



City of Eloy

Community Development
525 North C Street, Suite 102
Eloy, Arizona 85131

General Plan Amendment Application

GENERAL DATA REQUIRED

Development/Project Name:

Assessor's Parcel Number(s):

Current General Plan Land Use Designation:

Gross Area (Acre/Sq. Ft.):

Current Property Zoning:

Project Location

Current Land Use:

Description of Project

Proposed Land Use:

PROPERTY OWNER INFORMATION

Owner Name:

Street Address:

Phone:

City:

State:

Zip Code:

E-Mail:

APPLICANT / AGENT REPRESENTATIVE INFORMATION

Name:

Company:

Street Address:

Phone:

City:

State:

Zip Code:

E-Mail:

Applicant Signature:

Date:

A pre-application request must be submitted, and a pre-application meeting must be held before the submission of this application (Section 21-6-2.1.A. of the Eloy Code) — unless the Zoning Administrator waives a pre-application in writing per section 21-6-2.1.D. of the Eloy Code. Before submitting an application, the applicant must receive a submittal checklist signed and dated by the Community Development Director or the City Planner. Applications submitted without the aforementioned will be deemed incomplete, and not accepted for review.

FOR OFFICE USE ONLY

Accepted By:

Submittal Date:

Fees:

CASE NO:

Receipt Confirmation No.

Fees Paid:

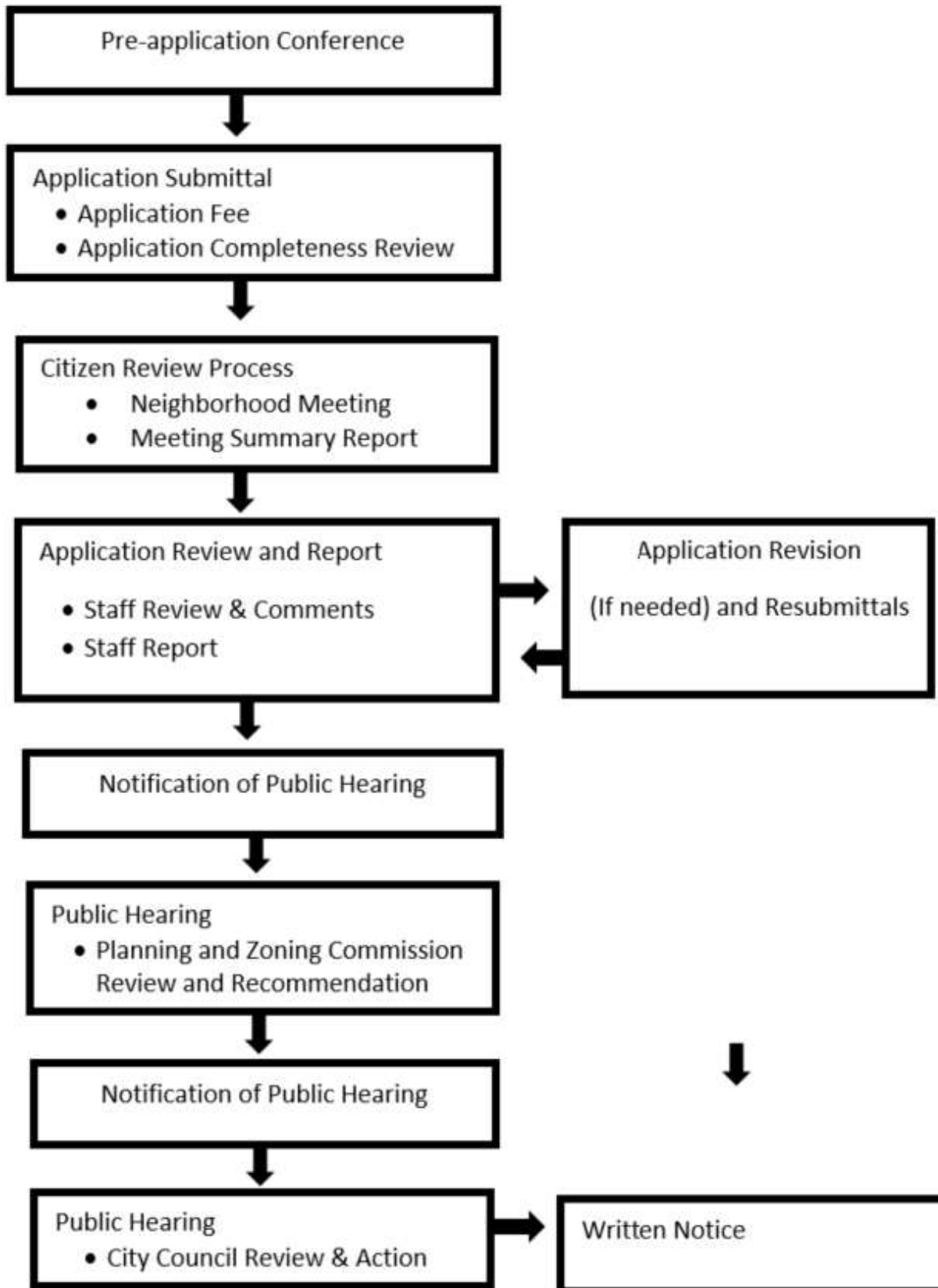
GL# 10-319-0120



Property Owner's Permission Form

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GENERAL PLAN AMENDMENT APPLICATION PROCESS:





City of Eloy

General Plan Amendment

SAMPLE APPLICATION CHECKLIST FOR REFERENCE PURPOSES ONLY AND NOT FOR APPLICATION SUBMITTAL PURPOSES

PURPOSE AND APPLICABILITY:

This application checklist aims to provide applicants with a list of the minimum information needed to submit for a General Plan (Text, Minor, or Major) Amendment to make changes to the Official General Plan Map or to make changes to a previously approved amendment. The City Staff strives to inform applicants of all information that is necessary to be submitted with the first submittal of an application. However, upon review of the submitted material, additional information may need to be provided, along with a follow-up resubmittal of an application.

PRE-APPLICATION CONFERENCE - REQUIRED:

Prior to the submittal of a General Plan Amendment application, all applicants must submit a pre-application request and have a meeting with the Zoning Administrator before applying for a General Plan Amendment.

INITIATION OF AMENDMENTS:

An amendment to the General Plan Amendment Application may be initiated by:

- A. City Council, on its own motion;
- B. The Planning and Zoning Commission;
- C. The Zoning Administrator or
- D. The owner or authorized agent of the subject property.

ADVISORY

Please be advised of the following

- Incomplete applications will not be accepted for review. All fees must be paid, and required material must be submitted prior to an application being accepted for review.
- Unless requested, paper submittals will not be accepted.
- Unless otherwise specified, all documents shall be submitted as in PDF and all layers flattened.
- All Documents shall be named as indicated on the application checklist.
- Any application that includes documents that are not flattened or the file names does not follow the document names as indicated in the Checklist, the application will be returned as Administratively Incomplete, and the submittal will be rejected.

PART I -- GENERAL REQUIREMENTS		
Required	Received	Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.
☒	☐	1. General Plan Amendment Checklist
☒	☐	2. General Plan Amendment (Text, Minor or Major) Fee \$ _____ (subject to change every July), and Public Works Fee \$ _____ (see fee schedule, subject to change every July) Notification Fee \$ <u>To Be Determined</u> (actual city accrued cost, to be paid prior to scheduling the Planning and Zoning hearing)
☒	☐	3. General Plan Amendment Application
☐	☐	4. Pre-application waiver signed by the Zoning Administrator.
☒	☐	5. Letter of Authorization to Act for Property Owner (required when the property owner is represented by an agent (e.g., Lawyer, planner, architect, landscape architect, etc.)
☒	☐	6. Commitment for Title Insurance – No older than 30 days from the submittal date Include complete Schedule A and Schedule B (requirements form provided)
☐	☐	7. Results of ALTA Survey – No older than 1 year from the submittal date
☒	☐	8. Legal Description of the site (if not provided in Commitment for Title Insurance)
☒	☐	9. Legal Description of the land use areas proposed - Delay submittal. (This is only required if the lot or parcel will have more than one land use designation. The legal description is to be submitted with the 2 nd submittal of the application or 21 days before the Planning Commission Hearing, whichever is first.)
☒	☐	10. Waiver of Claims for Diminution in Value of Property, or refusal (Delay submittal until 21 days before Planning Commission Hearing) (sample agreement information provided reference)
PART I – NARRATIVE, PLANS, REPORTS, RELATED DATA AND INFORMATION		
Required	Received	Description of Documents Required for Complete Application. All Plans, Building Elevations, Perspectives, and Details shall be black-line drawings of suitable quality for reproduction and without gray-tones or shading, except as otherwise noted. No application shall be accepted without all items marked below.
☒	☐	11. Application Narrative (to be provided in PDF and Word formats) Written narrative to include the following minimum information: - Summary of the proposed General Plan Amendment (Maximum 1 page) - Current General Plan Land Use designation - Proposed General Plan Land Use designation

☒	☐	- Incorporate a section specific to the criteria of Section 2.3 Amendment Guidelines of the General Plan and Section 21-6-4.5: Issues for Consideration of the City of Eloy Zoning Ordinance pertaining to General Plan Amendments. Please specify each criterion and provide a response to the criterion. For example, please use the following format: A. Whether the development pattern contained in the future land use plan provides appropriate optional sites for the use proposed in the amendment; Response: <i>Provide your written response here in italic text...</i> B. That the amendment constitutes an overall improvement to the Eloy General Plan and is not solely for the good or benefit of a particular landowner or owners at a particular point in time; Response: <i>Provide your written response here in italic text...</i> Each of the criteria shall be provided, even if it is not applicable to the application. If a criterion is not applicable in the applicant's opinion, specify the criterion and provide a statement that the criterion is not applicable and the reason why it is not applicable to the application. - In the criterion that is to be provided pertaining to the amendment's consistency to the overall intent of the adopted Eloy General Plan, please elaborate on how the request complies with the goals and policies of the General Plan. Provide the applicable goals and policies, and specific how the application conforms to them. Use the same format described above for the criteria of Section 21-6-4.5.
☒	☐	12. Citizen Review Plan (to be provided in PDF and Word formats) - Describe the plan for notification (Refer to the City of Eloy Zoning Ordinance, Chapter 21, Section 21-6.2.3) - Provide the list of persons to be notified, which must be at least all property owners within 300-feet of the perimeter boundary of the application. - Provide a map that identifies the location of the persons to be notified - Provide a draft of the letter that will be sent to the property owner (to be provided in PDF and Word formats). - Provide a draft of the sign mockup own (Please refer to the Public Hearing Site Posting Guidelines (to be provided in PDF and Word formats).
☒	☐	13. Citizen Review Report (to be submitted with the Second submittal of the application, or 21 days before the Planning and Zoning Commission Hearing, whichever is first) A. Affidavit of Notification B. Affidavit of Sign Posting
☒	☐	14. Existing General Plan Land Use Plan A plan showing the site location and the existing General Plan Land Use Designation for the property and properties within 300 feet.
☒	☐	15. Proposed General Plan Land Use Plan A plan showing the site location and the Proposed General Plan Land Use Designation for the property and properties within 300 feet.

☒	☐	16.	Other proposed modifications to the General Plan Maps or Plans A plan(s) for each other General Plan Map or Plan changes for the property or feature that are necessary if effectuate the request.
☒	☐	17.	Adjacent Improvement Map A map showing the location of all adjacent properties, buildings and structures, land uses, zoning designations and public streets and ways within a radius of three hundred feet (300') and the proposed improvements.
☒	☐	18.	All files are to be submitted on a USB drive unless another electronic file transfer method is approved prior to the submittal.
☒	☐	19.	Other Requirement:
		20.	If you have any questions regarding this application checklist, please contact your Project Coordinator. Coordinator Name (print): _____ Phone Number: 520-466-2578 Coordinator Name (signature): _____ Date: _____ Coordinator e-mail: _____ The City Planner or Community Development Director must sign the checklist prior to the submittal of the application; otherwise, the application will not be accepted. Required Notice Pursuant to A.R.S. §9-836, an applicant/agent may request a clarification from the city regarding an interpretation or application of a statute, ordinance, code or authorized substantive policy, or policy statement. Requests to clarify an interpretation or application of a statute, ordinance, code, policy statement administered by the Community Development Department, including a request for an interpretation of the Zoning Ordinance. All request shall be submitted in writing to the Community Development Department to the attention of the Community Development Director. All such written requests must be submitted in accordance with the A.R.S. §9-839