMENT

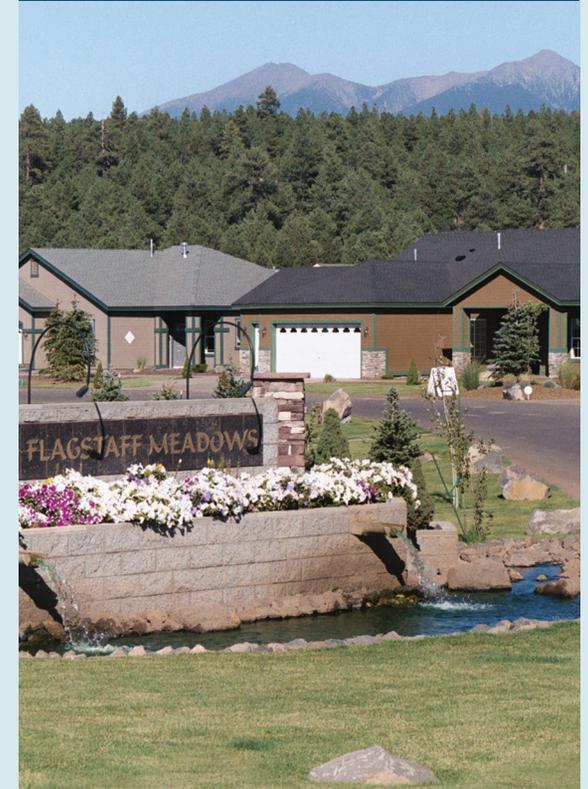
2500 North Fort Valley Road Building #1
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REQUESTING A

ZONE CHANGE



COCONINO COUNTY
COMMUNITY DEVELOPMENT
DEPARTMENT



Requesting a Zone Change as outlined in Section 30.5 of the Coconino County Zoning Ordinance

THE APPLICATION

A property owner desiring to propose a zone change may file an application with the Department of Community Development.

Completed applications are scheduled for first review at a Planning and Zoning Commission “study session” one month prior to the formal public hearing.

Prior to the study session each application is assigned to one of the County’s staff planners. The planner assigned to the case may contact the applicant for additional information as necessary.

A staff review meeting occurs at 3pm and the Commission study session occurs at 4pm at the County Administrative Center, 219 E. Cherry Ave. Applicants are encouraged to attend to respond to questions raised by Commission members and staff. The idea is for the Commission to raise potential concerns which should be investigated by staff during the review process.



COMPONENTS OF AN APPLICATION FOR A ZONE CHANGE

Address and property location information;

An accurate site plan drawn to scale;

A written narrative describing the proposed use and the need for the zone change;

A list of all owners of properties located within 300 feet of the property;

A non-refundable application fee (see back panel); and

Any additional information or maps necessary to determine whether the change is consistent with the objectives of the Zoning Ordinance.

REVIEW & PUBLIC HEARING

Legal Notice:

About two weeks prior to the Commission hearing, the case is advertised in the Legal Notice section of the local newspaper, a sign containing a description of the proposal is posted on the property, and neighboring property owners are notified of the hearing. County staff will make a site investigation looking at adjacent land uses and analyzing the potential impacts of the zone change.

Staff Report:

Staff will prepare a report analyzing the application. The staff report generally includes a recommendation for approval or denial, and includes conditions which must be met. Applicants should study these conditions and be prepared to respond to them at the hearing. It often helps to discuss the conditions with the staff planner who prepared the report prior to the hearing.

Agenda:

Cases are placed on the agenda in the order in which applications are filed, so applications filed early are heard first. At the hearing, cases are called in the order shown on the agenda. Sometimes staff can estimate when cases will come up, but to be safe applicants should be there at the start of the 5:30pm hearing. When the case comes up staff presents the report and recommendation.

Public Hearing:

During the hearing, the applicant will have an opportunity to make a brief presentation. Following questions to the applicant, the Commission Chairman opens the public hearing. Anyone with comments pertinent to the case will be heard. In reaching a decision, the Commission considers the staff report as well as the presentation of the applicant, public testimony, and their own knowledge of the area.

Decision:

Based on the required findings, the Commission then acts on the application by approving the case with conditions as recommended by staff or as modified by the Commission at the hearing, or they may deny the request. If the Commission decides that more information is needed, they may continue the hearing to a future date. The Commission’s recommendation is then forwarded to the Board of Supervisors for a final decision.

FINDINGS OF FACT

The Planning and Zoning Commission recommendation and Board of Supervisors final decision on a Zone Change shall be based on the following findings of fact:

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

APPROVAL PROCESS

After the Planning & Zoning Commission has made their recommendation on the zone change request, the Board of Supervisors will hold a public hearing on the case and make a final decision on the request.

If an application is denied, a new application or request for the same or substantially the same change on the same property may not be filed within one year.