



**Santa Cruz County
Community Development Department**

COMPREHENSIVE PLAN AMENDMENT APPLICATION

275 Rio Rico Drive • Rio Rico, AZ 85648 • 520-375-7930

Comprehensive Plan Amendment Application

SECTION I.

Property owner(s): _____
Daytime phone: _____ Fax: _____
Address: _____
Applicant (if other than owner): _____
Daytime phone: _____ Fax: _____
Address: _____

SECTION II.

Legal description: _____
Tax Code No.(s): _____ Total acreage: _____
General property location _____
Current zoning: _____ Zoning map: _____
Comprehensive Plan Subregion: _____ Supervisory district _____
Existing land-use: _____

Current Plan designation(s) and acreage(s): _____
Requested Plan designation(s) and acreage(s): _____

Special ordinances / overlays that currently apply to property: _____

Special ordinances / overlays proposed as part of amendment request: _____

SECTION III.

Current Plan Designation of adjacent properties (within approximately 300 feet):

North: _____ East: _____
South: _____ West: _____

Existing land uses of surrounding properties (within 300 feet):

North: _____ East: _____

South: _____ West: _____

Existing zoning of surrounding properties

North: _____ East: _____

South: _____ West: _____

SECTION IV.

Reasons for proposed amendment. Submit additional pages if necessary.

The Department of Community Development Planning Division’s review and analysis of major and minor amendments shall include an analysis of the following:

- Comparison of the proposed land use with the designated land use, according to the *Hierarchy of Land Use Designations From Least Intense to Most Intense* (Table 3);
- Projected off-site impacts, including traffic, public safety and parks impacts and options available to mitigate such impacts;
- Impacts to the conservation, protection and sustainability of natural environment, including, but not limited to, hillsides, riparian areas, public lands, night sky, public lands access, surface and subsurface water and floodways;
- Identifying projected conflicts or consistencies with the goals of the appropriate character area within which it is located and whether any amendments to character area goals should be included in considering the proposed plan amendment;
- The extent to which the proposed amendment accomplishes the goals and objectives of the County Comprehensive Plan, as set forth in Appendix I of that Plan;
- Community outreach efforts undertaken by the applicant; and
- Any other element relevant to proper analysis of the proposed amendment.

SECTION V.

The following items must be included in the application:

1. One (1) map illustrating the following: property location, site dimensions, map scale, north arrow, adjacent roads, existing structures and uses on property, existing and planned land-use designations, special features including washes, floodplain, riparian habitat, etc.
2. Original letters of authorization (if applicant is not the property owner).
3. Check for processing fee. (\$2,000.00 major amendment and \$1,000.00 minor amendment)
4. Ownership verification: Property Status Inquiry form available from the Santa Cruz County’s Assessor’s Office.
5. Original signature of trust officer and list of beneficiaries (if applicable).
6. Original signature including title and list of corporate officers (if applicable).

NOTES: THE APPLICANT HEREBY CONSENTS TO SITE VISITS IN ORDER FOR PLANNING STAFF TO PREPARE THE CASE REPORT TO THE PLANNING AND ZONING COMMISSION AND TO THE BOARD OF SUPERVISORS.

SECTION IV.

I certify that, to the best of my knowledge, this application is true and correct. I am the owner of the above described property or have been authorized by the owner to submit this application.

Signature of Applicant

Date



**Santa Cruz County
Community Development Department**

Planning & Zoning and Building Department

275 Rio Rico Drive • Rio Rico, AZ 85648 • 520-375-7930

Applicant's Certification and Acknowledgement

TAX PARCEL NUMBER _____

By signing below, I hereby certify and acknowledge that:

I am the Owner, or authorized agent of the Owner, of the property being developed.

My submitted application is complete and accurate to the best of my knowledge. Submission of false information may constitute fraud, and may be punishable by fine, imprisonment or both. A.R.S. §13-2310

I understand that an incomplete or inaccurate permit application or site plan, or failure to respond to requested corrections, may result in delays, additional permit and plan review fees, return of the submittal, or denial of the application.

I request all meetings, reviews or inspections that are necessary to process my application, and if my permit is approved and issued, I request all inspections necessary to monitor progress, and document completion at all stages of the work related to my permit.

My application is subject to an administrative completeness review of fifteen (15) business days, during or after which time I will receive written or electronic notice that my application is complete, or, in the case of an incomplete application, a list of deficiencies that I need to correct. My application will not be transmitted for substantive review until all deficiencies have been corrected and my revised full application has been submitted to the County.

If the county does not issue a written or electronic notice of administrative completeness within fifteen (15) business days, per A.R.S. §11-1605(F), my application will automatically be deemed administratively complete and transmitted for substantive review.

I understand that I have thirty (30) business days to respond to a Notice of Deficiencies during the administrative completeness phase. My failure to respond within this timeframe may result in my permit application being voided. I have the right to re-apply if my permit application is voided. A.R.S. §11-1605(F)

I understand and acknowledge that the total County review timeframe during the administrative completeness review phase is a total of forty-five (45) business days.

My application is subject to a substantive review period of forty-five (45) business days. I will receive written or electronic notice if my permit is approved or if corrections or additional information are needed. My permit will not be approved or issued until all additional information is provided, all requested corrections are completed and all permit fees have been paid.

I understand that I have sixty (60) business days to respond to a Request for Corrections or to a Request for Additional Information during the substantive review phase. My failure to respond within this timeframe may result in my permit application being denied. I have the right to re-apply if my permit application is denied. A.R.S. §11-1605(G)

I understand and acknowledge that the total County review timeframe during the substantive review phase is a total of one-hundred-five (105) business days.

I understand and acknowledge that my permit application, with a combined administrative completeness review and the substantive review, have a total potential overall County permit application processing time of one-hundred-fifty (150) business days. If my application cannot be approved within this timeframe, or within a written mutually agreed upon extension timeframe, my application may be voided or denied. A.R.S. §11-1605(I) & (J)

I acknowledge that my total response timeframe during the administrative completeness phase is a total of sixty (60) business days, and during the substantive review phase a total of one-hundred-twenty (120) business days. If I request the full extensions allowed for my response of an additional ninety (90) business days, my permit application may have a total potential overall applicant response time of two-hundred-seventy (270) business days. If I am unable to complete my application within this timeframe, my application may be voided or denied. A.R.S. §11-1605(G)

I understand that the substantive review time frames and overall time frames do not include the time required for an applicant to obtain other non-county licenses or to participate in meetings as required by law. A.R.S. §11-1605(C)(9)

I am aware that all required permits, including required permits from outside agencies MUST be obtained before the County will issue my requested permit. Failure to obtain required permits from outside agencies may result in fines or other penalties. I understand that it is my responsibility to plan for outside agency timeframes for necessary approvals or permits.

If my permit application is denied, I can appeal this decision, in writing, to the Santa Cruz County Zoning Inspector at the Santa Cruz County Community Development Department, 275 Rio Rico Drive, Rio Rico AZ 85648, 520-375-7930. An appeal must be received at the Santa Cruz County Community Development Department within thirty (30) business days from the issuance of the permit, or written or electronic notice of permit denial. I acknowledge that my appeal request must include a justification of my appeal. A.R.S. §11-1605(J)(2)

I may have other rights and obligations in the Regulatory Bill of Rights, as set forth by A.R.S. §11-1602-1610, including the right to request, in writing, a clarification of this statute, as applied by the County, to my permit application.

Signature

Date

Print Name/Company

Owner

Agent (see below)

If Agent, Owner must complete the following, or submit a letter of authorization.

I, _____, Owner of the property for which this application is being submitted,

APN _____, do herein authorize _____

to submit Zoning applications and Building Permits on my behalf.

Owner Signature

Date

Owner Printed Name