



PINAL COUNTY
wide open opportunity

PROCEDURE OUTLINE

FOR A **PLANNED AREA DEVELOPMENT OVERLAY DISTRICT PRE-APPLICATION MEETING** IN UNINCORPORATED PINAL COUNTY

A Pre-Application Meeting is required prior to applying for a Special Use Permit, Zoning Regulations Amendment, Rezoning, Comprehensive Plan Amendment, PAD Overlay District, Wireless Communication Facility and Industrial Use Permit. A formal application for these processes will not be accepted until a project has been through this meeting.

To schedule a pre-application meeting you must:

1. Submit one **(1) hard copy** of all documentation outlined in this packet and one **(1) digital copy** in multi-page PDF format. Applications must be submitted in person.
2. Submit the applicable fees made payable to Pinal County in accordance with the adopted fee schedule:
 - a. Pre-application meeting for a wireless communication facility = **\$140.00**
 - b. Pre-application meeting for all other requests = **\$490**

** Pre-Application Meetings are held on the second and fourth Tuesday of each month. Complete applications must be received 14 working days prior to the desired meeting date to be scheduled for that day.

*** If Substantial changes are proposed to the project between the “Pre-application meeting” and formal application submittal, staff may require an additional “Pre-application meeting(s)” subject to the fees outlined in Section B.

COMMUNITY DEVELOPMENT
Planning Division

APPLICATION FOR A PRE-APPLICATION MEETING (PAD)

*(All applications **must** be typed or written in ink.)*

- 1. Tax Assessor Parcel No(s): _____

- 5. Current Zoning *(Please provide Acreage Breakdown)*: _____
Requested PAD Overlay District *(Please provide Acreage Breakdown)*: _____

- 6. Parcel Size(s): _____

- 7. The existing use of the property is as follows: _____

- 8. The exact use proposed under this request: _____

- 9. Is the property located within three (3) miles of an incorporated community?
 YES NO
- 10. Is an annexation into a municipality currently in progress?
 YES NO
- 11. Is there a zoning violation on the property for which the owner has been cited?
 YES NO

If yes, zoning violation # _____

- 12. Discuss any recent changes in the area that would support your application i.e.: zone change(s), subdivision approval, Planned Area Development (PAD), utility or street improvements, adopted comprehensive/area plan(s) or similar changes. _____

- 13. Explain why the proposed development is needed and necessary at this time. _____

AMENDED DEVELOPMENT STANDARDS

Proposed Zoning	Minimum Lot Area <i>(Square Feet)</i>		Minimum Lot Width		Minimum Yard Sizes <i>(Building Setbacks in Feet)</i>		Maximum Building Height <i>(Feet)</i>		Detached Accessory Buildings <i>(Minimum Distance Between in Feet)</i>		Buildable Area	
	Code	Proposed	Code	Proposed	Code	Proposed	Code	Proposed	Code	Proposed	Code	Proposed
					Front:	Front:			Main Building:	Main Building:		
					Side:	Side:			Front Lot Line:	Front Lot Line:		
					Rear:	Rear:			Rear & Side Lot Lines:	Rear & Side Lot Lines:		
					Front:	Front:			Main Building:	Main Building:		
					Side:	Side:			Front Lot Line:	Front Lot Line:		
					Rear:	Rear:			Rear & Side Lot Lines:	Rear & Side Lot Lines:		
					Front:	Front:			Main Building:	Main Building:		
					Side:	Side:			Front Lot Line:	Front Lot Line:		
					Rear:	Rear:			Rear & Side Lot Lines:	Rear & Side Lot Lines:		

AMENDED PERMITTED USE LIST

Proposed Zoning	Uses that will <u>NOT</u> be permitted in this Planned Area Development

AMENDED PERMITTED USE LIST

Proposed Zoning	Uses that <u>WILL BE</u> permitted in this Planned Area Development

I certify the information included in this application is accurate, to the best of my knowledge. I have read the application and I have included the information, as requested. I understand if the information submitted is incomplete, this application cannot be processed.

Name of Landowner (Applicant)	Address	Phone Number
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Signature of Landowner (Applicant)	E-Mail Address
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Name of Agent	Address	Phone Number
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Signature of Agent	E-Mail Address
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The Agent has the authority to act on behalf of the landowner, which includes agreeing to stipulations. The agent will be the contact person for Planning staff and must be present at all hearings. Please use attached Agency Authorization form, if applicable.

APPLICATION CHECKLIST

FOR A PROPOSED PLANNED AREA DEVELOPMENT (PAD) OVERLAY DISTRICT IN UNINCORPORATED PINAL COUNTY

A. Check the appropriate item:

- This PAD is being submitted without a zone change request
- This PAD is being submitted in conjunction with a zone change request. The applicant must complete a zone change application. – **(Please utilize the “PAD Book” and the “Site Plan” of the PAD application to fulfill the Zoning Application “Narrative” and “Site Plan”).**

B. **Submit a “PAD Book”** (written narrative) concerning the proposed development to include the following sections – Refer to Chapter 2.176.240 (B) of the PCDSO for further clarification (**NOTE: Please No Spiral Binding**):

- 1. Title Page
- 2. Purpose of Request
- 3. Description of Proposal
- 4. Relationship to surrounding properties within one mile
- 5. Schools
- 6. Public Services
- 7. Community Services and how will the need for these services be addressed
- 8. Location & Accessibility
- 9. Compliance with RSRSM, Access Management Manual, October 2008
- 10. Utilities & Services
- 11. Ownership & Control – [See Section 2.176.240 (B)11]
- 12. Timing of Development (Phasing Schedule)
- 13. Conformance with the Comprehensive Plan
- 14. Recreational Amenities
- 15. Fences, Walls & Screening
- 16. Total number of dwelling units
- 17. Maximum Residential Density of each planning unit
- 18. Total number of parking spaces for recreational facilities

- 19. Type of landscaping
- 20. Preliminary hydrologic data and a statement on drainage
- 21. Additional Information for Commercial & Industrial Uses (*if applicable*):
 - Total Area in acres proposed (*Commercial & Industrial Separated*)
 - Approximate retail sales floor area (*Commercial*)
 - The uses proposed uses based on permitted uses in the base zone.
 - The standards of height, open space, buffering, landscaping, pedestrian and vehicle circulation, off-street parking and loading, signs, outdoor lighting, and nuisance controls intended for the development.
- 23. Tables:
 - a.** Land Use Table(s) to include the following:
 - 1) Total Acreage of the site
 - 2) Total Area of arterial & collector streets
 - 3) Total Area & Percent of Open Space
 - 4) Total Number of each type of dwelling unit
 - 5) Total Number of all dwelling units proposed including the range and mixture of lot sizes within each base zone
 - 6) The Overall proposed Density
 - b.** Amended Development Standards Table comparing proposed and current zoning code standards for:
 - 1) Minimum Lot Area
 - 2) Minimum Lot Width
 - 3) Minimum Building Setbacks
 - 4) Maximum Building Height
 - 5) Minimum Distance between main & detached accessory buildings
 - 6) Buildable Area
 - c.** Amended Use Tables:
 - 1) Permitted Uses
 - 2) Non-Permitted Uses
 - d.** Utilities & Services Table of type and source:
 - 1) Sewer
 - 2) Water
 - 3) Electric
 - 4) Telephone
 - 5) Police
 - 6) Fire
 - 7) Schools
 - 8) Solid Waste Disposal
- 24. Appendix, as applicable



C. **Submit a Development Plan.** The submittal shall be drawn at a sufficient scale as to not exceed a print size larger than **24" X 36"** with **11" X 17"** reductions to be included in the PAD Overlay District Application where the lettering is of sufficient size to be readable. The Development Plan shall include:

1. Site Plan:

- a. Title of project as shown in the narrative report, such as ***"Planned Area Development for (insert name of Development)"*** in bold letters.
- b. Name(s) of Landowner(s), Developer, Applicant, and Person or Firm preparing the plan.
- c. North Arrow, Scales (*written & graphic*), Preparation Date & Subsequent Revision Dates.
- d. Vicinity Map showing project, surrounding development and applicable zoning districts (*scale no less than 1" = 2,000'*)
- e. Existing Zone designation & requested zone change (*as applicable*)
- f. Legal Description of total site
- g. Boundaries of the proposed PAD Overlay Zoning District delineated and dimensioned by bearing and distance.
- h. All existing and proposed public and/or private streets, location and width of associated easements and rights-of-way and whether they will remain or be extinguished.
- i. Location & Identification of all existing and proposed utilities, location and width of associated easements.
- j. Location of all existing structures and significant natural features.
- k. Nearest regional significant routes to proposed development as projected in RSRSM Final Report, December 2008.
- l. All points of ingress and egress.
- m. Parking Areas.
- n. Identify & Delineate existing and/or proposed trails as shown on the Pinal County trails system master plan.
- o. Indicate and/or label (*as applicable*):
 - 1) Areas to be reserved for residential, commercial, industrial, open space, public use, facilities, drainage, and recreation.
 - 2) Who will own, control and maintain the landscaping, recreational facilities, open areas, refuse disposal, streets, private utility systems.
 - 3) Topography with a maximum contour interval of two feet except where existing ground is on a slope of less than two percent,

then either one foot contours or spot elevation shall be provided where necessary.

4) Phase Lines (*as applicable*).

- p.** Provide lot typical (typical should show building envelope, setbacks, lot dimensions and fences/walls) for:
 - 1) Each type of dwelling unit
 - 2) Lots in unusual locations (i.e. Cul-de-sacs, corners, hillside lots where clustering will occur).
- q.** Indicate by notes the existing drainage pattern and proposed drainage plans for handling on-site and off-site storm water runoff
- r.** Indicate location, type, height, and materials for proposed walls, fences, and signs.
- s.** Location and types of existing and proposed landscaping.
- t.** Designated Flood Zone

2. Quantitative Development Data Tables

- a.** Land Use table to include:
 - 1) Total Gross Acreage of site
 - 2) Total Area of Streets (Public & Private)
 - 3) Total Area of Public Open Space
 - 4) Total Net Area of all intended uses
 - 5) Total Areas of Open Space for PAD Residents, and total Recreation Area Open Space
 - 6) Total Dwelling Units permitted under base zoning district
 - 7) Total number of each dwelling type including range and mixture of lot sizes within each base zone
 - 8) Grand Total of Dwelling Units
 - 9) Overall Density proposed
- b.** Zoning Comparison Table of Existing & Proposed to include:
 - 1) Lot area per dwelling unit
 - 2) Setbacks
 - 3) Minimum Lot Widths
 - 4) Maximum Building Heights
 - 5) Parking
- c.** Utility & Services Table indicating type and source:
 - 1) Sewer
 - 2) Electric
 - 3) Telephone
 - 4) Water
 - 5) Police/Security
 - 6) Fire
 - 7) Schools
 - 8) Solid Waste Disposal
- d.** Street Type Table indicating proposed rights-of-way and pavement widths for arterials, collectors, and neighborhood streets.

- D. **Submit** the Non-Refundable fees outlined on page one of the Application
- E. **Submit** one **(1) hard copy** of all documentation outlined in the PAD application and one **(1) digital copy** in a multi-PDF format per item of the application with all supporting documentation on **one (1) CD**.
- F. Signature at the end of the “**Checklist**” stating you have reviewed and addressed all areas within it.

I certify that I have submitted all the required information listed above, and I understand that this application for a pre-application meeting cannot be processed until all required information is submitted.

Signature

Date