

# Planning Process Guide

"Planning with People for a Better Phoenix"



City of Phoenix

PLANNING & DEVELOPMENT DEPARTMENT

## General Plan Amendment

### Public Hearing Process

Clear policies and procedures for amending the Phoenix General Plan are critical to maintaining the integrity and ultimate viability of the Plan. The value of any plan depends on its stability and predictability. Both the business community and the general population of Phoenix benefit from clear guidelines to direct and protect investments.

While Plan Amendments are needed to adapt to changing circumstances and opportunities, they must be made in the context of a stable and dependable Plan, and only after careful deliberation. Consistent amendment guidelines assure that the Plan will be a living, creative document which can adapt to changed conditions, community goals and urban development opportunities while assuring stability for our neighborhoods and protecting investments.

#### 1. What is the GENERAL PLAN and what is a GENERAL PLAN amendment?

The General Plan is the primary guide for physical development in the city. It guides the general location of basic land uses and provides policies on how these land uses should function. An amendment is a change in the plan's policies or land use shown on the General Plan Map.

#### 2. When is an amendment to the GENERAL PLAN required?

When the land use shown on the map is different than that proposed, and the site is greater than ten (10) gross acres. For additional information about when an amendment to the General Plan is required, please see General Plan, Appendix B, Land Use Map Update Procedures. The General Plan is available online at <https://www.phoenix.gov/pdd/planning-zoning/phoenix-general-plan>.

#### 3. How much does it cost to process an amendment?

The fees for filing an application to amend the General Plan for Phoenix are based according to the following schedule:

Type of Amendment	Fee
Major Amendments	\$10,000
Minor Amendments	\$5,000
<b>Continuance Fees</b>	\$830
*Checks made payable to the City of Phoenix	

#### 4. How long does this process take?

Generally, it takes a minimum of five to six months to process an amendment to the General Plan and receive a decision from the City Council. Complicated cases may take longer due to continuances when there is no community consensus.

**5. Who may submit an application to amend the GENERAL PLAN?**

A member of the City Council, two members of the Planning Commission, a Village Planning Committee, or the owner(s) of a subject parcel may submit an application to amend the map of the General Plan. Anyone can submit a text amendment (a change to the wording in the General Plan) which will follow the minor amendment requirements. All General Plan Amendment application submittals must be preceded by a pre-application meeting with staff.

**6. What is the process for a GENERAL PLAN amendment?**

The basic steps for an applicant in the General Plan Amendment process are as follows:

- a. Pre-Application meeting.
- b. Application submittal and fee
- c. Public notice
- d. Staff analysis of application
- e. Review with appropriate Village Planning Committee
- f. Planning Commission Hearing
- g. Second Planning Commission Hearing (for Major Amendments only)
- h. City Council Hearing and Decision

**7. May my rezoning application be reviewed simultaneously with my application to amend the GENERAL PLAN?**

No. Current City policy requires that action on a rezoning application is separate from the procedure to amend the General Plan as State law requires that all rezoning be consistent with and conform to the adopted General Plan. A hearing on the rezoning application is to occur subsequent to a determination on the change to the General Plan. However, you may file your rezoning application and be scheduled for a hearing agenda following action on the General Plan amendment.

Note: This requirement can be waived by the Planning and Development Director upon written request for special circumstances.

**8. What information is appropriate for presentation at a General Plan Amendment hearing versus a rezoning hearing?**

- a. Consistency with the General Plan
- b. Effect on the jobs/housing balance
- c. Orderly timing of development
- d. Effect on the village concept of greatest intensity in cores
- e. Impact on village land use and character
- f. Availability of other sites for the use proposed
- g. Alternative uses for the site
- h. Traffic generation in the larger area
- i. Effect on recreation and open space, schools, and infrastructure availability
- j. Drainage, topography, air and water quality impacts
- k. Employment generation
- l. Appropriateness of the size of the area proposed for change

**ZONING ISSUES** - Not appropriate for discussion

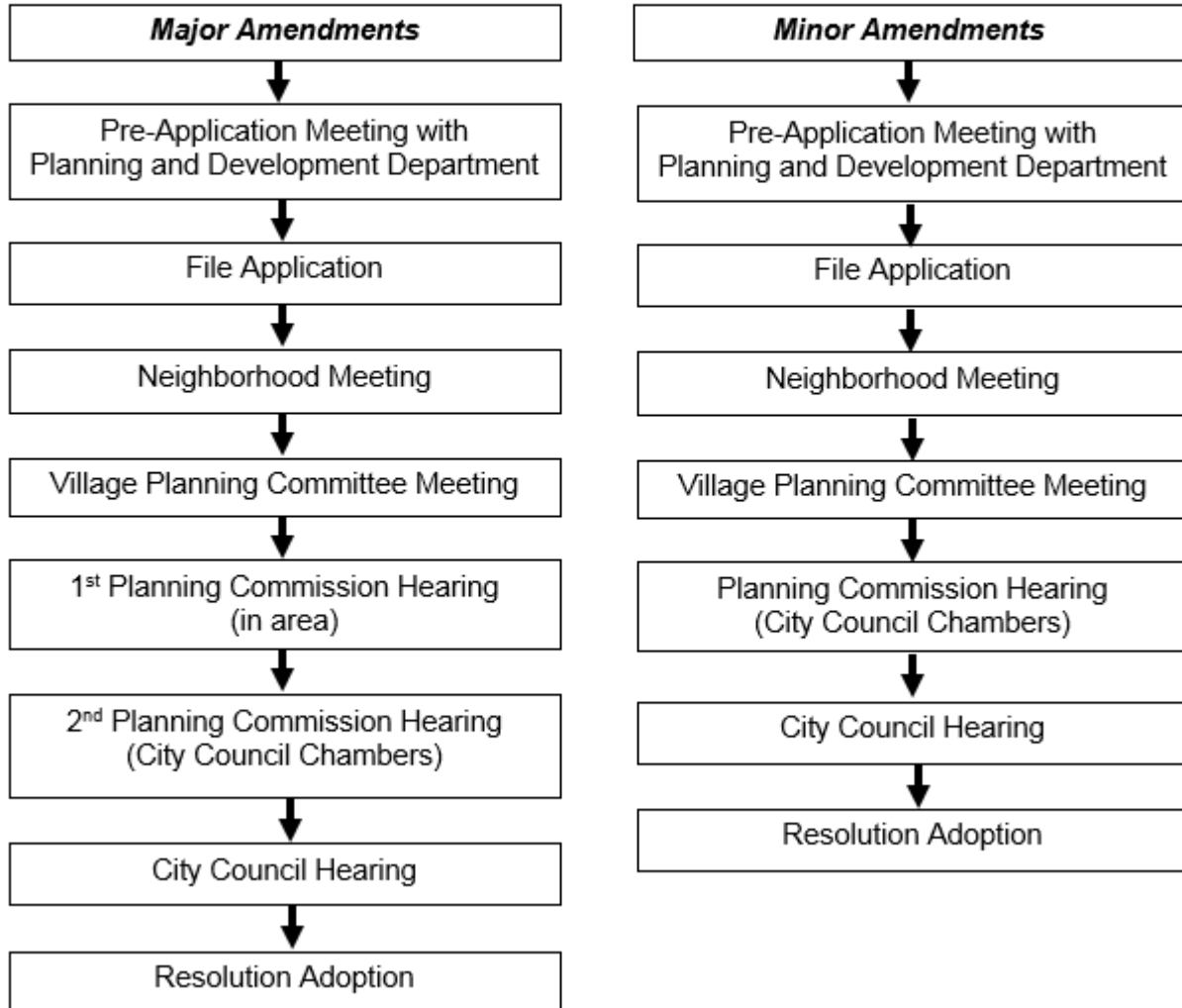
- a. Setbacks
- b. Elevation and building materials
- c. Parking
- d. Open space amenities
- e. Landscaping
- f. Exactions
- g. Right-of-way

**There are no stipulations attached to General Plan amendments.**

An applicant may receive a clarification from the city of its interpretation or application of a statute, ordinance, code or authorized substantive policy statement. To request clarification or to obtain further information on the application process and applicable review time frames, please call 602-262-7131 (option 6), email [zoning@phoenix.gov](mailto:zoning@phoenix.gov) or visit our website at <https://www.phoenix.gov/pddsites/Pages/pddlicensetimes.aspx>.

Upon request this publication will be made available in alternate formats including large print, Braille, audiotape or computer disk to accommodate a person with a disability if given reasonable advance notice. Please contact Tamra Ingersoll at voice 602-534-6648 or via the TTY 7-1-1.

## General Plan Amendments



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## Application Procedures

The following procedural outline identifies the major steps involved in the General Plan Amendment process. Should there be any questions or clarification necessary, please contact the Planning and Development Department, Long Range Planning Section, at (602) 262-3753.

**Step 1. Pre-Application Meeting** - A pre-application meeting is required prior to formal application for a General Plan Amendment. The pre-application meeting form (contained in this packet), and required surrounding character maps, must be submitted to the Planning and Development Department (2nd Floor Zoning Counter) before staff will schedule the pre-application meeting. The purpose of the meeting is for the applicant to explain the proposed General Plan Amendment to staff, and for staff to provide the applicant with initial feedback and identify any application requirements unique to the applicant's request. There is no fee for the form submittal or pre-application meeting.

**Step 2. Application Submittal** - At the time of application submittal, the Village Planner will review the application and supporting documents. For an application to be accepted, the applicant must submit all of the required information on the submittal checklist along with required application fees. Applications will not be accepted or processed without complete information or descriptions of the request being submitted.

- Major Amendments – The Phoenix General Plan defines a major amendment as an area plan covering five or more square miles or land use designations for an area of three or more square miles that previously had no land use designations. City Council is required to take action on Major Amendments in the same calendar year in which they are filed.
- Minor Amendments – Amendments to the Street Classification Map, Text Amendments, and any change in land use for 10 or more gross acres from one category to another are minor amendments with several exceptions (See General Plan, Appendix B, Land Use Map Update Procedures).

**Step 3. Neighborhood Notification** – Required for all land use and street classification map amendments. The applicant is required to mail a letter explaining the request and all appropriate review and comment opportunities by first class mail within 10 working days prior to the date of the Village Planning Committee meeting to the following:

- a. All property owners within 600 feet of the subject site,  
**Available at <http://maps.mcassessor.maricopa.gov/>**
- b. The nearest resident within the four quadrants to the subject site,
- c. All neighborhood organizations registered with the City that are within a one-mile radius of the subject site.  
**Upon application, staff will provide the applicant with the mailing list for the registered neighborhood organizations.**

The applicant is to use the format as provided in the sample letters. Sections of the letter shown in bold and italics require site specific information from the applicant.

The applicant must submit to staff 10 days prior to the Village Planning Committee meeting a notarized affidavit stipulating to the mailing along with a copy of the letter sent and the list of the property owners and neighborhood organizations contacted. Staff has the option to request additional notification. Failure of the applicant to provide evidence of mailing will result in a postponement of the application. The applicant will be charged a continuance fee for the postponement.

**Step 4. Neighborhood Meeting** – Required for all land use map amendments. The applicant is required to meet with property owners within 600 feet of the subject site to present the proposal and attempt to address resident concerns. The results of that meeting shall be summarized and forwarded to the village planner in whose village the case is located. No hearings shall be scheduled without submittal of the following information:

- Date, time, and location of the meeting
- Number of participants
- Issues that arose during the meeting
- Plan to resolve the issues, if possible

The applicant is also encouraged to contact the office of the Council member in whose district the case is located.

*Note: Planning and Development Department Staff will conduct the neighborhood meeting if the request is initiated by the Planning Commission or Village Planning Committees.*

**Step 5. Posting Sign on Property** – Required for all land use map amendments. The applicant is required to post a single double-sided sign, 4-foot by 8-foot, perpendicular to the street (unless otherwise authorized by staff) at a prominent location on the site a minimum of 15 calendar days prior to the Village Planning Committee meeting.

As in the case of the written notices, the applicant shall submit 10 days prior to the village planning committee meeting a notarized affidavit of posting stating the sign has been posted along with a color photograph showing the sign on the site to the Planning and Development Department, Zoning Section, 200 West Washington Street, 2nd Floor, Phoenix, AZ 85003-1611. Failure of the applicant to provide evidence of posting will result in a postponement of the application. The applicant will be charged a continuance fee for the postponement.

Signs shall be updated as needed. Continued cases shall be posted a minimum of seven calendar days prior to the continuance date. An additional affidavit of posting is required.

Signs must be removed by the applicant within seven days of City Council action.

**Step 6. Staff Review of Application** – A staff planner from the Long Range Planning Team, which represents the village that the site is located in, is assigned to review the application and prepare a staff report. Comments received from other City departments and surrounding jurisdictions are consolidated and included in the staff report.

**Step 7. Village Planning Committee Review** – All applications will be reviewed by the appropriate Village Planning Committee at their regularly scheduled monthly meeting. Staff will provide the committee and the applicant a copy of the staff report prior to this meeting. The recommendation from the Village Planning Committee will be forwarded to the Planning Commission and attached to the staff report.

**Step 8. Planning Commission Hearing** – The Planning Commission must conduct at least one public hearing for minor amendments and at least two public hearings for major amendments. Hearings on major amendments must be held in two separate locations, one preferably being held in the village for testimony only. The Planning Commission meets on the first Thursday of each month at 6:00 p.m. in the City Council Chambers, 200 West Jefferson Street, although dates may be adjusted as needed. Special meetings may be held at a different location. The applicant or a project representative must be present at the hearing. The Planning Commission will forward a recommendation to the City Council.

**Step 9. City Council Hearing** – Regular City Council Zoning hearings are held on the first Wednesday of each month at 2:30 p.m. in the City Council Chambers, 200 West Jefferson Street, although dates may be adjusted as needed. The applicant or a project representative must be present at the hearing. Approval of any major amendment requires an affirmative vote by at least two-thirds of the members of the council. The Resolution adopting any City Council action will be scheduled shortly after council action and will become effective 30 days after the resolution is signed by the Mayor.

**Step 10. 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 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 Planning and Development Department 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.

An applicant may receive a clarification from the city of its interpretation or application of a statute, ordinance, code or authorized substantive policy statement. To request clarification or to obtain further information on the application process and applicable review time frames, please call 602-262-7131 (option 6), email [zoning@phoenix.gov](mailto:zoning@phoenix.gov) or visit our website at <https://www.phoenix.gov/pddsite/Pages/pddlicensetimes.aspx>.



## Pre-Application Meeting Form

A pre-application meeting is required prior to formal application for a General Plan Amendment. This form, and required surrounding character maps, must be submitted to the Zoning Team before staff will schedule the pre-application meeting. The purpose of the meeting is for the applicant to explain the proposed General Plan Amendment to staff, and for staff to provide the applicant with initial feedback and identify any application requirements unique to the applicant's request. There is no fee for the form submittal or pre-application meeting.

Forms and supplemental materials can be submitted by email to [zoning@phoenix.gov](mailto:zoning@phoenix.gov) or physically at the Zoning Counter on the 2nd floor of City Hall at 200 W Washington Street, Phoenix Arizona.

<b>APPLICANT INFORMATION</b>		
Property Owner		
Mailing Address		
Phone	Email	
Representative	Contact Name	
Mailing Address		
Phone	Email	
<b>PROPERTY INFORMATION</b>		
Location	APN	
Acres	Village	Council District
Current Land Use(s)		
Current General Plan Designation(s)		
<b>PROPOSAL</b>		
Anticipated Land Use(s)		
Requested General Plan Designation(s)		
Reason(s) for Request		
<b>SURROUNDING CHARACTER MAPS</b>		
<ul style="list-style-type: none"><li>▪ Aerial Map</li><li>▪ Existing Land Use and Parcel Map</li><li>▪ Proposed General Plan Designations Map</li></ul>		
<p style="text-align: center;"><i>Submit maps (with property boundaries delineated), listed above, with this form. Each map should be 8.5" x 11".</i></p>		

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

An applicant may receive a clarification from the city of its interpretation or application of a statute, ordinance, code or authorized substantive policy statement. To request clarification or to obtain further information on the application process and applicable review time frames, please call 602-262-7131 (option 6), email [zoning@phoenix.gov](mailto:zoning@phoenix.gov) or visit our website at <https://www.phoenix.gov/pddsite/Pages/pddlicensetimes.aspx>.

**Fee Calculation Sheet  
(For City Use Only)**

Major Map Amendment (\$10,000) \$ \_\_\_\_\_

Minor Map Amendment (\$5,000) \$ \_\_\_\_\_  
(includes Text amendments and Street Classification  
Map amendments)

**\*Checks made payable to the City of Phoenix**

**FOR STAFF USE ONLY**

Case Number \_\_\_\_\_ Fee Paid \_\_\_\_\_

Submittal Date \_\_\_\_\_ Receipt Number \_\_\_\_\_

## Submittal Checklist

The following information outlines the required information needed to submit a General Plan Amendment request to the City of Phoenix.

REQUIRED	Applicant Checklist	Staff Verification
<b>Fees</b> (Checks made payable to the City of Phoenix) .....	<input type="checkbox"/>	<input type="checkbox"/>
<b>Principals and Development Team</b> (See Page 12) .....	<input type="checkbox"/>	<input type="checkbox"/>
<b>Application</b> (See Page 13) .....	<input type="checkbox"/>	<input type="checkbox"/>
<b>Electronic Submittal of Entire Application</b> (See Page 14).....	<input type="checkbox"/>	<input type="checkbox"/>
<b>Ownership Verification Form:</b> (See Page 15).....		
Legal Description .....	<input type="checkbox"/>	<input type="checkbox"/>
Assessors Tax parcel numbers .....	<input type="checkbox"/>	<input type="checkbox"/>
Gross Acreage .....	<input type="checkbox"/>	<input type="checkbox"/>
Authorization Letter .....	<input type="checkbox"/>	<input type="checkbox"/>
<b>Analysis Questions</b> (See Page 16).....	<input type="checkbox"/>	<input type="checkbox"/>
<b>Surrounding Character Maps:</b>		
Existing land use map (8.5" x 11") .....	<input type="checkbox"/>	<input type="checkbox"/>
Proposed land use map (8.5" x 11") .....	<input type="checkbox"/>	<input type="checkbox"/>
Aerial (8.5" x 11") .....	<input type="checkbox"/>	<input type="checkbox"/>
<b>Recorded Proposition 207 Takings Waiver</b> (See Pages 17-18) .....	<input type="checkbox"/>	<input type="checkbox"/>
<b>Traffic Impact Study</b> (if required) otherwise Traffic Impact Statement .....	<input type="checkbox"/>	<input type="checkbox"/>
<b>Market Study</b> (if required).....	<input type="checkbox"/>	<input type="checkbox"/>
<b>Neighborhood Notification:</b> (See Pages 19 and 20) Notarized Affidavit with notification letter sent and mailing list.....	<input type="checkbox"/>	<input type="checkbox"/>
<b>Documentation of Neighborhood Meeting:</b>		
Typed list of attendees with names, addresses & telephone numbers.....	<input type="checkbox"/>	<input type="checkbox"/>
Summarized results of the meeting addressing neighborhood concerns, topics discussed, and how the applicant addressed such concerns.....	<input type="checkbox"/>	<input type="checkbox"/>
Copy of the letter notifying property owners of the meeting .....	<input type="checkbox"/>	<input type="checkbox"/>
<b>Signage Posting:</b> (See Pages 21-25)		
Affidavit of Posting .....	<input type="checkbox"/>	<input type="checkbox"/>
Affidavit of Posting (for continued cases) .....	<input type="checkbox"/>	<input type="checkbox"/>
Affidavit of Sign Removal .....	<input type="checkbox"/>	<input type="checkbox"/>

## Principals and Development Team

List of persons involved in proposal. This includes owner and potential buyers of record and members of development team. If a partnership or limited partnership is involved, list the general partners and limited partners with more than a 10 percent interest.

### Principal Owners:

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Fax \_\_\_\_\_  
E-Mail \_\_\_\_\_

### Principal Buyers:

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Fax \_\_\_\_\_  
E-Mail \_\_\_\_\_

### Development Team:

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Fax \_\_\_\_\_  
E-Mail \_\_\_\_\_

# Application



FOR OFFICIAL USE ONLY  
Reviewed by: \_\_\_\_\_  
Date Accepted: \_\_\_\_\_

## APPLICATION TO AMEND GENERAL PLAN FOR PHOENIX

I hereby request that the General Plan for Phoenix be amended in the following manner:

- Map Amendment   
  Major Map Amendment   
  Text Amendment   
  Street Class Amendment

### COMPLETE THIS SECTION ONLY FOR MAP AMENDMENT

Site Location:	Current Plan Designation(s):	Requested Plan Designation(s):
Tax Parcel #:		
Acres:		
Village:		
District:		
Required Attachments:	<input type="checkbox"/> Map showing site and requested plan designation(s). <input type="checkbox"/> Legal description of property.	<input type="checkbox"/> Completed applicant analysis questions. <input type="checkbox"/> Written authorization from owner if required.

### COMPLETE THIS SECTION ONLY FOR TEXT AMENDMENT

General Plan Element(s):	Page(s):
Current Wording:	Requested Wording:

Attach additional pages as needed indicating requested wording change(s), additions, deletions or map changes.  Attachment \_\_\_\_\_ Pages.

### COMPLETE THIS SECTION FOR ALL AMENDMENTS

Reason for requested change:

---

Is this request related to a rezoning application? \_\_\_\_\_ If so, rezoning case no. \_\_\_\_\_ if filed

APPLICANT \_\_\_\_\_ COMPANY \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_  
 PHONE NO. \_\_\_\_\_ FAX NO. \_\_\_\_\_  
 EMAIL \_\_\_\_\_

### Initiation of an application to amend the General Plan for Phoenix requires one of the following:

- Applicant is property owner of entire site.
- Applicant has written permission of all property owners of site (signatures attached).
- Application is initiated by Village Planning Committee of \_\_\_\_\_ Village.
- Application is initiated by the Planning Commission.
- Application is initiated by Planning Commissioners \_\_\_\_\_ and \_\_\_\_\_  
(Name) (Name)
- Application is initiated by City Council member \_\_\_\_\_  
(Name)

I declare that all information submitted is true and correct to the best of my knowledge and belief. I understand that any error in my application may be cause for changing its scheduling.

Signature \_\_\_\_\_ Date \_\_\_\_\_

An applicant may receive a clarification from the city of its interpretation or application of a statute, ordinance, code or authorized substantive policy statement. To request clarification or to obtain further information on the application process and applicable review time frames, please call 602-262-7131 (option 6), email zoning@phoenix.gov or visit our website at <https://www.phoenix.gov/pdds/Pages/pddlicensetimes.aspx>.

## Electronic Submittal Requirements

For additional information, please call the Planning and Development Department, Long Range Planning Section, at (602) 262-6882.

**Applicants must submit a copy of the application and all supplemental information on a CD (compact disc). CDs are not returned to the applicant. USB flash drives are not acceptable.**

**All application documents must be submitted electronically and all subsequent amendments to the application must include an electronic submittal.**

**Incomplete electronic submittals and/or amendment submittals may result in extended processing and review times, as well as delays in scheduling public hearings.**

### *Application Submittals*

- PDF files - All documents including application forms, site plans, building elevations, context plans, etc.
- Do not combine documents into one PDF file. Each document must be provided as an individual PDF file.

### *Legal Descriptions*

- Legal descriptions must be submitted in Word (.doc or .docx) or text (.txt) format in addition to an identical PDF file.
- Legal descriptions must contain the Section, Township, and Range regarding the subject property of the request.
- If the application consists of multiple zoning districts or General Plan land use categories, then separate legal descriptions must be provided.
- If an application is amended and alters the subject property's boundaries in any way, a new legal description must be submitted immediately.
- Applications regarding Planned Unit Developments (PUD) may be required to provide separate legal descriptions based on the division of land uses in the PUD.
- **Only if requested by staff:** Shapefiles (preferred) or CAD .dwg and .dxf files depicting all legal descriptions.

#### **Example of What Not To Submit as a Legal Description**

- APN 202-22-014 only (**The APN is not sufficient information**)
- N2 SEC 10 T6N R2E LY E OF E R/W LN H/W P/D 5263-166 EX BEG AT N4 COR TH E 131.55F TH S 660.34F TH W 1311.43F TO POB TH E 2507.10F TH S 2644.88F TH W 2624.15F TH N 1973.87F TH E 120.20F TH N 660.34F TO POB AS DESC P/F 05-1675663 (**Abbreviations will not be accepted**)
- ALTA Survey (**ALTAs do not have the proper format**)

## Ownership Verification

\_\_\_\_\_ hereby requests that an application to amend  
the General Plan for Phoenix be accepted by the Planning and Development Department for property located

Said property is owned by \_\_\_\_\_  
and legally described as: \_\_\_\_\_  
(or, see attached)

The property contains a gross lot area of \_\_\_\_\_  
(net lot area equals \_\_\_\_\_ )

Assessor Parcel Number(s): \_\_\_\_\_

The following sketch accurately portrays the parcel configuration and property dimensions, as reflected in the legal description: (survey attached)

I hereby certify that the above information is correct, and that I am authorized to file an application on said property, being either the owner of record or authorized to file on behalf of the owner.

\_\_\_\_\_  
(Applicant)

\_\_\_\_\_  
(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: \_\_\_\_\_

## Applicant Analysis Questions

**Attach a narrative statement which addresses the following questions. When preparing the responses, cite Core Values, Land Use and Design Principles, and Tools from the General Plan. Additional information pertaining to the request may also be included, as appropriate.**

1.	Does the proposed amendment encourage concentration of development intensity in cores?	
2.	How many potential jobs would be created or lost by approving and implementing the proposed amendment?	
3.	How many potential housing units would be created or lost by approving and implementing the proposed amendment?	
4.	Is there a need for the proposed use(s) or density(ies) in the requested location? Explain.	
5.	What impact would the proposed amendment have on adjacent or nearby land?	
	a.	Impact on developed land
	b.	Impact on vacant land
6.	How will the proposed amendment affect traffic generation and the transportation system?	
7.	Will the proposed amendment create additional need for recreation and open space facilities? If so, how will the additional need be met?	
8.	Community Benefits: How does the request address the community's unique opportunities and challenges related to prosperity, health and the environment? See pages 18-26 in the Phoenix General Plan.	
9.	How will the proposed amendment affect the character and image of the adjacent area, neighborhood, and village?	
10.	Additional comments as appropriate.	



## Takings Waiver



### City of Phoenix

When recorded return to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Waiver of Claims for Diminution in Value of Property Under Proposition 207 (A.R.S. 12-1131 et seq.)

Application Number: \_\_\_\_\_

**WAIVER.** By making application for application of the City's land use laws for the real property owned by ("Owner") located within the City of Phoenix or to be annexed by the City more particularly described in the attached Exhibit A (the "Property"), Owner together with its heirs, successors or assignees hereby voluntarily waives its rights to make any claim for diminution in value of Owner's property pursuant to A.R.S. 12-1134 as a result of City's action on the above-referenced application. Owner acknowledges that he is under no compulsion to enter into this Agreement.

Owner understands that this Waiver shall run with the Property and be binding upon subsequent landowners. The duration of this Waiver shall be for a period of three years from the date of City approval of the above-referenced application and shall be recorded by Owner with the Maricopa County Recorder.

In the event the above application is withdrawn, or the City denies the application, the City shall release the Owner from this waiver.

OWNER

By: \_\_\_\_\_  
Its: \_\_\_\_\_

SUBSCRIBED AND SWORN to before me  
this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Notary Public:

\_\_\_\_\_

My Commission Expires:

\_\_\_\_\_

**EXHIBIT "A"**

**LEGAL DESCRIPTION OF THE PROPERTY**

## Sample – Notification Letter

[DATE]

Dear **Property Owner** or **Neighborhood Association President**:

The purpose of this letter is to inform you that \_\_\_\_\_ has filed a **General Plan Amendment** for a [XX] acre site located \_\_\_\_\_, Case number GPA-\_\_\_\_\_. Please be advised that the following meetings and hearings are tentatively scheduled to review this case:

<b>Village Planning Committee Meeting:</b>	<b>Name of Committee</b> _____
	<b>Location of Meeting</b> _____
	<b>Date and Time</b> _____
<b>Planning Commission Hearing:</b>	<b>Location</b> _____
	<b>Date and Time</b> _____
<b>2nd Planning Commission Hearing: (For Major Amendments Only)</b>	<b>Location</b> _____
	<b>Date and Time</b> _____
<b>City Council Hearing:</b>	<b>Location</b> _____
	<b>Date and Time</b> _____

You are welcome to attend these meetings to learn about the case and make your opinions known. Please confirm the meeting details with the City of Phoenix Planning and Development Department before attending as they are subject to change. Hearing information may also be found on signs posted on the site and in the Record Reporter. You may also make your feelings known on this case by writing to the Planning and Development Department, Long Range Planning Section, at 200 West Washington, 3rd Floor, Phoenix, Arizona 85003 and referencing the case number. Your letter will be made part of the case file.

The [INSERT NAME] Village Planning Committee will forward a recommendation to the Planning Commission and City Council after considering testimony from affected parties and reviewing the staff report prepared by the Planning and Development Department. The village planner who will staff this meeting is [NAME] and can be reached at [PHONE NUMBER] or [EMAIL ADDRESS]. This planner can answer your questions regarding the village review and city hearing processes as well as the staff position once their report is complete. You are also urged to contact me or one of my staff at [APPLICANT'S PHONE NUMBER] or [EMAIL ADDRESS] to learn more about the case and to express your concerns.

Attached is a copy of the cover page of our application. The following describes our request:

**Proposed change:** GPA change, specific proposal details, and if you plan to file a subsequent rezoning application, describe what you plan to file.

**Existing use:** Describe what is on the site today and how it is designated on the General Plan and zoned.

In approving a General Plan request, the City Council cannot adopt any stipulations regarding the type of use, its size, height, setbacks or other design features. Those stipulations can only be addressed through a rezoning case.

Again, I would be happy to answer any questions or hear any concerns that you may have regarding this proposal. You may reach me at [PHONE NUMBER] or [EMAIL ADDRESS] or by fax at [FAX NUMBER].

Sincerely,

[DEVELOPER OR REPRESENTATIVE'S NAME]

Attachment(s)

## Sample – Affidavit of Notification

For additional information, please call the Planning and Development Department, Long Range Planning Section, at (602) 262-6882.

Application No.: \_\_\_\_\_

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

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

I confirm that notice as required for the case noted above has been completed in accordance with Section 506.B.7 of the Zoning Ordinance.

\_\_\_\_\_  
Applicant/Representative Signature

\_\_\_\_\_  
Date

STATE OF ARIZONA }  
County of Maricopa }

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ . In witness whereof I hereunto set my hand and official seal.

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

My commission expires \_\_\_\_\_

## Site Posting Requirements

Below are the requirements for posting of General Plan amendment cases. For additional information, please call the Planning and Development Department, Long Range Planning Section, at (602) 262-6882.

In order to assist in providing adequate notice to interested parties, the applicant for General Plan amendment hearings in the City of Phoenix shall erect, not less than 15 calendar days prior to the date of the first Village Planning Committee meeting, a single sign giving notice of the date, time and place of the tentatively scheduled hearings. The sign shall also include the nature of the request as contained on the formal General Plan amendment application. The size and format of this sign shall be as described by the Planning and Development Department. Such notice shall be clearly legible, double-sided, and placed at a prominent location on the site, perpendicular to the street, generally adjacent to the public right-of-way, unless otherwise directed.

It shall be the **responsibility of the applicant** to erect and maintain the sign on the subject property and to maintain the hearing information on the sign until the final disposition of the case. It is **also the applicant's responsibility** to post any continuance dates a minimum of **7 days** prior to the continued date and update the additional hearing dates following the continuance (provide affidavit – see Page 20). This responsibility includes removal of the sign after final City Council action on the case.

After the sign has been posted the applicant or their representative must submit an affidavit of posting and a photograph of the site posting.



*Site posting specifications and instructions are continued on the next page.*

8' 0"

# GENERAL PLAN HEARING

## GPA Case No:

Request Change From:

To:

Acreage:

Location:

Proposal:

GRAPHICS  
(if needed)

4' 0"

VILLAGE  
PLANNING COMMITTEE  
Village Name

PLANNING  
COMMISSION

CITY COUNCIL

LOCATION

City of Phoenix  
Council Chambers  
200 West Jefferson Street  
Phoenix, AZ 85003

City of Phoenix  
Council Chambers  
200 West Jefferson Street  
Phoenix, AZ 85003

PLEASE CALL TO CONFIRM INFORMATION / POR FAVOR LLAME PARA CONFIRMAR LA INFORMACIÓN (602) 262-7131 #6  
FURTHER INFORMATION AVAILABLE AT: <https://www.phoenix.gov/pdds/site/pages/my-community-map.aspx>  
or at Phoenix City Hall, 200 West Washington Street, 2<sup>nd</sup> Floor - Zoning Counter, Phoenix, Arizona 85003

PLEASE CALL XXX-XXX-XXXX FOR SIGN REMOVAL



### SITE POSTING SPECIFICATIONS

1. 4 feet X 8 feet in size.
2. Each sign shall be mounted to two posts. Sign shall be attached to posts using at least six 2-inch long corrosion resistant screws. Signs may be attached to the face of the posts or installed into grooves cut into the posts; either construction method requires six screws per sheet of plywood or MDF (medium density fiberboard).
3. Laminated 5-ply plywood or MDF.
4. Front, back, and all edges painted with two coats of white exterior acrylic enamel.
5. Black lettering may be vinyl or black paint sized proportionally with reference to characters on sign template drawing supplied with order.
6. The following shall be printed large enough to be visible from a distance of 100 feet:
  - The word "ZONING"
  - Existing zoning district
  - Proposed zoning district
  - Date and time of the meetings/hearings
7. Signs attached to two 4-inch x 4-inch x 8-foot wood posts placed at least 18 inches, but not more than 24 inches into the ground.
8. Sign to be placed perpendicular to the street unless directed otherwise at time of order.
9. Signs must utilize the above template.

### SITE POSTING INSTRUCTIONS

1. Post site at least 15 calendar days prior to date of first public meeting or hearing. Post any continued dates at least seven calendar days prior to the next public meeting or hearing. Remove sign within seven calendar days of City Council action.
2. You may use the sign vendor of your choice.
3. TWO WEEKS PRIOR TO HEARING, send to the City of Phoenix Planning and Development Department -
  - a) Notarized affidavit of posting (see Page 29)
  - b) Photo of sign posted on site with all sign text legible

### ADD THE FOLLOWING TO THE BOTTOM OF THE SIGN:

Further information available at: <https://www.phoenix.gov/pdds/site/pages/my-community-map.aspx>

## Sample – Notarized Affidavit of Posting

This form is used to ensure compliance with the posting requirements for General Plan Amendment applications. For additional information, please call the Planning and Development Department, Long Range Planning Section, at (602) 262-6882.

Application No.: \_\_\_\_\_

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

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

In order to assist in providing adequate notice to interested parties, the **applicant** for general plan amendment hearings in the City of Phoenix shall erect, not less than 15 calendar days prior to the date of the Village Planning Committee meeting, a single sign giving notice of the date, time, and place of the tentatively scheduled hearings. The sign shall also include the nature of the request as contained on the formal application. The size and format of this sign shall be as described by the Planning and Development Department. Such notice shall be clearly legible and placed at a prominent location on the site, generally adjacent and perpendicular to the public right-of-way. **It shall be the responsibility of the applicant to erect and to maintain the sign on the subject property and to maintain the hearing information on the sign until after City Council action on the case. It shall also be the responsibility of the applicant to remove the sign after final disposition of the case.**

I confirm that the site has been posted as required above, for the case noted above. A picture of the site posting has also been submitted.

\_\_\_\_\_  
Applicant/Representative Signature

\_\_\_\_\_  
Date

STATE OF ARIZONA }  
County of Maricopa }

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ . In witness whereof I hereunto set my hand and official seal.

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

My commission expires \_\_\_\_\_

Return completed notarized affidavit and picture to the Planning and Development Department **at least 15 days prior to the Village Planning Committee meeting.**

## Sample – Notarized Affidavit of Posting (Continued Cases)

This form is used to ensure compliance with the posting requirements for General Plan Amendment applications. For additional information, please call the Planning and Development Department, Long Range Planning Section, at (602) 262-6882.

Application No.: \_\_\_\_\_

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

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

The applicant for a rezoning hearing in the city of Phoenix shall update signage a minimum of seven calendar days prior to the continuance date.

I confirm that the site has been posted as required above, for the case noted above. A picture of the site posting has also been submitted.

\_\_\_\_\_  
Applicant/Representative Signature

\_\_\_\_\_  
Date

STATE OF ARIZONA }  
County of Maricopa }

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ . In witness whereof I hereunto set my hand and official seal.

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

My commission expires \_\_\_\_\_

Return completed notarized affidavit and picture to the Planning and Development Department **at least three days prior to the continued hearing/meeting date.**



## Sample – Notarized Affidavit of Sign Removal

This form is used to ensure compliance with the posting requirements for General Plan Amendment applications. For additional information, please call the Planning and Development Department, Long Range Planning Section, at (602) 262-6882.

Application No.: \_\_\_\_\_

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

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

The applicant for a rezoning hearing in the city of Phoenix shall remove signage within seven days of Council Action.

I confirm that the posting signs, as required above, have been removed.

\_\_\_\_\_  
Applicant/Representative Signature

\_\_\_\_\_  
Date

STATE OF ARIZONA }  
County of Maricopa }

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ . In witness whereof I hereunto set my hand and official seal.

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

My commission expires \_\_\_\_\_

Return completed notarized affidavit to the Planning and Development Department.



# City of Phoenix

PLANNING AND DEVELOPMENT DEPARTMENT

## 2023 Village Planning Committee Dates

For additional information, please call (602) 534-3753  
or email us at: [pdd.longrange@phoenix.gov](mailto:pdd.longrange@phoenix.gov)

**NOTE: Until further notice, all meetings will take place electronically, via a video conferencing platform. Please see the [PUBLIC MEETING NOTICES](#) page for details on how to access the meeting.**

VILLAGE PLANNING COMMITTEE DATES 2023												
VILLAGE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Ahwatukee Foothills	23	27	27	24	22	26	24	28	<b>*18</b>	23	27	<b>*18</b>
Alhambra	24	28	28	25	23	27	25	22	26	24	28	<b>*19</b>
Camelback East	3	7	7	4	2	6	<b>*11</b>	1	5	3	<b>*14</b>	5
Central City	9	13	13	<b>*17</b>	8	12	10	14	11	9	13	11
Deer Valley	12	9	9	<b>*20</b>	11	8	13	10	14	12	<b>*16</b>	14
Desert View	<b>*10</b>	7	7	4	2	6	<b>*11</b>	1	<b>*12</b>	3	7	5
Encanto	<b>*9</b>	6	6	3	1	5	<b>*10</b>	7	<b>*11</b>	2	6	4
Estrella (*Tentative)	17	21	21	18	16	20	18	15	19	17	21	19
Laveen	9	13	<b>*20</b>	10	8	12	10	14	11	<b>*16</b>	13	11
Maryvale	11	8	8	12	10	14	12	9	13	11	8	13
North Gateway	12	9	9	13	11	8	13	10	14	12	9	14
North Mountain	18	15	15	19	17	21	19	16	20	18	15	20
Paradise Valley	<b>*9</b>	6	6	3	1	5	3	7	<b>*11</b>	2	6	4
Rio Vista	10	<b>*21</b>	14	<b>*18</b>	9	13	11	8	12	10	14	12
South Mountain	10	<b>*7</b>	14	11	9	13	11	8	12	10	14	12

**\*BOLD ITALICS** = Deviates from regular schedule

**Ahwatukee Foothills** Meets the 4th Monday at **6:00 pm**  
Pecos Park Community Center, 17010 S. 48th Street

**Alhambra** Meets the 4th Tuesday at **6:00 pm**  
Washington Activity Center, 2240 W. Citrus Way

**Camelback East** Meets the 1st Tuesday at **6:00 pm**  
Devonshire Community Center, Auditorium  
2802 E. Devonshire Avenue  
(1 block north of Indian School Rd)

**Central City** Meets the 2nd Monday at **6:00 pm**  
Emerson Court, Phoenix Elementary School District  
1817 N. 7<sup>th</sup> Street  
(Southeast corner of 7th St and Palm Lane)

**Deer Valley** Meets the 2nd Thursday at **6:00 pm**  
Deer Valley Community Center, Multi-Purpose Room  
2001 W. Wahalla Lane

<b>Desert View</b>	Meets the 1st Tuesday at <b>6:30 pm</b> Paradise Valley Community Center, Multi-purpose Room 17402 N. 40th Street
<b>Encanto</b>	Meets the 1st Monday at <b>6:15 pm</b> Phoenix College, WILLO Room, 3310 N. 10th Avenue
<b>Estrella</b>	Meets the 3rd Tuesday at <b>6:00 pm</b> City of Phoenix Employee Driver Training Academy 3535 S. 35 <sup>th</sup> Avenue
<b>Laveen</b>	Meets the 2nd Monday at <b>6:30 pm</b> Laveen Education Center, 5001 W. Dobbins Road, Building B, Room 101
<b>Maryvale</b>	Meets the 2nd Wednesday at <b>6:00 pm</b> Desert West Community Center, Room 3 6501 W. Virginia Avenue
<b>North Gateway</b>	Meets the 2nd Thursday at <b>6:00 pm</b> Goelet A. Beuf Community Center, North Multi-Purpose Room, 3435 W. Pinnacle Peak Road
<b>North Mountain</b>	Meets the 3rd Wednesday at <b>6:00 pm</b> Cowden Center, 9202 N. 2nd Street (Northwest corner 2nd Street & Mission Lane)
<b>Paradise Valley</b>	Meets the 1st Monday at <b>6:00 pm</b> Paradise Valley Community Center, Multi-Purpose Room, 17402 N. 40th Street
<b>Rio Vista</b>	Meets the 2nd Tuesday at <b>6:00 pm</b> Goelet A. Beuf Community Center, Conference Room 2, 3435 W. Pinnacle Peak Road
<b>South Mountain</b>	Meets the 2nd Tuesday at <b>6:00 pm</b> South Mountain Community Center, Gym Building – Saguaro Room 212 E. Alta Vista Road

**\*\*\*PLEASE CONSULT THE [PUBLIC MEETING NOTICES](#) PAGE FOR AN AGENDA TO CONFIRM THAT THE MEETING WILL OCCUR\*\*\***

## 2023 REZONING HEARING SCHEDULE

PLANNING COMMISSION HEARING <small>(1st Thursdays except noted below)</small>	CITY COUNCIL ORDINANCE ADOPTION FOR <u>NON-APPEALED CASES</u> 2:30 p.m. Formal Meeting <small>(1st Wednesday except noted below)</small>	CITY COUNCIL HEARING & ORDINANCE ADOPTION FOR <u>APPEALED CASES</u> 2:30 p.m. Formal Meeting – Last items on the agenda <small>(1st Wednesday except noted below)</small>
12/1/2022	1/4/2023	1/4/2023
1/5/2023	2/1/2023	2/1/2023
2/2/2023	3/1/2023	3/1/2023
3/2/2023	4/5/2023	4/5/2023
4/13/2023	5/3/2023	5/3/2023
5/4/2023	6/14/2023	6/14/2023
6/1/2023	7/3/2023 <small>(1<sup>st</sup> Monday 10:00 am)</small>	7/3/2023 <small>(1<sup>st</sup> Monday 10:00 am)</small>
8/3/2023	9/6/2023	9/6/2023
9/7/2023	10/4/2023	10/4/2023
10/5/2023	11/1/2023	11/1/2023
11/2/2023	12/6/2023	12/6/2023
12/7/2023	TBD	TBD

**NOTE:** Additional hearings will be scheduled if deemed necessary by the Planning and Development Director. Only appealed City Council Hearing dates, not Ordinance adoption dates, need to be advertised with notification letters and sign posting. **CC Public Hearings begin at 2:30 p.m. and will be placed as the last items on the CC Formal agenda.**

### HOLIDAYS

New Year's Day	January 1 (Observed January 2)
Martin Luther King Jr. Day	January 16
President's Day	February 20
Ash Wednesday	February 22
Cesar Chavez	March 31
Passover	Sunset of April 5 through nightfall of April 13
Memorial Day	May 29
Juneteenth Day	June 19
Independence Day	July 4
Labor Day	September 4
Rosh Hashanah	September 15-17
Yom Kippur	September 24- 25
Veteran's Day	November 11 (Observed on November 10)
Thanksgiving Day	November 23
Hanukkah (Chanukah)	December 7-15
Christmas	December 25

*Revised on 11/4/2022*