



# **Town of Wickenburg Community Development**

## **GENERAL PLAN AMENDMENT**

### **PROCESS GUIDE & APPLICATION**

(Can be used for Major and Minor GPAs)

**155 North Tegner Street  
Wickenburg Arizona 85390**

[www.wickenburgaz.gov](http://www.wickenburgaz.gov)

## APPLICATION PROCEDURES GENERAL PLAN AMENDMENT

### **Important Information:**

- Please schedule a Pre-Application Meeting (PAM) with the Community Development Department by calling 928 668 0512 to establish if the amendment will be a major or minor amendment and to review the noticing and citizen participation requirements.
- Major General Plan Amendments are processed within 12 months of application date. The application shall be submitted to the Community Development Department.
- All maps shall be provided digitally in PDF format along with a complete set submitted in paper format with 11" x 17".
- The fees for General Plan Amendments are listed at the Town of Wickenburg's Website and were approved by Town Council in the Fee Schedule

The following information is provided to assist in the preparation and submittal of an application for a General Plan Amendment for a property within the Town of Wickenburg. The request will be considered by the Planning and Zoning Commission at a public hearing, and a final decision will be made by the Town Council at a public hearing.

1. Pre-Application Meeting ("PAM") – **Prior to filing an application for a General Plan Amendment, the applicant must contact the Town for a PAM.** Requests for a meeting are scheduled through the Community Development Department. For more information, contact 928 668 0512 or at: [neighborhood@wickenburgaz.gov](mailto:neighborhood@wickenburgaz.gov)
2. Application Filing – For an application to be accepted, the applicant must provide all of the required information described on the submittal checklist at the time of formal submittal. It shall be the responsibility of the applicant to ensure the accuracy and completeness of the request. Applications received after 5:00 p.m. will be processed the next business day. Incomplete applications will NOT be accepted.
3. Staff Review – Once a complete application is received and processed, the submitted information will be assigned to a Planner and routed to appropriate Town staff and agencies for review/comment. After this review, the assigned Planner collects and consolidates the comments, which are then returned to the

applicant. Any technical questions should be addressed with the assigned Planner who will facilitate any needed communications or meetings with the appropriate Town departments.

The applicant is then responsible for addressing the comments and submitting revised plans. Upon resubmittal, the staff review process will begin again albeit at an expedited pace. In some cases, it is necessary to have several resubmittals before moving the request forward in the process.

4. **Public Notification** – Upon the scheduling of any public hearing and no later than fifteen (15) days prior to its occurrence, it is the responsibility of the applicant to notify all property owners within three hundred (300) feet of the subject property. Notification shall be in the form of a letter delivered via First Class U.S. Mail, a sign(s) posted adjacent to all public rights-of-way, and publication within a widely circulated newspaper throughout the Town (i.e. The Wickenburg Sun). All notifications should contain, at minimum, the following information; description of the Site Plan request, owner/applicant contact information, and public hearing time/date/location. Upon completion of the above-mentioned notification requirements, an Affidavit of Mailing, an Affidavit of Posting, and Proof of Publication shall be submitted to the assigned Planner not less than ten (10) days prior to the public hearing. Failure to submit the requested information will result in the postponement of the public hearing item.

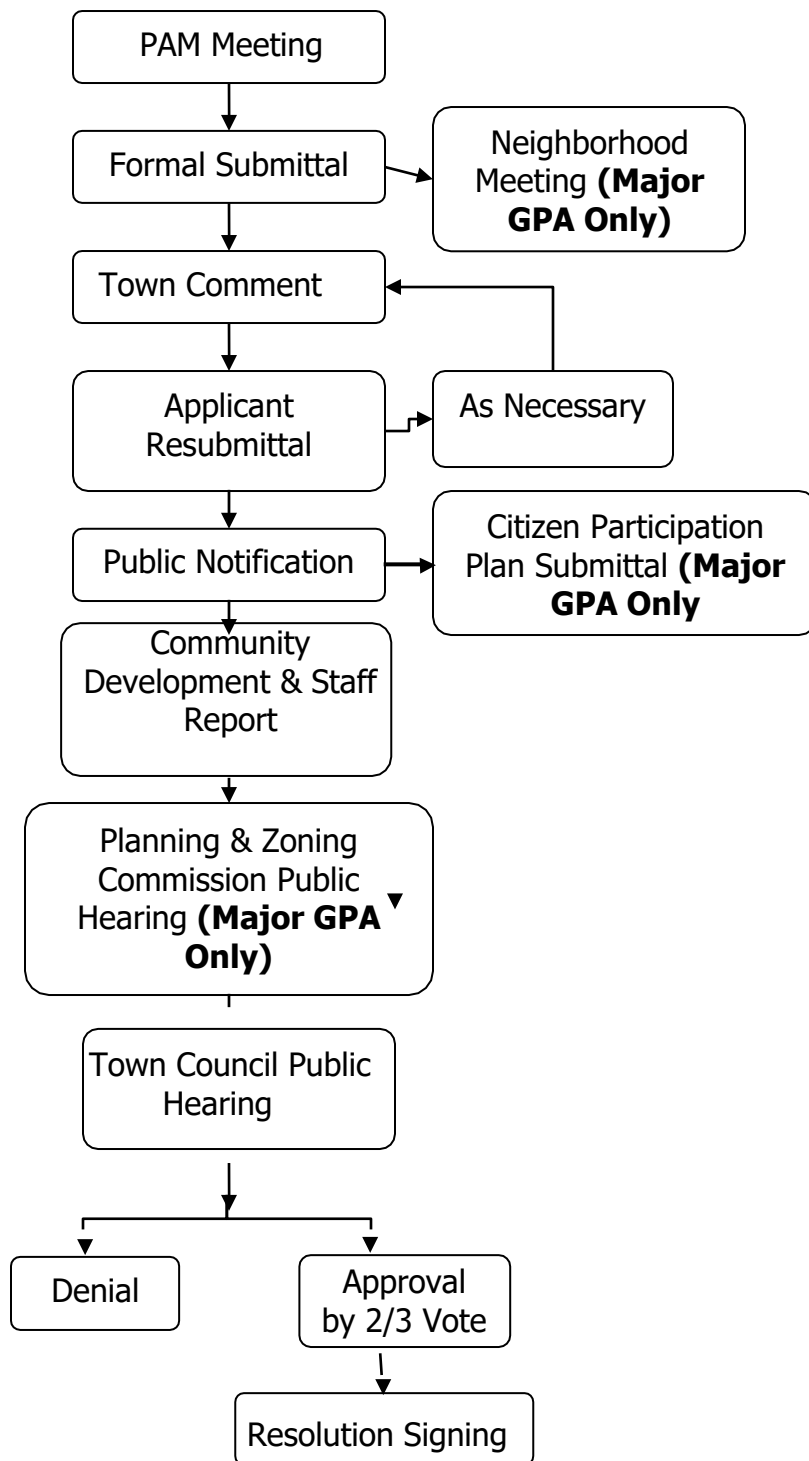
The Director may expand the notification area set forth in this section if it is determined that the potential impact of the project extends beyond the required notification boundary.

5. **Citizen Participation Report Submittal (Only required for Major General Plan Amendments)** – The Citizen Participation Report (“CPR”) must be submitted to the Planner prior to the first public hearing. Failure to submit the CPR will result in the continuance of the project to the next available public hearing date. The CPR is a written report outlining the results of the citizen participation effort. The minimum requirements of the CPR can be found in [Section 14-24-1-D of the Zoning Code](#).
6. **Staff Reports** – Once all staff comments have been addressed and a public hearing has been scheduled, the Planner will prepare a report describing and evaluating the proposed project and making a recommendation for action to the Planning and Zoning Commission and Town Council. Copies of the staff report will be made available to the public and sent to the applicant prior to each hearing.
7. **Planning and Zoning Commission Public Hearing (Only required for Major General Plan Amendments)** – Regular Planning and Zoning Commission hearings occur on the last Tuesday of each month at 5:30 p.m. Regular meetings are held in the Town Council Chamber, located at 155 N Tegner Street. The applicant, owner, or appointed representative should be present at the hearing. The Planning and Zoning

Commission, taking into consideration staff presentation, owner/applicant/project representative presentation, and public testimony, will recommend approval, approval with modifications and/or stipulations, or denial of the request to the Town Council.

8. Planning and Zoning Commission Public Hearing – Regular Planning and Zoning Commission hearings occur on the last Tuesday of each month at 5:30 p.m. Regular meetings are held in the Town Council Chamber, located at 155 N Tegner Street. The applicant, owner, or appointed representative must be present at the hearing. The Planning and Zoning Commission, taking into consideration staff presentation, owner/applicant/project representative presentation, and public testimony, will recommend approval, approval with modifications and/or stipulations, or denial of the request to the Town Council.
9. Town Council Public Hearing – Regular Town Council hearings occur on the first (1<sup>st</sup>) and third (3<sup>rd</sup>) Monday of each month at 5:30 p.m. Regular meetings are held in the Town Council Chambers, located at 155 N Tegner Street. The applicant, owner, or appointed representative must be present at the hearing. The Town Council, taking into consideration Planning and Zoning Commission recommendation, staff presentation, owner/applicant/project representative presentation, and public testimony, will approve, approve with modifications and/or stipulations, or deny the request.
10. Inactive Cases – All applications need to be actively pursued to a decision. If the Town has completed any and all appropriate reviews and no activity has occurred for the continued processing of the application on behalf of the applicant for at least for one hundred eighty (180) days, the application will be considered inactive, deemed to be withdrawn, and the file will be closed. Thirty (30) days prior to the inactive date, staff will notify the applicant in writing of the impending action. The applicant may submit a written request for the application to remain active along with an explanation for the inactivity. The Director may grant an extension for up to one hundred eighty (180) days for good cause if there is reasonable belief that the application will be actively pursued during the extension period.

## GPA Process



## **GPA SUBMITTAL CONTENT REQUIREMENTS**

1. **Application** (Complete and signed application containing all information relative to a site plan. If the applicant is not the property owner, the applicant must provide authorization from the property owner that the application is being filed with their permission.)
2. **Project Narrative / Amendment Justification** The narrative must include a description of the current site conditions, a general outline of the intended plans for development, and justification for the proposed amendment addressing the following:
  - A. The recommended land use pattern identified in the Land Use Plan inadequately provides appropriate optional sites for use or change proposed in the amendment;
  - B. The amendment must constitute an overall improvement to the General Plan and will not solely benefit a particular landowner or owners at a particular point in time; and
  - C. The amendment will not adversely impact a portion of, or the entire community by:
    1. Significantly altering acceptable existing land use patterns, especially in established neighborhoods;
    2. Significantly reducing the housing to jobs balance in the Planning Area;
    3. Replacing employment with residential uses;
    4. Requiring additional and more expensive improvements to infrastructure systems and / or replacing proximity to municipal facilities and / or services than are needed to support the prevailing land uses and which, therefore, may impact the level of service for existing and proposed developments in other areas;
    5. Increasing traffic (without mitigation measures) on existing roadways that negatively impact existing and planned land uses;
    6. Affecting the existing character (i.e., visual, physical and functional) of the immediate area;
    7. Increasing the exposure of residents to aviation generated noise, safety and / or flight operations;
    8. Diminishing the environmental quality or the air, water, land, or cultural resources; and
  - D. Significantly altering recreational amenities such as open space, parks, and trails.
  - E. Include the following exhibits: vicinity map, current and proposed general plan designation, current zoning district, area plan illustrating proposed density/intensity range, adjacent general plan designations and zoning districts, land use within three hundred (300 feet), and project date (gross /net acreage), parcel numbers, and property address.
3. **Pre-Application Meeting Comments**
4. **Citizen Participation Plan (As required by Section 14-24-1-D of the Zoning Code)**
5. **Additional Materials** – The Community Development Department may request additional submittal items.

## General Plan Amendment 1<sup>st</sup> Submittal Checklist

(Please provide original list with formal submittal)

### **REQUIRED MATERIALS**

|                                                      | Applicant<br>Checklist   | Staff<br>Verification    |
|------------------------------------------------------|--------------------------|--------------------------|
| Application – 3 copies                               | <input type="checkbox"/> | <input type="checkbox"/> |
| Completed Fee Worksheet w/ Appropriate Fee           | <input type="checkbox"/> | <input type="checkbox"/> |
| Project Narrative – 3 copies                         | <input type="checkbox"/> | <input type="checkbox"/> |
| PAM Meeting Comments – 3 copies                      | <input type="checkbox"/> | <input type="checkbox"/> |
| Digital copy of material submitted (USB Flash Drive) | <input type="checkbox"/> | <input type="checkbox"/> |
| Citizen Participation Plan – 3 copies.....           | <input type="checkbox"/> | <input type="checkbox"/> |
| Additional Materials (3 copies):                     |                          |                          |

### **Subsequent Submittals:**

Submit three (3) copies of all requested materials to the Community Development Department.



# Town of Wickenburg

155 NORTH TEGNER  
WICKENBURG ARIZONA 85390

DO NOT WRITE IN THIS AREA-OFFICIAL USE ONLY

Date: \_\_\_\_\_ Planner: \_\_\_\_\_ Case No: \_\_\_\_\_

## PROPERTY INFORMATION:

Project Name: \_\_\_\_\_ Associated Cases: \_\_\_\_\_

Project Address/Location: \_\_\_\_\_

Current Zoning District: \_\_\_\_\_ Parcel Number(s): \_\_\_\_\_ Quarter Section: \_\_\_\_\_

Request: \_\_\_\_\_

## CASE TYPE:

☐ Other: \_\_\_\_\_

☐ Major General Plan Amendment

☐ Minor General Plan Amendment

## IMPORTANT NOTE ABOUT PROJECT CONTACT:

The property owner may designate an agent as the coordinator for the project. This person (the applicant) will receive any technical comments and decision letters and will communicate all case information to other parties as required. **All contact for this project will be made through the applicant listed below.**

## CONTACT INFORMATION:

Applicant/Owner Authorized Agent Contact: \_\_\_\_\_

Company: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## OWNER INFORMATION:

Company: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## PROPERTY OWNER AUTHORIZATION

I (property owner) \_\_\_\_\_ authorize (owner's Agent) \_\_\_\_\_  
To file this application on matters related to this request with the Town of Wickenburg. By signing this form as the property owner, I hereby agree to abide by any and all stipulations that may be assigned by the Town of Wickenburg as part of any approval of this request.

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

## PROPOSITION 207 WAIVER

The property owner acknowledges that the approval being sought by this application may cause a reduction in the existing rights to use, divide, sell or possess the private property that is the subject of this application. The property owner further acknowledges that it is the property owner who has requested the action sought by the filing of this application. Therefore, pursuant to A.R.S. §12-1132 through 1138, the property owner does hereby waive any and all claims for diminution in value of the property with regard to any action taken by Town of Wickenburg as result of the filing of this application.

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

## Community Development Department

155 North Tegner Street, Wickenburg, AZ 85390

Phone 928 668 0512

## **PUBLIC HEARING NOTIFICATION REQUIREMENTS**

The Town of Wickenburg Zoning Code requires that a public hearing notice be published and mailed to adjacent property owners prior to a public hearing.

Prior to the public hearing the applicant shall be responsible for completing a minimum 15 day notification of the public hearing including:

1. A public hearing notice to be published in a newspaper of general circulation within the Town of Wickenburg;
2. A public hearing notice to be sent to all property owners within 300 feet of all property lines of the subject property; and
3. A public hearing notice to be posted on the property.
  - ☐ The applicant shall secure a public hearing date from the Community Development Department and deliver the public hearing notice to the newspaper within their time frame so that the public hearing notice is published at least 15 days prior to the public hearing date.
  - ☐ Proof of publication shall be supplied by the applicant to the Community Development Department prior to the public hearing date.
  - ☐ The applicant shall secure the names and addresses of all property owners within 300 feet of all property lines of the subject application property either through a title company or the Maricopa/Yavapai County Assessor's web site and shall send the public hearing notice to each said owner no less than 15 days prior to the public hearing date.
  - ☐ The applicant shall provide a notarized Affidavit of the mailing list and said mailing to the Community Development Department prior to the public hearing date.
  - ☐ The applicant shall post the property per the Town of Wickenburg's zoning site posting requirements.
  - ☐ The applicant shall submit a notarized Affidavit of Posting and photographs of the posting (see next page) to the Community Development Department prior to or on the fifteenth day prior to the public hearing date. Failure to provide such documentation in a timely manner will result in continuance of the case to the next available public hearing date.
  - ☐ The signs must be maintained and updated with amended information until after the final public hearing.
  - ☐ The signs must be removed and disposed of within 10 days after the final public hearing.
  - ☐ You may use a sign vendor of your choice
  - ☐ Additional requirements for public hearings specific to the General Plan process can be found in ARIZ. REV. STAT. § 9-461.06

### Public Hearing Notice Sign Specifications

- The sign shall be a minimum of 3ft x 3ft in size.
- The sign shall be constructed of laminated coroplast, laminated plywood, or other suitable construction material.
- The sign shall have a white background with black lettering. The least expensive process is laminated direct printing.
- The minimum lettering size shall be 1/2 inch for lowercase and 1 inch for upper case.
- The words “Public Hearing” shall be a minimum of 3 inches in size. (Sign lettering should be formatted to match the example below).
- The content of the sign shall match the example below and include specific case details.
- The sign shall be securely fastened to wooden or metal stakes.
- The applicant is responsible for maintaining the integrity and accuracy of the sign.
- The height of the sign shall be at least 4 ft from finished grade to top of sign and shall not be obstructed from view.

|                                                        |
|--------------------------------------------------------|
| <b>Town of Wickenburg</b>                              |
| <b>PUBLIC HEARING</b>                                  |
| <b>Planning and Zoning Commission: [Date and Time]</b> |
| <b>Town Council: [Date and Time]</b>                   |
| <b>LOCATION OF HEARINGS:</b>                           |
| <b>REQUEST:</b>                                        |
| <b>PROPOSAL:</b>                                       |
| <b>GENERAL LOCATION:</b>                               |
| <b>SIZE:</b>                                           |
| <b>CASE #:</b>                                         |
| <b>APPLICANT/CONTACT:</b>                              |
| <b>PHONE #:</b>                                        |
| <b>Community Development Department: 928-668-</b>      |
| <b>0512 Posting Date:</b>                              |

## Format for Publication

### Town of Wickenburg

**NOTICE IS HEREBY GIVEN** that the Town of Wickenburg (*Planning and Zoning Commission* or *Town Council*, whichever is appropriate) will hold a public hearing on (day of week), (month) (date), 20XX in the Town Council Chambers, 155 N Tegner Street, Wickenburg, Arizona, at 5:30 p.m., for the purpose of hearing all persons for or against the following request:

**Case No.** \_\_\_\_\_ **(insert case number):** Request by (name of applicant) for the approval of a (name of application type and general description) located at (general location of subject property by street location and brief township/range/section legal description).

For additional information, please contact the Community Development Department at 928-668-0512.

### Affidavit of Sign Posting

Case Number:

Project Name:

Applicant  
Name:

Location:

In order to assist in providing adequate notice to interested parties and to meet Arizona State Statue, the **applicant** for public hearings in the Town of Wickenburg shall post signs as prescribed by the "Town of Wickenburg Site Posting Requirements." **It shall be the responsibility of the applicant to erect and to maintain the sign on the subject property and to update the hearing information on the sign until the final disposition of the case. It shall also be the responsibility of the applicant to remove the sign within ten (10) days after the final disposition of the case.**

I confirm that the site has been posted as detailed by the Town of Wickenburg Site Posting Requirements for the case above and the site was posted at least fifteen (15) but no more than thirty (30) days prior to the public hearing.

See attached date stamped photo exhibit of posted signs.

Applicant's / Representative's signature: \_\_\_\_\_

SUBSCRIBED AND SWORN before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
by:

\_\_\_\_\_  
Notary Public

My Commission Expires:  
\_\_\_\_\_

### Affidavit of Mailing Notice

**Case Number:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Applicant  
Name:** \_\_\_\_\_

**Location:** \_\_\_\_\_

In order to assist in providing adequate notice to interested parties and to meet Arizona State Statue, the applicant for public hearings in the Town of Wickenburg shall secure the names and addresses of all property owners within \_\_\_\_\_ feet of all property lines of the subject application property either through a title company or the Maricopa/Yavapai County Assessor's web site and shall send the public hearing notice to each said owner no less than fifteen (15) but no more than thirty (30) days prior to the public hearing date.

I confirm that I secured the names and addresses of all property owners within \_\_\_\_\_ feet of all property lines of the subject application property either through a title company or the Maricopa/Yavapai County Assessor's web site and did send the public hearing notice to each said owner no less than fifteen (15) but no more than thirty (30) days prior to the public hearing.

See attached copies of all sent letters and address lists.

Applicant's / Representative's signature: \_\_\_\_\_

SUBSCRIBED AND SWORN before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
by:

\_\_\_\_\_  
Notary Public

My Commission Expires:  
\_\_\_\_\_