



TOWN OF FLORENCE

REZONING PROCESS Application & Checklist

Community Development Department

P.O. Box 2670

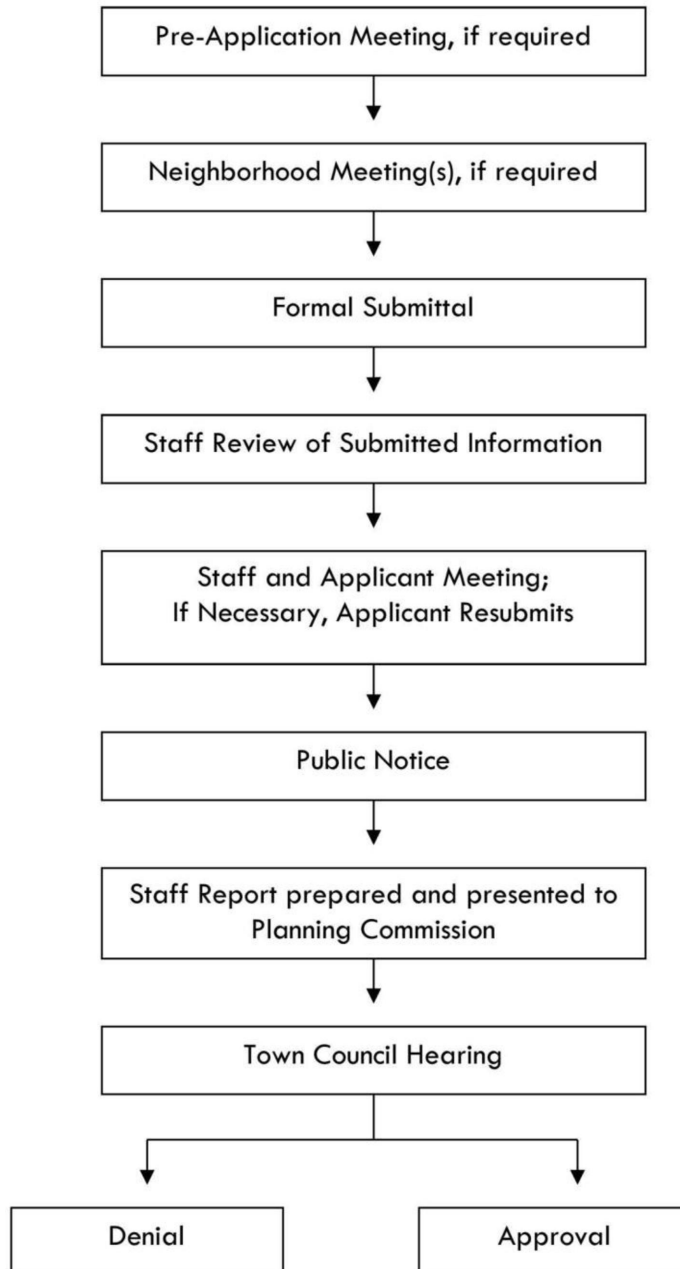
224 W. 20th Street

Florence, Arizona 85132

(520) 868-7575

www.florenceaz.gov

TYPICAL REZONING APPLICATION PROCESS



REZONING APPLICATION PROCEDURES

The following information is provided to assist in the preparation and submittal of an application for a rezoning for a property within the Town of Florence. The rezoning request will be considered by the Planning and Zoning Commission, and final decision will be made by the Town Council.

It is important to note that since a rezoning may affect the entire community, adjacent jurisdictions, schools and public utilities, the analysis of a rezoning request must be comprehensive in nature and address all potential impacts.

1. **Pre-Application Review Process** – Prior to filing an application for a rezoning, the applicant, if required, must complete the Pre-Application review meeting with the Community Development Department.

A pre-application meeting with the Town's Technical Review Committee is recommended for most development applications. Applicant must set a meeting time with the Community Development Department prior to the submittal deadline.

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. Ensuring the accuracy of the request is the responsibility of the applicant. Applications will not be accepted or processed without an adequate description of the "Request" being submitted. Applications received after 3:00 p.m. will be processed the next business day. Incomplete applications will not be accepted.
3. **Staff Review** – Upon receiving a complete application, the submitted information will be routed for review and comment. After this review is completed, the comments are consolidated and returned to the applicant within forty-five (45) days of submission for a conventional rezoning and sixty (60) days for rezoning with a Planned Unit Development (PUD) or PUD Amendment. The applicant is responsible for addressing staff comments and submitting revised plans.
4. **Neighborhood/Public Notices** – Neighborhood meeting notice is required where required by state or local codes. Neighborhood meetings, where required, and public hearings shall be noticed as required by state and local codes.
5. **Property Posting (Sign)** – Notice of Public Hearing for a rezoning must be posted at least fifteen (15) calendar days prior to the date of the first public hearing. The applicant is responsible for posting the sign on the property, subject to the following specifications and requirements:

- a. Posting, maintenance, and removal of signs are the responsibility of the applicant. The applicant must remove all signs within ten (10) days of the public hearing. If the sign is not removed on time, the Town will remove the sign and charge the applicant a removal fee;

- b. The signs must comply with the attached sign criteria;
 - c. The applicant must submit a signed and dated affidavit of posting, and color photos of the posted signs prior to the public hearing;
 - d. Failure of the applicant to provide evidence of posting will result in a postponement of the public hearing. The applicant will be charged a fee for the postponement.
6. **Staff Reports** – After the staff comments have been addressed and the project has been scheduled for the public hearings, the Community Development Department will prepare reports describing and evaluating the proposed project and making recommendations to the Planning Commission and Town Council. Copies of the staff reports will be made available to the public, as requested, and sent to the applicant prior to each public hearing.
7. **Planning and Zoning Commission Hearing** – Regular Planning Commission hearings occur on the first and third Thursday of each month at 6:00 p.m. Regular meetings are held at Florence Town Hall, 775 North Main Street. The applicant or a project representative should be present at the hearing. After the hearing the Commission will recommend approval, approval with modifications or denial of a Rezoning request to the Town Council.
8. **Town Council Hearing** – Regular Town Council hearings occur on the first and third Monday of each month at 6:00 p.m. and are held in the Council Chambers, 775 North Main Street. The applicant or project representative must be present at the hearing. The Town Council will approve, approve with modifications and/or conditions, or deny the application. The Ordinance approving the project will become effective 30 days after the Ordinance is signed by the Mayor, usually the day following the Council action.
9. **Inactive Cases** – All applications need to be actively pursued to a decision. If no activity has occurred on an application for 180 days, the application will be determined to be inactive, deemed to be withdrawn and the file will be closed. Thirty (30) days prior to that date the staff will notify the applicant in writing. The applicant may submit a written request that the application remain active, with an explanation for the inactivity. The Community Development Director may grant an extension for up to 180 days for good cause if there is a reasonable belief that the application will be actively pursued during the extension period.

REZONING OR PUD TYPICAL CONTENT REQUIREMENTS

REZONING

1. Project Narrative

- ☐ Description of proposed zoning districts and uses; and
- ☐ Information on how the project complies with the General Plan and any other adopted plans or zoning requirements.

2. Zoning Exhibit

- ☐ Vicinity Map;
- ☐ Scale, north arrow, and dimensions;
- ☐ Proposed zoning district boundaries
- ☐ Adjacent rights-of-way and easements showing existing and future improvements;
- ☐ Location of public utilities;
- ☐ Adjacent zoning districts and adjoining lots lines within 300 feet;
- ☐ Uses and structures on adjacent parcels within 300 feet;
- ☐ Project Data Table:
 - Gross acres;
 - Current and proposed Zoning District(s) and General Plan Classification(s); and
 - Percent of total acreage in each zoning district.

3. Development Phasing Plan (if applicable)

- ☐ Parcels designated with each phase;
- ☐ Street improvements with each phase; and
- ☐ Open space areas with each phase.

-OR-

REZONING WITH PUD

1. Project Narrative

- ☐ Description of proposed zoning districts and uses;
- ☐ Justification for proposed zoning deviations and standards; and
- ☐ Information on how the project complies with the General Plan and any other adopted plans or zoning requirements.

2. Zoning Exhibit / Conceptual Development Plan

- ☐ Vicinity Map;
- ☐ Scale, north arrow, and dimensions;
- ☐ Proposed zoning district boundaries
- ☐ Adjacent rights-of-way and easements showing existing and future improvements;
- ☐ Location of proposed public and private streets;
- ☐ Location of public uses proposed, including schools, fire stations;
- ☐ Location of parks, playgrounds, trails, and other recreational facilities;
- ☐ Preliminary drainage;
- ☐ Location of public utilities;
- ☐ General layout of non-residential land uses;
- ☐ Layout and densities for residential districts;
- ☐ Adjacent zoning districts and adjoining lots lines within 300 feet;
- ☐ Uses and structures on adjacent parcels within 300 feet;
- ☐ Project Data Table:
 - Gross acres;
 - Current and proposed Zoning District(s) and General Plan Classification(s); and
 - Percent of total acreage in each zoning district;
 - Development standards (i.e. setbacks, heights, lot coverage, lot dimensions) showing both proposed and existing standards;
 - Number of dwelling units (Residential only);
 - Approximate square footage of proposed non-residential uses;
 - Minimum setbacks and lot coverage; and
 - Open space/landscape retention areas and percentage.

3. Development Phasing Plan (if applicable)

- ☐ Parcels designated with each phase;
- ☐ Street improvements with each phase; and
- ☐ Open space areas with each phase.

REZONING CHECKLIST

(Checklist requirements are subject to modification by the Community Development Director, subject to compliance with all applicable state and local codes.)

REQUIRED MATERIALS	Applicant Checklist	Staff Verification
Application		
Fee (Please review the fee schedule for applicable fees. All fees are Non-Refundable)		
Owner's Permission Form (if application is not filed by property owner)		
Project Narrative		
4 copies – Traffic Impact Analysis (if required by Town Engineer)		
Legal Description (Metes and bounds description required for Un-platted property) including total gross acreage, sealed and signed by a registered engineer or surveyor (8.5" X 11")		
Pinal County Assessor Parcel Map (8.5" X 11") (Highlight project area and provide parcel numbers)		
Documentation of the Neighborhood Meeting, as applicable, including:		
A list of persons that attended the meeting.		
Meeting notes, where applicable.		
Copy of the letter notifying property owners of the meeting		
ALTA Survey (Required for undeveloped properties):		
1 copy – (24" x 36") folded to approximately (9" x 12").		
ALTA Survey must be within last 12 months		
Zoning Exhibit (Required for Rezoning and PUD):		
5 original copies for staff review (10 copies for P&Z and 15 copies for TC meetings) – Blueline or blackline prints (24" x 36") folded to approximately (9" x 12")		
1 copy – (8.5" X 11") laser print or photo reduction (photocopy of color rendered plan not acceptable)		
1 copy – (8.5" X 11") PMT (Photo Mechanical Transfer) must be submitted following an initial staff		

review, but prior to scheduling the item for a Planning Commission agenda.		
Conceptual Development Plan (Required for PUD only):		
5 original copies for staff review (10 copies for P&Z and 15 copies for TC meetings) – Blue line or blackline prints (24" x 36") folded to approximately (9" x 12")		
1 copy – (8.5" X 11") laser print or photo reduction (photocopy of color rendered plan not acceptable)		
1 copy – (8.5" X 11") PMT (Photo Mechanical Transfer) must be submitted following an initial staff review, but prior to scheduling the item for a Planning Commission agenda.		
Phasing Plan (if applicable):		
5 copies – Blue line or blackline prints (24" x 36") folded to approximately (9" x 12")		
1 copy – (8.5" X 11") laser print or photo reduction (photocopy of color rendered plan not acceptable)		
1 copy – (8.5" X 11") PMT (Photo Mechanical Transfer) must be submitted following an initial staff review, but prior to scheduling the item for a Planning Commission agenda.		
Neighborhood and/or Hearing Notice:		
A parcel map highlighting properties within 300 feet		
Names and addresses of all property owners identified on highlighted parcel map		

APPLICATION FOR REZONING

PROJECT NAME: _____

APPLICATION TYPE: ☐ Rezoning ☐ PUD ☐ PUD Amendment

1. Property Owner: Name: _____
 Address: _____
 Phone: _____ Fax: _____
 Email: _____

2. Applicant/Developer: Name: _____
 Address: _____
 Phone: _____ Fax: _____
 Email: _____

3. Address or Location of Property: _____

4. Legal Description of Property: If applicable, include Lot(s), Block(s), and Subdivision Name: _____

Tax Parcel Numbers: _____

Gross Acres: _____ Net Acres: _____

5. Current Zoning District: _____

6. Proposed Zoning District: _____

SIGNATURE OF PROPERTY OWNER or REPRESENTATIVE _____

DATE _____

FOR STAFF USE ONLY:

CASE NO. _____

APPLICATION DATE AND TIME _____

PZC HEARING DATE _____

FEE \$ _____

1st TC HEARING DATE _____

2nd TC MEETING DATE _____

REVIEWED BY: _____

RECOMMENDATION: APPROVAL

DISAPPROVAL

OWNER'S PERMISSION FORM

This sheet must be completed if the applicant, is not the owner of the property.

I/we, the Undersigned, do hereby grant permission to: _____

to act on my/our behalf for the purpose of obtaining one or more of the following:
Annexation, General Plan Amendment, Planned Unit Development, Zone Change,
Conditional Use Permit, Design Review, Preliminary/Final Plat and/or other below-noted
request on the following described property:

Owner(s)

Signature

Print or Type Name

Address

Telephone

STATE OF ARIZONA)
) ss
County of _____)

On this _____ day of _____, 20 _____, before me, the undersigned
Notary Public, personally appeared _____, known to me to
be the person(s) whose name(s) is/are subscribed to the within instrument and
acknowledged that _____ executed the same.

IN WITNESS WHEREOF, I hereto set my hand and official seal.

My commission expires:

Notary Public

POSTING REQUIREMENTS

A sign (or signs) announcing a Public Hearing shall be posted a minimum of fifteen (15) days before the date of the Hearing. It shall be the responsibility of the applicant to erect and maintain the sign on the subject property as well as maintain the current public hearing information on the sign until formal decision of the case has been made by Town Council. It shall also be the responsibility of the applicant to remove the sign after final disposition of the case.

	TOWN OF FLORENCE	]- 3"
	(Community Development) or	
	(Town Council)	]- 3"
	Public Hearing Notice	]- 4"
	(space)	
3" -[	(Action Requested)	
	(space)	
2" -[	(Project description and location)	
	(space)	
2" -[	(Time of Hearing),	]- 2"
2" -[	(Date of Hearing),	]- 2"
	775 North Main	More Information: Town of Florence Community Development Department
2" -[	Street	]- 2"
2" -[	Florence, Arizona	]- 2"
		520-868-7575

- **Contact the Community Development Department regarding number and placement of signs.**
- **Body of sign to be brilliant yellow and lettering to be black.**
- **Minimum sign dimensions shall be 4' X 8'; lettering dimensions shall be as generally indicated.**
- **Minimum height of sign shall be 6 feet from finished grade to the top of the sign**
- **Sign shall be made of generally weather resistant material.**
- **Placement and maintenance of sign is applicant's responsibility.**
- **Applicant must post sign at least 15 calendar days prior to the hearing date.**
- **Applicant must remove sign within 10 working days of final action.**
- **Community Development Director may allow changes to sign format so long as all sign content requirements are met.**

AFFIDAVIT OF SIGN POSTING

Applicant Name: _____

Project Name/Location: _____

I confirm that the site has been posted as required by Town of Florence Community Development Department. A picture of the sign(s) posted on the subject site has also been submitted.

Applicant/Representative Signature

Date

This instrument was acknowledged before me on this _____ day of _____, 20 __, by _____. In witness whereof I hereunto set my hand and official seal.

Notary Public

My Commission expires on _____

Return completed notarized affidavit and picture to the Community Development Department within twenty-four (24) business hours of the posting.

PLANNING AND ZONING COMMISSION

MEETING SCHEDULE

The Planning and Zoning Commission's meetings are typically scheduled for the first and third Thursday of the month. Meetings are held in the **Town Hall Council Chambers** (775 N. Main St.) starting at **6:00 p.m.** Meeting dates, times, and/or locations may be changed if deemed necessary by the Town. Proper notice of such changes will be provided.

All meetings of the Planning and Zoning Commission are open to the Public.

Complete applications and fees are due to the Community Development Department by **12:00 p.m. (noon) on the deadline date.**

Scheduling of your request for consideration by the Planning and Zoning Commission is contingent upon receipt of a **complete application**. Additional factors will determine whether your request is heard on the meeting date corresponding to the submittal deadline date. The applicant will be notified of their application's status.

A pre-application meeting with the Town's Technical Review Committee is required for most development applications. Applicant, where requested, must set a meeting time with the Community Development Department prior to the submittal deadline.