



**COMMUNITY DEVELOPMENT DEPARTMENT
INSTRUCTIONS FOR FILING A REQUEST FOR:
ZONING MAP OR TEXT AMENDMENT**

The application must be filled out completely down to the signature block, signed and dated. In addition, a complete legal description of the subject property and an application fee in the amount of \$200.00 will be required. **An advertising fee of \$200.00 will be applied.**

The completed application shall be accompanied by:

1. Letter of authorization from the property owner (unless you are the owner/applicant).
2. If the application for re-zoning includes property in addition to that owned by the applicant, the applicant must file a petition in favor of the requested change, signed by the property owners representing 75% of the land area included in the application.
3. A site plan for review by the Community Development Department.
4. A legal description of the property, accompanied by a certified survey that shows the portion of the map maintained by the tax assessor reflecting the boundaries of the property.
5. The requested land use classification or conditional use classification that constitute an amendment to the official zoning map.

ALL ZONING MAP AMENDMENTS SHALL:

1. Be consistent with the General Plan.
2. Show evidence that the assumptions of the General Plan have changed significantly enough to warrant the request.
3. Not create an isolated district unrelated to adjacent and nearby districts.

ALL TEXT AMENDMENTS SHALL:

1. Demonstrate the need and justification for the change.
2. Benefit the general public welfare and not constitute a granting of special privileges to an individual owner.
3. Demonstrate the relationship of the proposed amendment to the General Plan with the appropriate consideration as to whether the proposed change will further the purposes of the Pinetop-Lakeside Zoning Regulations.

Following receipt of this application and all necessary information, your request will be scheduled for a public hearing before the appropriate Town board. This scheduling will not take place until all necessary information has been received.

State Law requires that the public hearing be properly advertised at least fifteen (15) days in advance of the hearing; therefore, a legal notice in the local newspaper and physical posting to the property is necessary. You are advised that the posting on your property must be maintained by the property owner and it is your responsibility once the Town has placed the notice. Should the notice be removed or not maintained, your scheduled hearing date may be jeopardized. If you have any questions, please contact the Community Development Department at (928) 368-8883.

For proposed zoning changes, all property owners of record within a radius of three hundred (300) feet shall be identified according to the latest Navajo County Tax Rolls and receive written notice by certified mail provided, however that failure to receive such notice shall not affect any action or proceedings taken hereunder.

When any proposed change of a zoning district boundary lies within three hundred (300) feet of the boundary of an incorporated or unincorporated area, notice shall be forwarded to the Planning and Zoning Commission or governing body of such incorporated or unincorporated areas in order to give such body an opportunity to appear at the hearing and express its opinion on the effect of said boundary change.



**COMMUNITY DEVELOPMENT DEPARTMENT
ZONING OR TEXT AMENDMENT APPLICATION**

Z – _____ TAX PARCEL #: _____ ZONING: _____

SUBDIVISION: _____ LOT #: _____

ADDRESS OF PROPERTY: _____

PLEASE CIRCLE REQUEST: ZONING MAP AMENDMENT TEXT AMENDMENT

LIST DETAILS OF YOUR REQUEST (Use additional sheet if necessary): _____

PROPERTY OWNER: _____ PHONE #: _____

ADDRESS: _____

AGENT NAME: _____ PHONE #: _____

ADDRESS: _____

APPLICATION FEE \$200.00 COLLECTED: \$ _____ DATE: _____

PAYMENT METHOD: cash/check/other

ADVERTISING FEE \$200.00 COLLECTED: \$ _____ DATE: _____

PAYMENT METHOD: cash/check/other _____

I hereby file the above request as party of interest or representative thereof, and declare that all information submitted is true and correct to the best of my knowledge and belief.

DATE

APPLICANT

SIGNATURE

As part of a Rezoning request requiring a General Plan amendment an applicant must address the following criteria per 17.128.040 Zoning map amendment criteria.

A. Proposed zone change and proposed uses. Are there substantial reasons why the property cannot be used in accordance with existing zoning? Are there other adequate sites in the Town for the proposed use in zoning districts already permitting such use? _____

B. Compatibility with the surrounding land uses and zoning patterns. List the surrounding land uses and zoning designations (i.e., north, south, east, and west of the property). Does the proposal create a transition between incompatible land uses? _____

C. Statement of how the proposal varies from the General Plan or other adopted plans. _____

D. Proposed style and siting of structure(s), and relationship to surrounding properties. Does the proposal comply with the Town's design guidelines (i.e., building height, architectural theme, and color palette)? _____

E. Access and traffic; pedestrian, bicycle and vehicular circulation. Will the proposed change create traffic congestion, traffic safety, or other public safety issues? _____

F. Dedication and development of streets adjoining the property. Will the proposed change have any effect on the improvement or development of adjacent property in accordance with existing regulations? _____

G. Noise, vibration, lighting, visual, and other considerations. What effect will the proposed change have on living conditions in the surrounding neighborhood? _____

H. Landscaping and screening provision. What type of landscaping will be installed and will there be any walls or fencing? _____

I. Open space provisions. Does the proposal meet open space requirements relative to the size and scale of the project? Explain. _____

J. Drainage improvements. Will the proposed change create a water drainage problem? Are there any floodplain or topographical issues that need to be addressed? _____

K. Signage and outdoor lighting. Does the proposed signage and outdoor lighting comply with the Town's requirements? _____

L. Impacts on historical, cultural, wildlife or natural resources. _____

M. Impacts on public and private utilities or services. List all utility providers. What effect will the proposed change have on all public facilities and services, including but not limited to schools, parks, utilities, streets, access, fire prevention, police protection, etc.? Will the proposed change create fire suppression or fire safety problems? _____

N. Requests for a planned unit development containing fifty (50) or more dwelling units: an applicant should evaluate the following additional questions: _____

1. Public Participation. How has the applicant engaged the public? Has the applicant considered or held a neighborhood meeting? _____

2. Has the applicant completed a market study for the proposed project? _____

3. Is the proposed amendment necessary or advisable in light of current or future conditions? _____

4. What effect will the proposed change have on population density? _____

5. Will the proposed change adversely affect property values in the neighborhood? _____

6. Will the proposed change constitute a grant of special privilege to an individual owner? _____

7. Is the requested change consistent with the needs of the neighborhood and the Town? _____

8. Are there other relevant circumstances which exist? _____

COMMUNITY DEVELOPMENT DEPARTMENT

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