



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

- 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 Planned Area Development Overlay District. Please use the attached application forms.
- C. Submit an application fee, in the amount set forth on page 1 of the application, made payable to Pinal County.
- D. 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.
- E. Public hearing, (approximately 4 to 8 weeks after Planning Commission hearing), before the Board of Supervisors.
- F. A PAD is not effective until 31 days after approval by the Board of Supervisors.
- G. Submit four (4) copies of the application and all supporting documents.

Applicants should allow 4 to 6 months from the application acceptance by the Planning Department to a decision from the Pinal County Board of Supervisors.

FEE SCHEDULE:

1. Requests for a PAD is \$1000.00

**** Please submit a separate check for each application**

IN ADDITION TO THIS APPLICATION, YOU WILL NEED TO:

- A. Submit the Planned Area Development (PAD) Overlay District checklist for the requested development. Forms are in this packet.
- B. Submit a detailed development plan, as set forth in item F of the attached Planned Area Development (PAD) Overlay District Checklist.
- C. Submit a list of all property owners within 300' of the subject property boundary showing name, mailing address and tax parcel numbers. This list must be obtained within the 30 days prior to application submission.
- D. Submit a non-refundable filing fee of \$1000.00 in accordance with Title 2, Chapter 175, Section 040 (2.175.040) of the Development Services Code. (The application is not considered filed until the fees are paid).
- E. Submit a CD which contains an ESRI shapefile for land use (conceptual) which shows all proposed zoning lines and zoning classifications for the project in NAD_1983_stateplane_arizona_central_fips_0202_intlfeet projection, of an AutoCAD (.dwg file), which includes the following layers: parcel, right-of-way, sub-perimeter, centerlines, section lines, street names, lot-numbers, distances and bearings tied by course and distance to two Pinal County survey control points or established city or county survey monuments. Information on these control points can be obtained from Public Works, Engineering Technicians at 520-866-6411
- F. Submit one (1) copy of a **certified** A.L.T.A. survey, including a legal description of the PAD boundary.
- G. Submit a CD which contains a copy of the application and narrative in PDF format.
- H. **Hold a neighborhood/community meeting:**
 - 1. Notify all property owners within 1200'
 - 2. Hold the meeting within 5 miles of the subject property
 - 3. Hold the meeting between 5:00pm – 9:00pm**Include with the application:**
 - 1. Copy of Notice of Neighborhood/Community Meeting
 - 2. List of property owners notified
 - 3. Minutes of meeting
 - 4. Attendance sign-in sheet with names & addresses
- I. **Install Broadcast Notification Sign(s) on the site in conformance with the information shown in this application.**

Please be aware that earth fissure maps are available online from the Arizona State Geologic Survey.

This application must be submitted in person. Please set a meeting with your Pinal County staff coordinator.

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.

PROPERTY OWNERSHIP LIST
(required for filing all applications)

Instructions: Print name, address, city, state, zip code and tax parcel number for each property owner within 300 feet of the subject parcel boundary.

Parcel No.: _____
Name: _____
Address: _____
City/ST/Zip: _____

Parcel No.: _____
Name: _____
Address: _____
City/ST/Zip: _____

Parcel No.: _____
Name: _____
Address: _____
City/ST/Zip: _____

Parcel No.: _____
Name: _____
Address: _____
City/ST/Zip: _____

Parcel No.: _____
Name: _____
Address: _____
City/ST/Zip: _____

Parcel No.: _____
Name: _____
Address: _____
City/ST/Zip: _____

Parcel No.: _____
Name: _____
Address: _____
City/ST/Zip: _____

Parcel No.: _____
Name: _____
Address: _____
City/ST/Zip: _____

Parcel No.: _____
Name: _____
Address: _____
City/ST/Zip: _____

Parcel No.: _____
Name: _____
Address: _____
City/ST/Zip: _____

I hereby verify that the name list above was obtained on the _____ day of _____, 20____, at the office of _____, and is accurate and complete to the best of my knowledge.

Signature

Date

Acknowledged before me by _____, on this _____ day off _____, 20____.

(SEAL)

Signature of Notary Public

(If additional copies of this form are needed, please photocopy)

Name of Project:

Planned Area Development

Amended Development Standards

Proposed Zoning	Minimum Lot Area (Square Feet)		Minimum Lot Width (Feet)		Minimum Yard Sizes (Building Setbacks in Feet)		Maximum Building Height (Feet)		Detached Accessory Buildings (Minimum Distance Between)		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:		

Name of Project:

Planned Area Development

Amended Permitted Use List

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

Name of Project:

Planned Area Development

Amended Permitted Use List

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

**PINAL COUNTY, ARIZONA
Planned Area Development (PAD) Overlay District**

Checklist

- _____ 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.
- _____ B. Written narrative concerning the proposed development to include: **(*please, no Coil or Spiral Bound materials)**
1. Title Page
 2. Purpose of Request
 3. Description of Proposal
 - Nature of the project
 - Proposed land uses
 - Building types and densities
 - Conformance to adopted land use plans
 - Circulation and recreation systems
 4. Relationship to surrounding properties within one mile
 5. Location and accessibility
 6. Timing of development
 7. Public utilities and services
 8. Maintenance of streets and common areas
 9. Appendix, as applicable
- _____ C. **A map that shows the relationship to surrounding properties within one mile of the project boundaries. The map shall be drawn at a sufficient scale so as to not exceed a print size larger than 11" X 17". The lettering shall be of sufficient size to be legible when reduced to an 8½" X 11" print. The map shall contain information of:**
1. **Zoning boundaries**
 2. **Street alignment**
 3. **Open space**
 4. **Trails**
- _____ D. Preliminary draft of protective Covenants, Conditions and Restrictions (CC&R'S)
- _____ E. Current preliminary Title Report **(within 60 days prior to application)**
- _____ F. Development Plan.

The Development Plan shall be drawn at a sufficient scale so as to not exceed a print size larger than 11" x 17". The lettering shall be of sufficient size to be legible when reduced to an 8½" x 11" print.

1. Site Plan:
 - a. Legal description of total site.
 - b. Name(s) of landowner(s), developer, applicant and person or firm preparing plan.
 - c. North arrow, scales, written and graphic, preparation date and subsequent revision dates.
 - d. Vicinity map showing project, surrounding development and applicable zoning districts.
 - e. Boundaries delineated and dimensioned by bearing and distance.
 - f. Location of all existing structures and buildings.
 - g. Location of all existing and proposed utilities, location and width of associated easements.
 - h. All existing and proposed public and/or private streets, location and width of associated easements and rights-of-way.
 - i. All points of ingress and egress.
 - j. 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: landscaping, recreational facilities, open areas, refuse disposal, streets, private utility systems.
 3. Existing contours by the following grades:
5% = 2'
5 – 10% = 5'
10% or greater = 10'
 4. Phase lines (as applicable)
 - k. Indicate by notes the existing drainage pattern and proposed drainage plans for handling on-site and off-site storm water runoff (**Preliminary Drainage Report required with subdivision application**).
 - l. Location and types of existing and proposed landscaping.
 - m. Indicate location, type, height, and materials for proposed: walls, fences and signs
 - n. Provide lot typicals for:
 1. (typicals should show building envelope, setbacks, lot dimensions and fences/walls)
 2. Each type of dwelling unit
 3. Lots in unusual locations (i.e. cul-de-sacs, corners, hillside lots where clustering will occur)
 - o. Designate the flood zone
2. Quantitative development data table
 - 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 area of open space for PAD residents
6. Total dwelling units permitted under base zoning district
7. Total number of each dwelling type
8. Grand total of dwelling units
9. Average lot area per dwelling unit proposed
10. Overall density proposed

b. Zoning Comparison Table

(Include: Lot area/dwelling unit, setbacks, minimum lot width, maximum building height and parking)

1. Existing zoning district requirements
2. Proposed zoning district requirements
3. Variations proposed

c. Utility and services table indicating type and source:

Sewer	Police/Security
Electric	Fire
Telephone	Schools
Water	Solid Waste Disposal

d. Street type table indicating proposed rights-of-way and pavement widths:

Arterials, collectors, residential

_____ G. A name list, verified by the applicant, made within 30 days prior to this submission, with the names, mailing addresses and tax parcel numbers of all property owners within 300 feet of the subject property boundary.

_____ H. Additional materials are required for specific types of commercial and industrial uses as follows: (as applicable)

1. Commercial Uses:
 - a. Retail sales floor area and total area proposed for commercial development
 - b. Type of uses proposed
2. Industrial Uses:
 - a. Total area proposed for industrial uses
 - b. Types of uses proposed
 - c. Anticipated employment for development per major phases
3. Standards of:
 - a. Height
 - b. Open Space
 - c. Buffering
 - d. Landscaping
 - e. Pedestrian and vehicular circulation
 - f. Off-street parking and loading
 - g. Signs
 - h. Nuisance controls

- _____ I. Non-refundable \$1000.00 filing fee for a Planned Area Development.
- _____ J. A signed PAD submittal Checklist.

I certify that I have submitted all of the required information listed above, and I understand that this application for a Planned Area Development cannot be processed until all required information is submitted.

Signature

Date

**Pinal County Broadcast Notification Signs:
Zoning, Planned Area Developments, Special Use Permits and Industrial
Use Permits
Site Posting Requirements**

1. Broadcast signs shall be installed and removed by the applicant
2. Broadcast signs shall be installed 28 days before the Planning Commission hearing
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 **Yellow**
 - 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

3” Letters

1” Letters

2” Letters
2” Letters

**Zoning and Planned Area Development Cases:
4 Feet Tall by 8 Feet Wide**

PINAL COUNTY Public Hearings	
Case Number: Existing Zoning: Proposed Zoning: Acreage:	Public Hearing Information
Applicant Name: Applicant Phone Number:	<p>Hearing Info Posted by Pinal County</p>
Case Information Available at Pinal County Planning and Development Services (520) 866-6442	

**Special Use Permit and Industrial Use Permit Cases
4 Feet Tall by 8 Feet Wide**

PINAL COUNTY Public Hearings	
Case Number: Existing Zoning: Proposed SUP/IUP Use: Acreage:	Public Hearing Information
Applicant Name: Applicant Phone Number:	<p>Hearing Info Posted by Pinal County</p>
Case Information Available at Pinal County Planning and Development Services (520) 866-6442	

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: