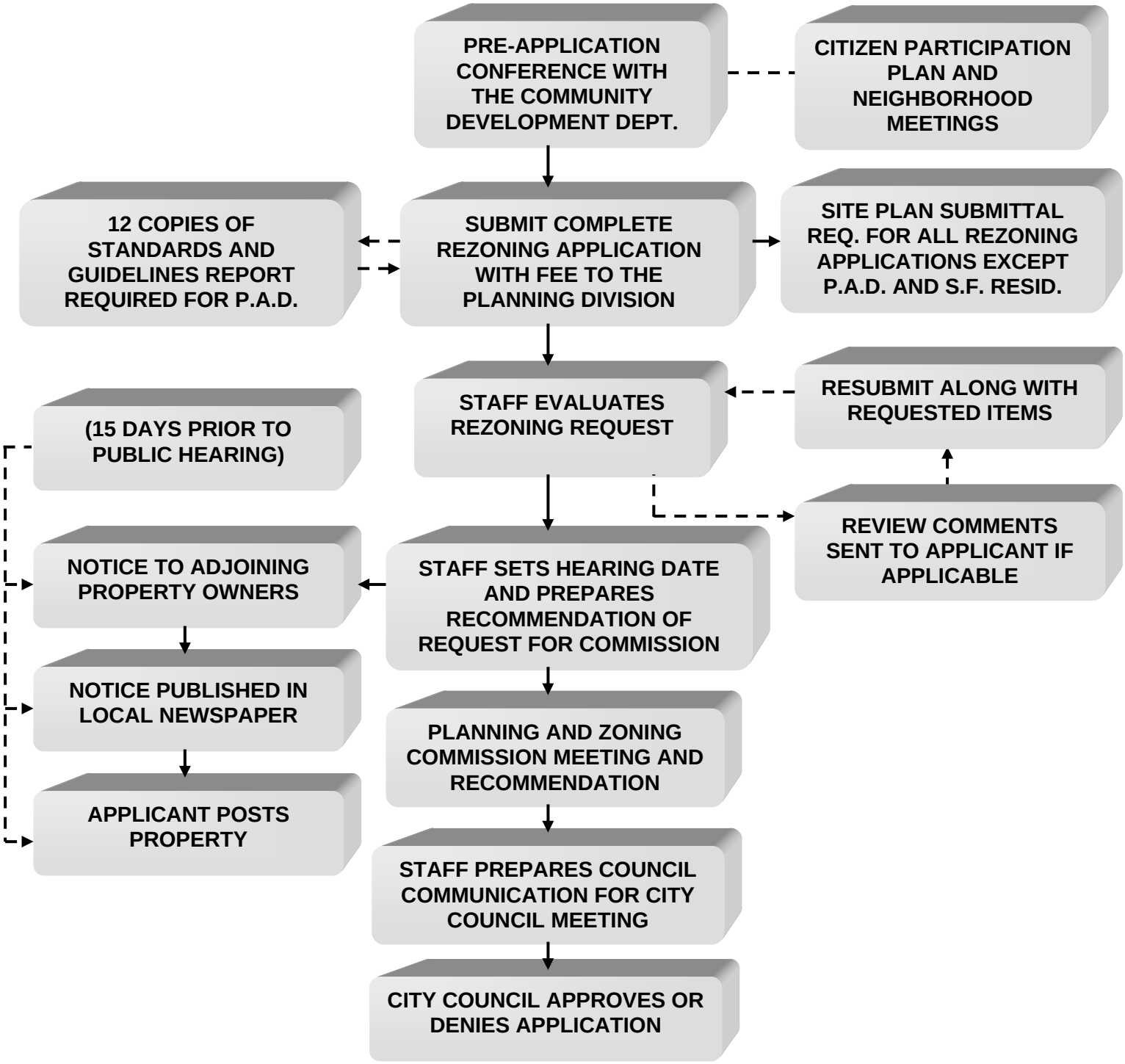
PLANNING DIVISION

Community Development Department

REZONING PROCESS GUIDE

* **STANDARD REZONING**
* **P.A.D. REZONING**
* **P.C.D. REZONING**
* **P.A.D. / P.C.D. AMENDMENT**

REZONING PROCESS



REZONING SUBMITTAL REQUIREMENTS

Introduction
The Community Development Department, Planning Division is providing the following information to assist applicants in the preparation and submittal of an application to rezone property within the City of Peoria. After review of this information, a pre-application conference with the Planning Division is **required** to further discuss your development proposal and answer any questions you may have regarding these submittal requirements and the rezoning process. The Pre-Application Process Guide can be found online at *http://www.peoriaaz.gov/planning/planning_guides.asp* .

Citizen Participation Plan and Neighborhood Meetings
State law requires that the City have a "citizen review process" to provide for identification of property owners and other citizens that may be affected by any rezoning of property or change in regulations. Having been identified, these persons will be contacted early in the rezoning process and furnished information about the proposed action for their comment prior to the public hearing. Typically, citizen participation involves neighborhood meetings structured to provide project information and feedback or comments from interested persons. For information on the Citizen Participation Plan see Article 14-39 "Administrative Procedures" Section 14-39-6 (E). A Citizen Participation Plan is required to determine how the following items will be addressed:

- The identification of those property owners and other citizens that would be affected or have an interest in the project;
- Identify the process for meeting with these persons;
- Identify how comments will be collected and evaluated; and
- The contents of a report to the City detailing the efforts to meet with and notify interested persons, the comments received, changes, mitigation or other actions taken in proposed in response to the comments and subsequent recommendations regarding the project, if any.

School District Coordination
In an effort to obtain school district input early in the process, all land use applicants are advised to send a copy of the plan and meet with the appropriate school district representative prior to submittal of the application with the City. This coordination includes all applicants for Comprehensive Master Plans, Rezonings, Subdivision Plats (Preliminary and Final), and Site Plans involving a residential land use. Upon application, a copy of the request will be sent, by the City, to the school district for formal comments. The school district representatives are listed below:

Peoria Unified School District No. 11
Attn: Director of Research and Planning
6330 W. Thunderbird Rd.
Glendale, AZ 85306
Telephone: (623) 486-6077
Fax: (623) 486-6111

Deer Valley Unified School District No. 97
Attn: Planning Coordinator
20402 N. 15th Avenue
Phoenix, AZ 85027
Telephone: (623) 445-4953
Fax: (623) 445-5092

Rezoning Process
After receiving a complete rezoning application, the application will be routed for review and comment by City staff. After the review is completed, the comments are consolidated and returned to the applicant. Based on the nature of the comments, a meeting may be scheduled to discuss the comments. If a re-submittal of information is necessary, the re-submitted information will be reviewed again.

Once the staff comments have been addressed, the application will be forwarded to the Planning and Zoning Commission for a recommendation to the City Council. The applicant shall be required to post the property in accordance with the provisions of the Peoria Zoning Ordinance. The Site Posting Process Guide may be obtained from the website at *http://www.peoriaaz.gov/planning/planning_guides.asp*. Upon recommendation from the Commission, the application will be forwarded to the City Council for consideration and action. The Planning and Zoning Commission and City Council meetings are held in the Peoria Council Chambers, 8401 W. Monroe Street, Peoria, Arizona.

Rezoning Application Requirements

Rezoning requests submitted to the Planning Division shall include all the information listed on the attached submittal checklist. All narrative information shall be provided on 8 1/2" X 11" paper. Full size plans must be folded to approximately 9" x 12" and twelve copies of each element provided. PCD (Planned Community District) rezoning submittals shall include all items as required in Article 14-36 of the Peoria Zoning Ordinance. Any rezoning, except for rezonings resulting in a detached single-family district or Planned Area Development, shall require submission of a Site Plan application in conjunction with the rezoning request. Contact the Planning Division at (623) 773-7200 for Site Plan submittal requirements.

General Engineering Requirements

The following information shall be included with requests for rezoning:

1. Current aerial with an overlay of the site plan or plat
2. Preliminary Drainage Report addressing:
   - off-site flows
   - floodplain information
   - acknowledgement of existing studies or planned drainage projects in the vicinity
3. Preliminary Traffic Impact/Roadway Analysis addressing:
   - Required roadway infrastructure for this project.
   - Existing legal access to and through this project site.
   - Acknowledgement of existing studies or planned capital improvement projects in the vicinity
   - Existing adjacent ROW
   - Planned ROW dedications and improvements
4. Preliminary Water and Sewer Analysis
   - Existing water and sewer infrastructure to service this project.
   - Addendum to the City Water and Sewer Master Plan
   - Acknowledgement of planned capital improvement projects in the vicinity
   - Assurance of 100 year water supply from Utility Company
   - Planned offsite infrastructure improvements needed for this site.
5. Preliminary Site Plan or Preliminary Plat with the following basic information:
   a. Name and address of development, APN #
   b. Vicinity map showing area within 1/2 mile of project.
   c. Name and address of developer/owner and engineer/architect or firm
   d. All plans and reports shall be labeled Preliminary or Conceptual
   e. North arrow and scale of not less than 1" = 100'.
   f. Adjacent zoning districts.
   g. Prior zoning case numbers and associated stipulations
   h. Property boundary with dimensions.
   i. Adjacent streets and street right-of-way, including proposed improvements.
      - Existing and proposed ROW
      - Include cross-section of all proposed roadway improvements or new roadways
      - Ingress and egress points, including all driveways/intersections within 200' of the property.
   j. Utilities and utility easements for water and sewer
      - Size of existing and proposed infrastructure
   k. Delineate any areas in the floodplain show existing washes or drainage structures

Planned Area Development Applications

All applications for P.A.D. zoning requests shall be accompanied by 15 copies of a Standards and Guidelines Report in accordance with Article 14-33 of the Peoria Zoning Ordinance. The document shall include a minimum of the following sections:

1. Introduction[1]
2. Legal Description of Property and Parcels
3. Preliminary Development Plan[2]
4. Table or Listing of Permitted, Conditional and Accessory Uses[3]
5. Discussion of Project Phasing and Development Schedule
6. Project Development Standards
   a. Lot Coverage
   b. Setbacks (internal, external, building, etc.)
   c. Minimum Lot Size(s)
   d. Building Heights
   e. Accessory Use Standards
   f. Open Space Requirements
   g. Lighting
   h. Screening, Fencing and Walls
   i. Roadway Standards
   j. Parking
   k. Enhanced Design Review Standards
7. Project Signage Standards[4]
8. Project Landscaping Standards[5]
9. Slope Analysis (where applicable)
10. Infrastructure / Utilities
    a. Grading / Drainage / Retention
    b. Water / Wastewater
    c. Electric Power / Natural Gas / Telephone Service
11. Appendix
    a. Traffic Study
    b. Water and Wastewater Analysis
    c. A.L.T.A. / Plat
    d. Misc. Exhibits

[1.] Provide a general narrative of the project and a basic explanation of the Standards & Guidelines Report and project highlights. This section shall also address the reason for the use of the P.A.D. zoning district as required by 14-33-2 of the Zoning Ordinance.

[2.] Discuss the proposed use(s) of the site and provide a graphical depiction/site development plan.

[3.] As the controlling zoning ordinance document, the P.A.D. Standards & Guidelines Report shall contain a listing of all uses to be permitted and conditional uses within the P.A.D. development area. Residential P.A.D.'s shall also address issues regarding residential densities, housing type mixture and zoning relationships.

[4.] If signage is to deviate from article 14-34 of the Zoning Ordinance, discuss and provide signage standards for all proposed sign types and include information regarding sign height, size, construction, lighting, permitting, locations, etc.

[5.] If landscaping is to deviate from article 14-35 of the Zoning Ordinance, discuss and provide landscape standards for all project landscaping. Standards shall include types, amounts and locations for both hardscape and landscape materials and shall include complete landscape standards for on-site, right-of-way, parking, buffer areas, drainage facilities, etc.

Fees

Refer to the Planning Fee Schedule
(Available online at: http://www.peoriaaz.com/planning/Docs/Miscellaneous/FEELIST.pdf).

Refer to the Engineering Fee Schedule for TIA's and Master Drainage Reports
(Available online at: http://www.peoriaaz.com/engineering/Docs/EngFeeSchedule.pdf).

REZONING APPLICATION CHECKLIST

**** ALL 24" x 36" PLANS SHALL BE FOLDED TO 8.5" x 11" ****

____ Application (included)

____ Ownership Verification Form (included)

____ Application Contact Form (included)

____ REVIEW FEE
- ____ Rezoning Fee
- ____ Traffic Impact Analysis/Statement Fee (623-773-7600 for details/fees) ($_____)
- ____ Master Drainage Report (623-773-7600 for details) ($_____)

____ Narrative Statement/Project Justification **(15 Copies)**

____ Legal Description **(1 copies including 1 electronic Copy in Word Format)**

____ Existing Conditions Map (If applicable/Current buildings on site) **(12 Copies – 24"x36" minimum)**

____ A.L.T.A. Survey – Include Streets & Driveways on Adjacent Streets. **(3 Copies)**

____ Conceptual Drainage Report **(2 Copies)**

____ Color Aerials of Subject Property with an overlay of the site plan/plat **(15 Copies)**

____ Standards & Guidelines Report (For PAD Applications) **(15 Copies including 1 electronic Copy in Word Format)**

____ Conceptual Traffic Impact Statement / Analysis **(2 copies)**

____ Conceptual Water and Sewer Analysis / Master Plan **(2 Copies)**

____ Site Plan Submittal (Except PAD/Residential)

The following materials are required if the subject property/site is North of Pinnacle Peak Road:

_____ Master Conservation Plan (for sites less than 10 gross acres) **(2 copies)**

_____ Desert Conservation Report (for sites more than 10 gross acres) **(2 copies)**

_____ Hillside Analysis (If slope conditions are present) **(2 copies)**

NARRATIVE STATEMENT/PROJECT JUSTIFICATION

Attach a narrative statement which addresses the following questions. Additional information pertaining to the request may also be included, as appropriate. This information is requested to provide the staff, Commission and Council with the information necessary to fully evaluate the rezoning and development proposal.

1. What type of development and uses are proposed by the rezoning request?

2. State how your proposal is consistent with the Land Use Plan and other goals, policies and objectives (list each goal, policy and objective and how they are met) of the Peoria General Plan.

3. Discuss your proposal's compatibility with the surrounding land use and zoning patterns. Include a list of surrounding zoning designations, land uses and conditions.

4. Indicate why the current zoning is not appropriate given the surrounding land use, zoning, and factors which have changed since the current zoning was established.

5. Describe any proposed unique design considerations, beyond Zoning Ordinance requirements, which create compatibility between the proposed use and adjoining developments.

6. Provide general site information and describe unusual physical features or characteristics of the site which present opportunities or constraints for development.

7. Other than the requested rezoning approval, what other approval processes are required to accomplish the development proposal, i.e., variances, site plans, subdivision plats, conditional use permits, comprehensive master plan amendments, State or County licensing or permits, etc.?

PLANNING DIVISION

Community Development Department

REZONING

APPLICATION #_____ SUBMITTAL DATE_____ FEES_____ ACCEPTED BY_____

TYPE: ____ STANDARD ____ P.A.D. ____ P.C.D. ____ AMENDED P.A.D. / P.C.D.

EXISTING ZONING	**PROPOSED ZONING**	
ADDRESS OF PROPERTY/GENERAL LOCATION		
DEVELOPMENT/PROJECT NAME		
REFERENCE CASES (LIST ALL PREVIOUS PLANNING CASES)		
GROSS ACREAGE/SQ.FT.		
EXISTING LAND USE	**PROPOSED LAND USE**	
TAX PARCEL NUMBER		
OWNER OF RECORD		
ADDRESS		
CITY	**STATE**	**ZIP CODE**
PHONE NUMBER	**FAX NUMBER**	
OWNER SIGNATURE		
APPLICANT		
ADDRESS		
CITY	**STATE**	**ZIP CODE**
PHONE NUMBER	**FAX NUMBER**	
CONTACT PERSON	**EMAIL**	
OTHER PARTIES OF INTEREST		
ADDRESS		
CITY	**STATE**	**ZIP CODE**
PHONE NUMBER	**FAX NUMBER**	
CONTACT PERSON	**EMAIL**	
OWNER'S SIGNATURE		**DATE**

We value your comments!
www.peoriaaz.gov/devcomments

OWNERSHIP VERIFICATION

It is requested that a **REZONING** application be accepted by the Planning Division of the City of Peoria for property generally located at:

_____.

Said property is owned by:

And

_____ _____

_____ _____

_____ _____

Telephone number_____ Telephone number_____

The subject property is legally described as

_____

_____

_____(or see attached)

The subject property contains _____gross acres (includes right of way to the centerline of adjacent street or alley) and _____net acres (excludes adjacent perimeter right of way).

Tax Parcel Number _____ - _____ - _____

Attached is a map/survey, which accurately portrays the parcel configuration and property dimensions, as reflected in the legal description.

I hereby certify that the above information and information submitted as part of the requested application is correct, and that I am authorized to file an application on said property, being either the owner of record or authorized to file on behalf of the owner. (If not owner of record, attach written authorization from owner.)

_____ _____

Applicant's Signature Date

APPLICATION CONTACT

I hereby request that all verbal and written communication regarding the attached application be provided to:

_____

_____

_____

TELEPHONE: _____

FAX NUMBER: _____

E-MAIL: _____

Additionally, I understand that it is the above listed person's responsibility to communicate any verbal or written communications on said application to other members of the development team, including, but not limited to application comments, staff reports, action letters, meeting times, etc.

_____ _____

Applicant's Signature Date

PRINCIPALS AND DEVELOPMENT TEAM

Provide a list of principals involved in the development proposal. This includes owner and potential buyers of record and members of the development team. If a partnership or limited partnership is involved, list the general partners and the limited partners with more than ten percent interest.

Principal Owner:

Principal Buyers:

Development Team: