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PLANNED AREA DEVELOPMENT APPLICATION

Note: Development Services general email, dspermits@maricopa-az.gov

SECTION I: PROPERTY OWNER(S)

Name: _____

Mailing Address: _____

Phone: _____ Fax: _____

***If more than one owner, attach additional sheet with names, addresses and signatures as requested below.**

SECTION II: APPLICANT INFORMATION & PRIMARY CONTACT INFORMATION

Applicant Name: _____

Affiliation with Project: _____

Mailing Address: _____

Phone: _____ Fax: _____

Primary Contact Name: _____

Affiliation with project: _____

Phone: _____ Fax: _____

Email: _____

SECTION III: PROPERTY

Street Address: _____

General Location and Assessor's Parcel Number: _____

General Plan Classification: _____

Legal Description (Section, Township & Range): _____

Gross Acreage: _____ **Net Acreage:** _____

Open Space Gross and Net Acreage: _____ Open Space Percentage: _____

Arterials/Collectors Net Acreage : _____

SECTION IV: USE

Existing Zoning: _____

Proposed Zoning: _____

Existing Use of the Property: _____

Proposed Use of the Property: _____

SECTION V: SUBMITTAL REQUIREMENTS

Please provide the following (attach additional sheets):

Office	
Check-in	Applicant
Use Only	Checklist

- Pre-application determinations
- PDF version of all the submittal materials on CD or USB drive
- Project narrative (scope of work proposed)
- Complete Citizen Participation Plan (with all checklist items). [Citizen Participation Guide](http://www.maricopa-az.gov/web/developmentservices/resource-center/category/166-process-guides-timelines) can be accessed at: <http://www.maricopa-az.gov/web/developmentservices/resource-center/category/166-process-guides-timelines>
- A preliminary water report and water layout plan
- A preliminary sewer report and sewer layout plan
- A "Preliminary Drainage Report" that at a minimum indicates or delineates: boundaries of on-site and off-site drainage areas; proposed drainage patterns of the development and the pre-existing patterns; run-off factor and run-off data; retention volume and location of drainage easements. The City Engineer may request other data necessary to review the proposed development.
- Two (2) copies of a preliminary traffic study, prepared by a Registered Professional Traffic Engineer or Civil Engineer, that at a minimum addresses on-site and off-site traffic flows, project impacts and mitigation measures, anticipated trip generations, and level of service. The City Engineer may request other data necessary to review the proposed development.
- One (1) copy of a phasing plan/schedule. If the project is to be developed in phases each phase shall contain a mix of residential lot sizes, densities, product designs and be self-sufficient meeting the requirements, standards and conditions applicable to the project as a whole. Additionally, each phase of the project shall be self sufficient in regard to connectivity, transportation, utilities, services and open space amenities.

- A.L.T.A. Survey (no older than 90 days)
- An Environmental Phase I report (and a Phase II report, if applicable, as directed)
- Information from Public Agencies including, but not limited to:
 - Maricopa Unified School District
 - Global Water
 - Fire Department
 - State Historic Preservation Office (documentation of completed site records check)
 - Electrical District 3
 - Any other applicable public agencies
- Additional information may be necessary as requested by the Zoning Administrator to adequately review the project, including but not limited to, a refuse plan and an on-street parking plan, etc.
- Title Report (no older than 60 days)
- Complete legal description of property
- Bubble Map of proposed zoning
- Ten (10) copies of PAD booklets (no greater than 11x17 size)
- Fees: PAD \$2,000 + \$30/acre (No Max)
 PAD Amendment \$1,500
- Title Assurance from a Title Company naming all current property owners with corresponding addresses. (A Proposition 207 waiver will be required prior to Council approval)

I have read the procedure for applying for a Planned Area Development zone and understand that if my application is not complete in all respects, it will not be processed until such time as it is complete.

Signature of Applicant Print Name Date

Signature of Property Owner Print Name Date

***If more than one owner, attach additional sheet with names, addresses and signatures.**

OFFICE USE ONLY		
Zoning Map #:	Fees:	Receipt #:
Submittal:	Accepted by:	

PLANNING & ZONING DIVISION

Note: Development Services general email, devservices@maricopa-az.gov

Pursuant to ARS 9-835, the City establishes overall permitting time frames during which the City will either grant or deny each type of permit (license) that it issues. The time frame includes an administrative completeness review period to accept or reject the application, and a substantive review period to provide a technical review of the request. The City shall approve or deny the request within the overall time frame listed below, however, should the City extend the review period for additional submittal(s), said extension's shall not exceed 25% of the overall time frame.

Please note: These are projected time frames only and may change due to workload and staffing considerations

Application Type	Administrative Completeness Review	Substantive Review	Total Time Frame
Addressing Request	10 days	20 days	30 days
Administrative Design Review Application	10 days	30 days	40 days
Temporary Use Permit Application	10 days	20 days	30 days
Minor Land Division Application	10 days	10 days	20 days
Sign Permit Application	10 days	10 days	20 days
Lot Split / Lot line Adjustment Application	10 days	20 days	30 days
Temporary Sign Permit Application	5 days	5 days	10 days

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Application Type	Administrative Completeness Review	Substantive Review	Total Time Frame
Variance Application	10 days	20 days	30 days
Conditional Use Permit Application	10 days	35 days	45 days
Zone Change Application	30 days	60 days	90 days
Zoning Text Amendment Application	10 days	10 days	20 days
Zoning Permit (Clearance) Application	10 days	10 days	20 days
Annexation Application	10 days	10 days	20 days
Development Review Permit Application (MAJOR)	10 days	35 days	45 days
Development Review Permit Application (MINOR)	10 days	20 days	30 days
Major/Minor General Plan Amendment Application	30 days	60 days	90 days
Comprehensive Sign Plan Application	10 days	25 days	35 days
Planned Area Development Application	30 days	60 days	90 days

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Preliminary Plat Application	30 days	60 days	90 days
Preliminary Plat Extension Application	10 days	20 days	30 days
Final Plat Application	30 days	60 days	90 days
Final Plat Amendment/Abandonment Application	20 days	30 days	50 days

*The City may request additional information or corrections to the application in lieu of denying the request. In this event, the substantive review time frame and the overall time frame are suspended from the date the request is issued until the date that the municipality receives the additional information from the applicant.

PERMIT & LICENSE APPLICATION PROCESS

1 Customer receives application, Bill of Rights, Time Frames & Checklists online or at City Hall

2 Customer submits complete Application and Fees to Front Counter Representative

3 Front Counter Rep. reviews for initial completeness prior to receiving, then emails reviewing staff of Administrative Review expiration.

4a City accepts application & provides Substantive Review within overall time frame

or

4b City rejects incomplete application w/in Administrative Review time frame - notice of deficiencies issued to applicant

5a City approves application and issues electronic or written approval to applicant

or

5b City denies application OR mutually agree to subsequent re-submittal(s). All subsequent reviews occur w/in 25% of the overall time frame

6 City issues a written or electronic notice granting or denying a license to applicant. If denied, written notice shall include justifications for denial with specific references and an explanation of applicants right to appeal the denial including deadline to submit protest and contact information for questions on appeal process.

REGULATORY BILL OF RIGHTS

This past legislative session (Fiftieth Legislature, First Regular Session), the Arizona Legislature passed Senate Bill 1598. This “Regulatory Bill of Rights” went into effect on July 20, 2011 (with full implementation on December 31, 2012). The rights afforded private regulated parties under the new law are provided below.

A.R.S. § 11-1602: REGULATORY BILL OF RIGHTS

TO ENSURE FAIR AND OPEN REGULATION BY CITIES, A PERSON:

- IS ELIGIBLE FOR REIMBURSEMENT OF FEES AND OTHER EXPENSES IF THE PERSON PREVAILS BY ADJUDICATION ON THE MERITS AGAINST A CITY IN A COURT PROCEEDING REGARDING A CITY DECISION AS PROVIDED IN A.R.S. § 12-348.
- IS ENTITLED TO RECEIVE INFORMATION AND NOTICE REGARDING INSPECTIONS AS PROVIDED IN A.R.S. § 11-1603 (EFFECTIVE JUNE 30, 2012).
- IS ENTITLED TO HAVE A CITY NOT BASE A LICENSING DECISION IN WHOLE OR IN PART ON LICENSING CONDITIONS OR REQUIREMENTS THAT ARE NOT SPECIFICALLY AUTHORIZED AS PROVIDED IN A.R.S. § 11-1604.
- MAY HAVE A CITY APPROVE OR DENY THE PERSON’S LICENSE APPLICATION WITHIN A PREDETERMINED PERIOD OF TIME AS PROVIDED IN A.R.S. § 11-1605 (EFFECTIVE DECEMBER 31, 2012).
- IS ENTITLED TO RECEIVE WRITTEN OR ELECTRONIC NOTICE FROM A CITY ON DENIAL OF A LICENSE APPLICATION (EFFECTIVE DECEMBER 31, 2012).
 - THAT JUSTIFIES THE DENIAL WITH REFERENCES TO THE STATUTE, ORDINANCE, REGULATION, DELEGATION AGREEMENT OR AUTHORIZED SUBSTANTIVE POLICY STATEMENT ON WHICH THE DENIAL IS BASED AS PROVIDED IN A.R.S. § 11-1605.
 - THAT EXPLAINS THE APPLICANT’S RIGHT TO APPEAL THE DENIAL AS PROVIDED IN A.R.S. § 11-1605.
- IS ENTITLED TO RECEIVE INFORMATION REGARDING THE LICENSE APPLICATION PROCESS AT THE TIME THE PERSON OBTAINS AN APPLICATION FOR A LICENSE AS PROVIDED IN A.R.S. § 11-1606.
- MAY INSPECT ALL ORDINANCES, REGULATIONS, AND SUBSTANTIVE POLICY STATEMENTS OF A CITY, INCLUDING A DIRECTORY OF DOCUMENTS, AT THE OFFICES OF THE CITY AS PROVIDED IN A.R.S. § 11-1607.
- UNLESS SPECIFICALLY AUTHORIZED, MAY EXPECT CITIES TO AVOID DUPLICATION OF OTHER LAWS THAT DO NOT ENHANCE REGULATORY CLARITY AND TO AVOID DUAL PERMITTING TO THE MAXIMUM EXTENT PRACTICABLE AS PROVIDED IN A.R.S. § 11-1604.
- MAY FILE A COMPLAINT WITH THE CITY COUNCIL CONCERNING AN ORDINANCE, REGULATION OR SUBSTANTIVE POLICY STATEMENT THAT FAILS TO COMPLY WITH A.R.S. § 11-1602.