



What is Zoning?

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 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 Coconino County Board of Supervisors.

How does a Zone Change occur?

A zone change is considered when the proposal promotes the objectives of the Coconino 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 with Community Development department staff to provide guidance on developing a proposal for a zone change.

FINDINGS OF FACT

Pursuant to Section 5.12 of the Coconino County Zoning Ordinance, the Planning and Zoning Commission (and Board of Supervisors, if applicable) must make the following findings in order to approve a Zone Change:

1. That the change is consistent with the goals, objectives and policies of the Comprehensive Plan and this 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 surrounding neighborhood nor be detrimental to adjacent properties.

WHAT IS THE FEE FOR A ZONE CHANGE?

Fee amounts and depend on the current zone your project is located within and your proposed zone change request. Contact the Community Development Department for the current adopted fee schedule, or visit our website.

A \$200.00 discount is applied when a Zone Change application is filed in conjunction with a Conditional Use Permit application.

Coconino County Community Development

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Flagstaff, AZ 86001

Phone: 928.679.8850 or 1.800.559.9289
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Requesting a ZONE CHANGE



Coconino County
Community
Development

The ZONE CHANGE Process

THE ZONE CHANGE PROCESS

1. Pre-Application Meeting
2. Citizen Participation Plan
3. Application and Preliminary Review
4. Legal Notice
5. Staff Report
6. Public Hearings
7. Approval or Denial

1. PRE-APPLICATION MEETING

Prior to the submission of an application for a Zone Change, the applicant must schedule a free pre-application meeting to obtain guidance before entering into binding commitments or incurring substantial expense in the preparation of surveys, plans, etc.

2. CITIZEN PARTICIPATION PLAN

Prior to the submittal of an application, the applicant must prepare a Citizen Participation Plan in accordance with Section 5.3 of the Coconino County Zoning Ordinance. This requires the applicant to contact neighbors in the vicinity and other affected property owners and hold a neighborhood meeting to provide neighbors with an opportunity to understand the project and to provide comments directly to the applicant. Please see the *Citizen Participation Plan* brochure for more information.

3. APPLICATION AND PRELIMINARY REVIEW

Upon completion of the above requirements, a formal application for a Zone Change may be submitted. There are other submittal requirements including a site plan and project narrative. Complete applications will then be scheduled for a Planning and Zoning Commission study session one month prior to the formal public hearing. The intent is for the Commission to raise potential concerns for staff to investigate during the review process. A planner will be assigned the Zone Change case, and may contact the applicant for additional information.

4. LEGAL NOTICE

A minimum of 15 days 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 all property owners within an identified radius of the project are notified by mail. When the property is being posted, staff will make a site investigation, looking at adjacent land uses and analyzing the potential impacts of the zone change.

5. STAFF REPORT

About 2 weeks prior to the public hearing, staff prepares a report evaluating the application, which is provided to the applicant during the week prior to the hearing. The report generally includes a recommendation for approval or denial, as well as conditions which must be met in order to approve the zone change. Applicants should review the recommended conditions and be prepared to discuss them at the hearing.

6. PUBLIC HEARINGS

Applicants should arrive at the start of the public hearing. Cases are called in the order shown on the agenda.

Staff Presentation. When the case comes up, staff presents the report and recommendation. After the staff presentation, the applicant or applicant's representative will have an opportunity to speak. Following questions to the applicant, the Commission Chairperson opens the hearing for public comment. Anyone with comments pertinent to the case will be heard.

Commission Analysis. In reaching a recommendation, the Commission considers the staff report, input from the applicant and the public, as well as their own knowledge of the area and their ability to make the Zone Change *Findings of Fact*, as listed on the back of this brochure. The Commission makes a recommendation of approval or denial for the Board of Supervisors to consider next. If more information is needed, the Commission may continue the case.



7. APPROVAL OR DENIAL

After the 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. The Board hearing format is much the same.

Coconino County Comprehensive Plan and Area Plans

Zone Change requests are considered in light of the goals and policies of the Comprehensive Plan and its amendments, which consist of nine (9) Area Plans:

- **Bellemont • Mountaineire**
- **Diablo Canyon**
- **Oak Creek Canyon**
- **Fort Valley • Kachina Village**
- **Parks • Red Lake • Valle**
- **Doney Park/Timberline/
Fernwood**

The Comprehensive Plan and Area Plans can be downloaded from the Planning and Zoning website.