



## **PINAL COUNTY PROCEDURE FOR A PROPOSED NON-MAJOR COMPREHENSIVE PLAN AMENDMENT**

- A. Attend a Concept Review (pre-application) meeting with the Planning Department and affected County agencies.
- B. File an application and all required supporting documentation for a Comprehensive Plan Amendment. Please use the attached application forms.
- C. Public hearing before the Planning Commission with Commission recommendation to the Board of Supervisors. Time frame is approximately 10 to 15 weeks from application acceptance by the Planning Department.
- D. Public hearing, (approximately 4 to 8 weeks after Planning Commission hearing), before the Board of Supervisors.

## **PROCEDURE FOR A PROPOSED MAJOR COMPREHENSIVE PLAN AMENDMENT**

- A. Attend a Concept Review (pre-application) meeting with the Planning Department and affected County agencies.
- B. File an application and all required supporting documentation for a Comprehensive Plan Amendment. Please use the attached application forms.
- C. Public meeting with the Citizens Advisory Committee.
- D. Public hearing before the Planning Commission with Commission recommendation to the Board of Supervisors.
- E. Public hearing before the Board of Supervisors.

Public hearing schedule will be made available in August.

## **FEE SCHEDULE FOR MAJOR AND NON-MAJOR AMENDMENTS**

- A. Advertising for Public Hearings: \$545.00
- B. Comprehensive Plan Amendment: \$1,000.00 per application

**APPLICATION FOR A COMPREHENSIVE PLAN AMENDMENT IN AN UNINCORPORATED AREA OF PINAL COUNTY, ARIZONA**

(all applications **must** be typed or written in ink)

1. The legal description of the property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Parcel Number(s): \_\_\_\_\_ Total Acreage: \_\_\_\_\_

3. Current Land Use Designation: \_\_\_\_\_

4. Requested Land Use Designation: \_\_\_\_\_

5. Date of Concept Review: \_\_\_\_\_ Concept Review Number: \_\_\_\_\_

6. Why is this Comprehensive Plan Amendment being requested? (You must provide a summary of the anticipated development on this page, if not provided, the application cannot be processed.): \_\_\_\_\_

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7. Discuss any recent changes in the area that would support your application. \_\_\_\_\_

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8. Explain why the proposed amendment is needed and necessary at this time. \_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RECEIPT #: \_\_\_\_\_ AMT: \_\_\_\_\_ DATE: \_\_\_\_\_ CASE: \_\_\_\_\_

IN ADDITION TO THIS APPLICATION, YOU WILL NEED TO SUBMIT:

- A. One copy of a **certified** A.L.T.A. Survey, including legal descriptions of the proposed designations
- B. Location map which identifies the property and its relationship to Pinal County environs.
- C. Map showing the topography of the property.
- D. Site map which specifically identifies the property including parcels under separate ownership.
- E. Property owner(s) authorization for the Comprehensive Plan Amendment.
- F. Other information as may be determined necessary by the Planning staff or other information the applicant feels is pertinent to this request.
- G. Non-refundable filing fee as shown on the cover page.
- H. Submit a CD which contains a copy of the application and narrative in PDF format.

THIS APPLICATION MUST BE SUBMITTED IN PERSON.

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.

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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. The Agent will be the contact person for Planning staff and must be present at all hearings. Please use the attached Agency Authorization form, if applicable.**





## Pinal County Broadcast Notification Signs:

### Comprehensive Plan Amendment Site Posting Requirements

1. Broadcast signs shall be installed and removed by the applicant
2. Broadcast signs shall be installed 21 days before the Planning Commission hearing (Non-Major Amendments) or 10 days before the first Citizen's Advisory Committee meeting (Major Amendments)
3. Broadcast signs shall remain in place until the Board of Supervisors has made a decision on the case
4. Broadcast signs shall be removed no later than 30 days after the Board of Supervisors has made a decision on the case
5. Broadcast signs shall be placed adjacent to each road that borders the property, or as determined by the Planning Manager
6. Broadcast signs can contain more than one case
7. Regular signs, if needed, will be posted by County staff
8. Text on the sign shall meet the specifications shown on page 2 of this document
9. Broadcast sign specifications:
  - a. 4 Feet Tall by 8 Feet Wide
  - b. Top of the sign shall be 6 feet above the ground
  - c. Laminated plywood or MDO board
  - d. Attached to 2 – 4" by 4" wooden poles
  - e. All surfaces, including edges shall be painted **White**
  - f. **Black** letters shall be used and shall be sized per the specifications shown below
10. Pinal County staff will place information about Planning Commission and Board of Supervisor hearings on the Broadcast sign in the designated area

#### Letter Sizes: All Letters Upper and Lower Case Unless Specified

**5" BOLD CAPITAL LETTERS**  
**5" Bold Italic Letters**

2" Letters  
2" Letters  
2" Letters  
2" Letters

3" Letters  
3" Letters

2" Letters  
2" Letters

3" Letters

1" Letters

**Comprehensive Plan Amendment Cases:  
4 Feet Tall by 8 Feet Wide**

**PINAL COUNTY  
Public Hearings**

**Case Number:**

**Existing Comprehensive Plan Designation:**

**Proposed Comprehensive Plan Designation:**

**Acreage:**

**Applicant Name:**

**Applicant Phone Number:**

**Public Hearing Information**

Hearing  
Info  
Posted by  
Pinal  
County

**Case Information Available at Pinal County Planning and Development Services  
(520) 866-6442**

5/05

**AFFIDAVIT OF POSTING OF BROADCAST SIGN**

I, \_\_\_\_\_, Applicant for case \_\_\_\_\_(Case number), personally caused \_\_\_ sign(s) to be posted in a visible place on or near the proposed project site on \_\_\_\_\_(Date), at least 28 days before the Planning and Zoning Commission Public Hearing, regarding the proposed \_\_\_\_\_(Type of application), in unincorporated Pinal County

The notice was posted as indicated on the attached map and photograph.

\_\_\_\_\_  
Applicant

STATE OF ARIZONA)  
) ss:  
COUNTY OF PINAL)

Subscribed and sworn to me by \_\_\_\_\_ this \_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public  
My Commission Expires: