

ZONE CHANGE

PZ-ZC

WHAT TO EXPECT

- **Read this document in its entirety before using the online portal to apply for a permit.**
- **Be Prepared** - Information to have ready and submittal requirements are noted below. All submittal items must be in electronic format PRIOR to initiating an online application. **Only PDF format will be accepted.**
- **Online Portal Tutorial** – please watch a very brief video [here](#) prior to applying online so you understand how to use the online portal permitting system.
- **Register** – You will need to register in the online portal [here](#) if you have not already done so. Please remember your e-mail address and password because you will need them for future log-ins.
- **Start Your Online Application** - When you have followed the steps above, initiate an application using the online portal [here](#). You will need to log in, select My Portal, then Apply Online, then Planning and Zoning, then Zone Change, and follow the prompts from there.
- **Submit** - Clicking “Save and Continue” at the end will submit your application and create a permit. You will have an opportunity to edit your information one last time prior to submitting, and if you need to make changes later you may contact staff for assistance.
- **Upload** – Once you have created your permit, you may scroll down to “Submittals” and upload your PDF documents. Please note that you may see many requested items that were not discussed at your pre-application meeting. If staff did not request these items specifically and/or if they are not mentioned in your pre-application meeting notes, you may leave these items blank. *Please see the Online Submittal Requirements below.*
- **Pay** – A planner will review your application and submitted documents and let you know if any submittal items are missing. After staff has processed your documents, you will receive a message from the online system telling you your permit is “**technically complete**.” This means it is time to log into the online portal to pay for your permit. If someone else will be paying for your permit, please contact staff for assistance.
- **Communication** – Your case will be assigned to a planner who will let you know if anything else is needed to proceed with your permit. Your case will be placed on a hearing agenda when ready.

ONLINE APPLICATION INFORMATION

- **Pre-Application Meeting** - must have been held with staff prior to submitting an online application (or be prepared to provide electronic documentation of an approved Pre-Application Meeting waiver)
- **Parcel/Site** - be prepared with a Parcel Number or Site Address (if multiple, select one initially and the others can be added later in the online application; if unknown, contact staff prior to applying)
- **Authorization** - you must be the property owner or a representative of the property owner and certify as such in the online application
- **Zone Change to Which Zone** – select one of the following options:
 - Agricultural Residential Zone (AR)
 - Commercial General Zone (CG-10,000)
 - Commercial Heavy Zone (CH-10,000)
 - Heavy Industrial Zone (IH-6,000)

- Industrial Park Zone (IP-20,000)
 - Light Industrial and Manufacturing Zone (IL-10,000)
 - Manufactured Home Park Zone (MHP)
 - Mineral Resource Zone (MR)
 - Neighborhood Commercial Zone (CN-0.5/A)
 - Open Space and Conservation Zone (OS)
 - Planned Community Zone (PC)
 - Planned Residential Development (PRD)
 - Public and Semi-Public Zone (PS)
 - Residential and Manufactured Home Zone (RMH)
 - Residential Multifamily Zone (RM)
 - Resort Commercial Zone (RC)
 - Rural Residential Zone (RR)
- **Acreage** - be prepared with the acreage of the proposed zone change (If less than 1, type "1.")

ONLINE SUBMITTAL REQUIREMENTS

Please provide a **CLEAR, READABLE** electronic or scanned copy of the following **in PDF format**:

- **Citizen Participation Plan and Report** (see [Citizen Participation Plan Brochure](#) for details)
- **Narrative** – typewritten, describing the request and all aspects of the use in detail, as well as demonstrating conformance to the Findings of a Zone Change (see [Zone Change Brochure](#)) and compliance with the Coconino County Comprehensive Plan (see *goals and policies* [here](#)). If waivers from the Zoning Ordinance are requested, include them in detail within this Narrative.
- **Site Plan** - drawn **to scale** using accurate dimensions and showing property boundaries; existing and proposed improvements and uses; and as applicable the locations of driveways, pedestrian walks, landscaped areas, fences, exterior light fixture locations, walls, off-street parking areas including ingress and egress, traffic flow, and Easements (See the [Site Plan Requirements](#) document for a complete list). If applicable, the Site Plan may include the Landscape Plan, Signage Plan, and Lighting Plan.
- Copies of recorded easements if applicable
- Traffic Study with Traffic Impact Statement/Analysis if applicable or requested by staff

OTHER PERMITS MAY BE REQUIRED

In addition to the Zone Change, applicable Building, Environmental Quality, and Engineering Permits, as well as additional Zoning Permits, may be required for your project. Planning and Zoning review shall be conducted through the issuance of such permits.