



PIMA COUNTY COMPREHENSIVE PLAN

2014 PLAN AMENDMENT PROGRAM

Application Process Requirements

I. INTRODUCTION

A. Application Submittal: Completed applications for amendments to the Comprehensive Plan will be accepted only between the first working day of February and the last working day of April each year [See *Pima County Zoning Code*, §18.89.040(B)(1)]. **For the 2014 Amendment Cycle, applications will be accepted between February 3, 2014 and April 30, 2014.** Applications will not be accepted prior or subsequent to these dates, except for amendments initiated by the Board of Supervisors pursuant to §18.89.040E. Application forms are available at the Development Services Department and at www.pima.gov/developmentservices. **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

B. Purpose: The annual plan amendment program ensures that the Comprehensive Plan (Plan) remains timely, dynamic, and responsive to community values. The Plan guides the Planning and Zoning Commission (Commission) and Board of Supervisors (Board) in rezoning proceedings. Land use intensity categories are defined by the land use intensity legend shown in the Plan's ***Policies and Land Use Intensity Legend***, which establishes the Plan's link to the rezoning process.

All rezoning or specific plan requests must conform with the Plan, as they relate to the residential density requirements and zoning districts that are permitted according to the property's land use intensity designation. The majority of amendment requests are initiated by property owners who seek to rezone and develop property at densities or uses not permitted under the property's current plan designation(s).

Conformance with the Plan does not guarantee approval of a rezoning or specific plan. The merits of a rezoning or specific plan request will be determined during a subsequent rezoning process.

C. Who May Apply: Property owners, or their authorized representatives, may apply. A plan amendment may also be initiated by the Development Services Department, the Commission, or the Board, during the three-month application submittal window. The Board may initiate an amendment to the plan at any time, except for major plan amendments of 500 acres or more, provided the specific findings as set forth in the *Pima County Zoning Code*, §18.89.041(A) are made at a legally noticed public hearing.

D. Pre-Application Meeting: The applicant is strongly encouraged to meet with Planning Division staff – **between February 3, 2014 and April 11, 2014** – to discuss the process, requirements and the applicant's proposed request to amend the Plan.

E. Application Requirements: The following are required for an application to be found complete:

1. Completed and signed Application Form (***Application Form is attached***).
2. One or more site maps (at 8½" X 11" but no larger than 11" X 17"), that show:
 - a. Property location, dimensions or survey, scale of map, and north arrow;
 - b. Adjacent roadways;
 - c. Adjacent land uses;

- d. Existing structures and uses on property;
- e. Existing and proposed planned land use designations; and,
- f. Special features, if any, such as washes, floodplain, steep slopes, riparian habitat.

3. Processing fee (**Comprehensive Plan Amendment Fee Summary is attached**).

- 4. Ownership verification: Proof of ownership of the property for which the comprehensive plan amendment is being applied for is required. If the property owner is authorizing another agent to apply for the comprehensive plan amendment, then proof of authorization is also required.
 - a. For all applications, provide a Pima County Assessor's map and property inquiry (APIQ) printout matching the name of the property owner on the application. If the applicant is not the property owner of record, an original letter of authorization from the owner is required.
 - b. If the property is held in trust, a letter of authorization with an original signature of a trust officer with his/her title and a list of the beneficiaries of the trust is required.
 - c. If the property is held by a limited partnership or corporation, a letter of authorization with an original signature of an officer with his/her title and a list of the corporate officers is required.
- 5. Two complete hard copies of the application packet (3-hole punched) and one electronic copy in PDF format.

F. Reasons for Plan Amendment Request: As part of a complete application, substantial rationale for amending the Plan must be given. It is the responsibility of the applicant to demonstrate that these reasons are compelling enough to justify the plan amendment. As guideline criteria, such reasons should satisfy at least one of the following:

- 1. The plan amendment would promote:
 - a. The implementation of the **Growing Smarter Act** with particular emphasis given to:
 - i. mixed use planning,
 - ii. compact development,
 - iii. multi-modal transportation opportunities,
 - iv. rational infrastructure expansion and improvements,
 - v. conservation of natural resources, and
 - vi. the growth area element (*where applicable*)
 - b. The implementation of other Comprehensive Plan policies set forth in the Regional Plan Policies, Rezoning Policies and Special Area Policies.
 - c. Compatibility with the **Maeveen Marie Behan Conservation Lands System**, including information requested in the application form pertaining to Biological Resources and Compatibility with the Maeveen Marie Behan Conservation Lands System.
- 2. Fulfillment of the Annual Plan Amendment Program's "Purpose", as stated in the Pima County Zoning Code, §18.89.040(A)(2) and (3), as it relates to an opportunity to address inconsistencies, oversights, or land use related inequities in the plan or acknowledge significant changes in a particular area since the adoption of the plan or plan update.

G. Additional Information: The applicant may elect to provide additional information to be considered in evaluating the amendment request. Examples of such information may include:

- 1. A description of any special features of the site and any other information related to impacts of the proposed land use change on special site features.

2. Requirements of existing Rezoning or Special Area Plan Policies, if applicable. The applicant may propose new or amended plan policies to mitigate impacts of the proposed land use change on-site or off-site.
3. Potential impacts to surrounding areas including concerns of adjacent property owners.
4. If additional materials include color or over-size (over 8.5" x 11") maps or other exhibits or substantial narrative and other illustrations, such shall be presented as a stand-alone bound document to accompany the required application materials. Two hard copies of this document shall be submitted, collated and three-hole punched, with the initial submittal; this document shall also be submitted electronically in PDF format. After application materials have been reviewed by staff and found to be complete, **generally within two weeks** of the application deadline, and after any corrections or omissions have been remedied, it will be necessary to coordinate with staff to determine how many copies of this document will be needed for public hearing purposes.
5. Any other information the applicant feels would be important in evaluating the amendment request.

H. Meeting with Neighbors: The applicant is strongly encouraged to meet with surrounding property owners, residents, and neighborhood groups to discuss their request and solicit suggestions or modifications to the request. If meetings are held, the applicant should submit a summary of the meeting identifying concerns discussed and any modifications made to the request. **Such meetings should be held as early in the process as possible.**

II. PLANNING AND ZONING COMMISSION STUDY SESSION

- A. Purpose:** The Commission will review all amendment requests and schedule public hearings, at a Study Session generally held at the regularly scheduled June Commission meeting.
- B. Staff Review:** Staff will review amendment requests in two phases: a preliminary review prior to the Commission Study Session, and a more detailed analysis prior to the Commission and Board public hearings. At the Commission study session, staff will present basic information on all the amendment requests to the Commission. At that time, staff will **not** make recommendations for approval or denial, but may recommend expansion of the amendment site and property owner notification areas for each amendment request, and will propose a tentative hearing schedule.
- C. Commission Study Session:** The following will be established at the Commission study session:
 1. The area of notification for each request or group of requests, where the minimum area of notification shall include all properties comprising the amendment request and properties within 300 feet of the request [see Pima County Zoning Code, §18.89.040(D)(5)(a)(2)]. The Commission may expand the notification area [see Pima County Zoning Code, §18.89.040(D)(1)(c)];
 2. The public hearing schedule for each request or group of requests;
 3. Whether the amendment area for a particular request should be expanded beyond that described in the application; and,
 4. If certain requests should be combined to facilitate analysis of cumulative impacts and provide for a more efficient public review process.

Following the Study Session, owners and applicants will receive an approved schedule of public hearings.

III. ANALYSIS OF AMENDMENT REQUEST

- A. Purpose:** Following the Commission Study Session, staff will perform a substantive analysis of each request to: (1) address issues not covered in the initial review, (2) evaluate potential impacts due to any expansion of the amendment area, (3) address issues raised at the Study Session and, (4) where applicable, perform more complex analyses to assess impacts on transportation, water, wastewater, etc. Staff will solicit input from the public and County and selected non-County technical reviewers and may introduce other information to the Commission including: consistency with Regional, Rezoning, and Special Area Policies; potential impacts on floodplain, steep slopes, and biological resources; transportation system infrastructure; wastewater treatment capacity; existing neighborhoods and development; build-out potential and urban form; accessibility to activity centers and emergency services; and cumulative impacts of proposed amendments. As part of the public review process, meetings may be held to solicit comments from the public.
- B. Timing:** The time necessary to perform the analysis depends upon the nature and complexity of each amendment request. The schedule presented to the Planning and Zoning Commission during the Study Session will reflect the relative complexity of the various amendment requests, as well as the need to expeditiously process amendment requests.
- C. Staff Recommendation:** Following completion of the analysis and the public review process, staff will produce a report and recommend approval, modified approval, or denial of the amendment request. Staff may also recommend new or modified Rezoning or Special Area plan policies.

IV. PUBLIC HEARINGS

- A. Planning and Zoning Commission:** The Commission will hold, at a minimum, one public hearing to consider and take testimony on plan amendment requests. At the hearing, the Commission may recommend approval, modified approval, or denial of the amendment request to the Board of Supervisors. If deemed necessary, the Commission may continue a public hearing for up to four months [see *Pima County Zoning Code*, §18.89.040(D)(2)].
- B. Board of Supervisors:** The Board will hold, at a minimum, one public hearing to consider and take testimony on plan amendment requests. At the hearing, the Board may approve, approve with modification, or deny the request. If deemed necessary, the Board may continue a public hearing for up to four months [see *Pima County Zoning Code*, §18.89.040(D)(3)].

The Board may substantially change or alter an amendment request only after first referring the changed or altered portion back to the Commission for its recommendation [see *Pima County Zoning Code*, §18.89.040(D)(4)]. The Board must consider the Commission's recommendation regarding the changed or altered portion at a subsequent public hearing.

V. DECISION OF THE BOARD OF SUPERVISORS

With Board action of **APPROVAL** or **MODIFIED APPROVAL** of a plan amendment request, the applicant of said request may proceed with the rezoning or specific plan process.

The Board of Supervisors may approve a plan amendment subject to Rezoning or Special Area Plan Policies. These policies provide procedural or development-related guidelines to be implemented through rezoning or similar actions by the County. They may be established with an approved, individual plan amendment or periodic major Plan Update, or carried forward from previous adopted plans.

Rezoning Policies commonly apply to specific development proposals on smaller site-specific areas of one or several parcels.

Special Area Policies generally apply to areas composed of multiple parcels that share a unique physical characteristic or location over relatively large areas such as transportation gateways, major floodplains, and other special planning areas.

Rezoning Policies and Special Area Policies are described in the *Policies and Land Use Intensity Legend* document, and are located and numbered on the Planned Land Use sub-region maps. Policy documents and maps are generally updated annually following completion of each plan amendment cycle.



PIMA COUNTY COMPREHENSIVE PLAN

2014 PLAN AMENDMENT PROGRAM

Application

SECTION I. OWNER/APPLICANT INFORMATION

PROPERTY OWNER(S): _____

DAYTIME PHONE: _____ FAX: _____

ADDRESS: _____

_____ E-MAIL: _____

APPLICANT (if other than owner): _____

DAYTIME PHONE: _____ FAX: _____

ADDRESS: _____

_____ E-MAIL _____

SECTION II. AMENDMENT REQUEST INFORMATION

TAX CODE NO(S): _____

TOTAL ACRES: _____

GENERAL PROPERTY LOCATION: _____

COMPREHENSIVE PLAN SUBREGION(S): _____

ZONING BASEMAP(S): _____ BOARD OF SUPERVISORS DISTRICT(S): _____

CURRENT/CONDITIONAL ZONING: _____

EXISTING LAND USE: _____

CURRENT PLAN DESIGNATION(S) AND ACREAGE(S): _____

REQUESTED PLAN DESIGNATION(S) AND ACREAGE(S): _____

SPECIAL AREA OR REZONING POLICIES BY POLICY #, WHICH CURRENTLY APPLY TO THE PROPERTY:

SECTION V. BIOLOGICAL RESOURCES & COMPATIBILITY WITH THE MAEVEEN MARIE BEHAN (MMB) CONSERVATION LANDS SYSTEM

On a separate sheet, please answer the following questions as they relate to the amendment site. Most of the requested information can be found by accessing the on-line Sonoran Desert Conservation Plan (SDCP) MapGuide Map at <http://gis.pima.gov/maps>.

A. Landscape Resources

1. Identify whether the proposed project site occurs wholly or partially within any Maeveen Marie Behan Conservation Lands System Category including Important Riparian Areas and Special Species Management Areas.
2. Identify whether the proposed project occurs in the vicinity of any of the six general areas identified as Critical Landscape Linkages. (Critical Landscape Linkages are not viewable on MapGuide. General locations of these 6 general areas can be found on the attached hardcopy of the Maeveen Marie Behan Conservation Lands System Map; a map and textual descriptions of Critical Landscape Connections can be found at www.pima.gov/developmentservices under the Land Planning and Regulation > Long Range Planning > Maeveen Marie Behan Conservation Lands System menu.)
3. If the property is a Habitat Protection or Community Open Space priority acquisition property, as displayed on SDCP MapGuide, identify which designation applies to the site and comment on the status of communications, if any, between the owner and Pima County regarding the County's potential acquisition of the property.

B. Species Specific Resources – Federally Listed Threatened/Endangered Species and Pima County SDCP Species

1. Cactus Ferruginous Pygmy-owl:
 - a. Does the proposed amendment site occur within Survey Zone 1 or a Priority Conservation Area for the cactus ferruginous pygmy-owl? If so, please specify which designation applies to the site.
 - b. Does the Arizona Game and Fish Department's Heritage Data Management System document a known location(s) of the cactus ferruginous pygmy-owl within a three-mile radius of the proposed amendment site? (<http://www.azgfd.gov/hgis>)
 - c. Has the proposed amendment site been surveyed for the pygmy-owl? If yes, provide the date(s) when surveys were done and a summary of the results.
2. Pima Pineapple Cactus:
 - a. Does the proposed amendment site occur within the Priority Conservation Area for the Pima pineapple cactus? This information is viewable on the SDCP MapGuide.
 - b. Does the Arizona Game and Fish Department's Heritage Data Management System document a known location(s) of Pima pineapple cactus within a three-mile radius of the proposed amendment site?
 - c. Have Pima pineapple cactus been found on the proposed amendment site?
 - d. Has the proposed project amendment site been surveyed for Pima pineapple cactus? If yes, provide the date(s) when surveys were done and a summary of the results.

3. Needle-spined Pineapple Cactus:
 - a. Does the proposed amendment site occur within the Priority Conservation Area for the Needle-spined pineapple cactus? This information is viewable on the SDCP MapGuide.
 - b. Does the Arizona Game and Fish Department's Heritage Data Management System document a known location(s) of Needle-spined pineapple cactus within a three-mile radius of the proposed amendment site?
 - c. Have Needle-spined pineapple cactus been found on the proposed amendment site?
 - d. Has the proposed project amendment site been surveyed for Needle-spined pineapple cactus? If yes, provide the date(s) when surveys were done and a summary of the results.

4. Western Burrowing Owl:
 - a. Does the proposed amendment site occur within a Priority Conservation Area for the western burrowing owl? This information is viewable on SDCP MapGuide.
 - b. Does the Arizona Game and Fish Department's Heritage Data Management System document a known location or locations of the western burrowing owl within a three-mile radius of the proposed amendment site?
 - c. Have western burrowing owls been found on the proposed amendment site?
 - d. Has the proposed amendment site been surveyed or investigated for the presence of western burrowing owls? If yes, provide the date(s) when surveys or investigations were done and a summary of the results.

SECTION VI. SUBMITTALS

THE FOLLOWING ITEMS MUST BE INCLUDED IN THE APPLICATION:

- Site map - refer to Section I(E) of this application form for requirements.
- Ownership verification:
 - o Assessor's map and property inquiry (APIQ) printout.
 - o Original letter(s) of authorization (if applicant is not the property owner).
 - o If a trust, original signature of trust officer and list of beneficiaries (if applicable).
 - o If a corporation, original signature with person's title and the list of corporate officers (if applicable).
- PDF files of application materials, if applicable.
- Additional materials, if any
- Processing Fee (See attached *Comprehensive Plan Amendment Fee Schedule Summary*).

SECTION VII.

This complete application is true and correct to the best of my knowledge. I am the owner of the above-described property or have been authorized by the owner to make this application.

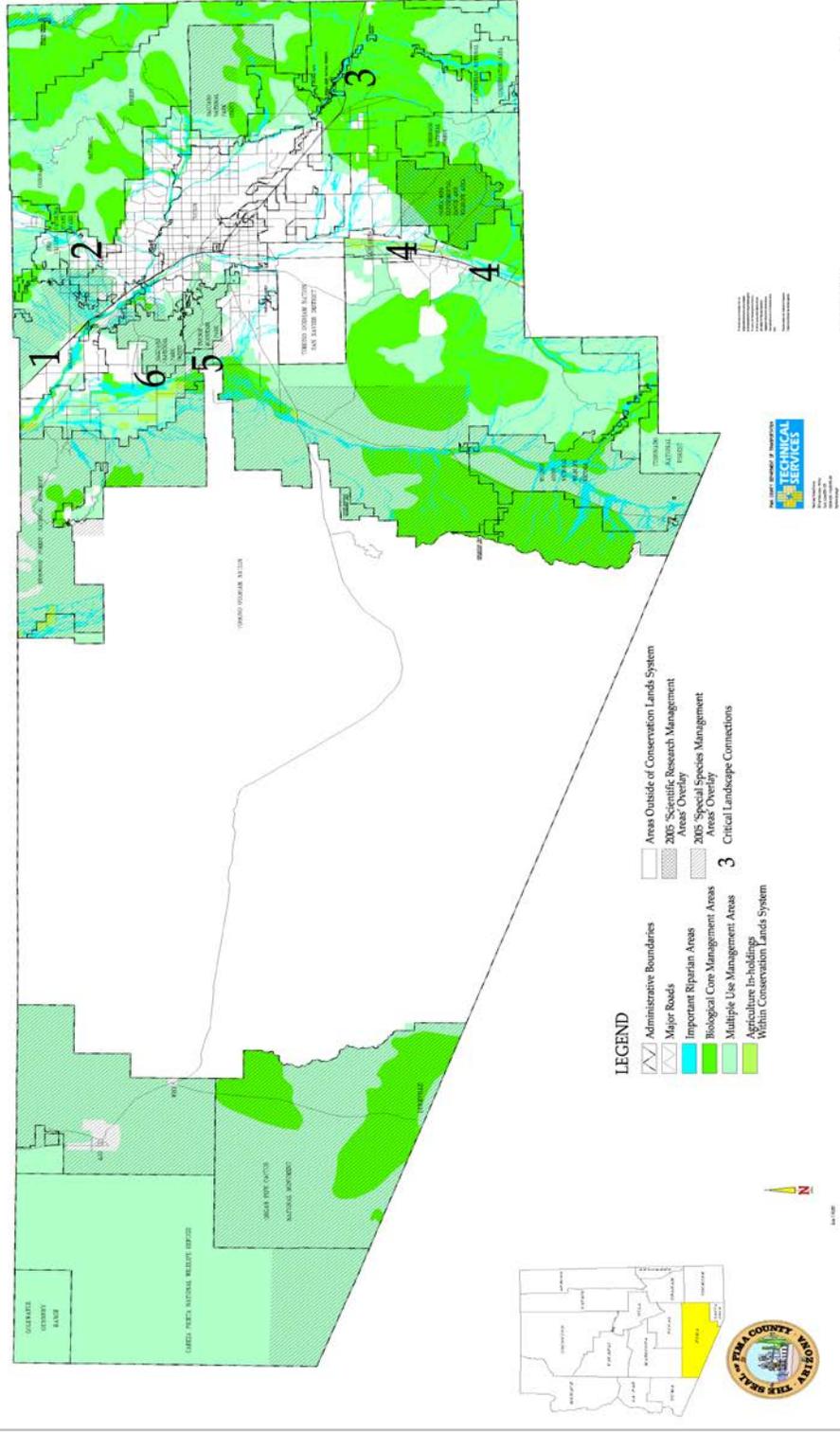
SIGNATURE OF APPLICANT

DATE

NAME OF APPLICANT - PRINTED

PIMA COUNTY CONSERVATION LANDS SYSTEM

Adopted June 21, 2005



**SUMMARY
2014 COMPREHENSIVE PLAN AMENDMENT APPLICATION FEES**

(This is not a complete fee schedule. This information is provided to assist the applicant in approximating costs for comprehensive plan amendments. For complete listing of Development Services Department's Fee Schedule refer to www.pima.gov/developmentservices)

Notice of Public Hearings (*assessed in addition to the base fee - typically two public hearings are required*)

- Each advertised public hearing \$759

Cultural and Historic Resources Review (*assessed in addition to the base fee*)

- Cultural and historic resources review \$122

Comprehensive Plan Amendment

- Five (5) acres or less \$1,321
- More than five (5) acres up to ten (10) acres \$2,642
 - Per acre fee for each acre over ten (10) acres \$133
 - Maximum fee (excluding public hearings) not to exceed \$15,300

Combination Comprehensive Plan Amendment and Rezoning \$1,798

Continuances or changes of advertised application

- For each continuance or change of advertised application at applicant's request ... \$378

PAYING YOUR PLAN AMENDMENT APPLICATION FEE OR OTHER FEES:

Please call ahead before submitting your application (520-724-9000). The **total** fee is required with the submittal of your complete application. Fees may be paid via cash, credit card, debit card, or check. Please make checks payable to "Pima County Treasurer."

PIMA COUNTY COMPREHENSIVE PLAN LAND USE INTENSITY LEGEND SUMMARY

This summary lists what zoning classifications are allowed under the different land use intensities for areas governed by the Pima County Comprehensive Plan. Further information relative to the planned land use designations and their purposes can be obtained from the publication [Pima County Comprehensive Plan Update](#) available from the Planning Division. Information relative to individual zoning districts can be obtained from the appropriate section of the [Pima County Zoning Code \(Title 18\)](#). For further information on the Zoning Code, visit: www.pima.gov/developmentservices.

	<u>Land Use Plan Designation</u>	<u>Zoning Districts and Allowed Densities</u>
REAC	REGIONAL ACTIVITY CENTER	CR-3, CR-4, CR-5, TR, CMH-2, MR, CB-1, CB-2, CPI. Maximum density: 44 R/AC. Minimum density: 12 R/AC.
CAC	COMMUNITY ACTIVITY CENTER	CR-2, CR-3, CR-4, CR-5, TR, CMH-2, MR, CB-1, CB-2, CPI. Maximum density: 24 R/AC.
NAC	NEIGHBORHOOD ACTIVITY CENTER	CR-2, CR-3, CR-4, CMH-1, CMH-2, TR, RVC, CB-1, CB-2 (Limited uses). Maximum density: 10 R/AC.
MFC	MULTI FUNCTIONAL CORRIDOR	GC, TH, CR-3, CR-4, CR-5, TR, CMH-2, MR, CB-1, CB-2, CPI. Maximum density: 44 R/AC.
HIU	HIGH INTENSITY URBAN	GC, TH, CR-2, CR-3, CR-4, CR-5, TR, CMH-1, CMH-2, MR, CPI. Maximum density: 44 R/AC.
MHIU	MEDIUM/HIGH INTENSITY URBAN	GC, CR-1, CR-2, CR-3, CR-4, CR-5, TR, CMH-1, CMH-2, MR, CPI. Maximum density: 24 R/AC.
MIU	MEDIUM INTENSITY URBAN	GC, SH, CR-1, CR-2, CR-3, CR-4, CR-5, CMH-1, CMH-2, MR, TR. Maximum density: 10 R/AC.
LIU-3.0	LOW INTENSITY URBAN 3.0	GC, SR, SR-2, SH, CR-1, CR-2, CR-3, CR-4, CR-5, CMH-1, MR. Maximum density: 3.0 R/AC, OR 4.0 R/AC with 30 percent cluster open space.
LIU-1.2	LOW INTENSITY URBAN 1.2	GC, SR, SR-2, SH, CR-1, CR-2, CR-3, CR-4, CR-5, CMH-1, MR. Maximum density: 1.2 R/AC; Or 2.5 R/AC with 30 percent cluster open space plus 15 percent natural open space; or 4 R/AC with 30 percent cluster open space plus 30 percent natural open space. MR natural open space requirement: 15 percent.
LIU-0.5	LOW INTENSITY URBAN 0.5	GC, SR, SR-2, SH, CR-1, CR-2, CR-3, MR. Maximum density: 0.5 R/AC; or 1.2 R/AC with 30 percent cluster open space plus 20 percent natural open space; or 2.5 R/AC with 30 percent cluster open space plus 35 percent natural open space. MR natural open space requirement: 20 percent.
LIU-0.3	LOW INTENSITY URBAN 0.3	GC, SR, SR-2, SH, CR-1, CR-2, CR-3, MR. Maximum density: 0.3 R/AC; or 0.7 R/AC with 30 percent cluster open space plus 20 percent natural open space; or 1.2 R/AC with 30 percent cluster open space plus 40 percent natural open space. MR natural open space requirement: 30 percent.
RUAC	RURAL ACTIVITY CENTER	GR-1, SH, CR-2, CR-3, CR-4, CMH-1, RVC, CB-1, CB-2. Maximum density: 10 R/AC. Minimum density: 1.3 R/AC.
RX	RURAL CROSSROADS	CB-1, CB-2
RFV	RURAL FOREST VILLAGE	ML. Maximum density: 1.3 R/AC.
MIR	MEDIUM INTENSITY RURAL	RH, GR-1, SR, SR-2, MR. Maximum density: 1.3 R/AC. MR natural open space requirement: 20 percent.
LIR	LOW INTENSITY RURAL	RH, SR, SR-2, GR-1, MR. Maximum density: 0.3 R/AC. MR natural open space requirement: 30 percent.
I	URBAN INDUSTRIAL	CB-1, CB-2, CPI, CI-1, CI-2, GC.
HI	HEAVY INDUSTRIAL	CI-1, CI-2, CI-3, CPI, GC.
RT	RESOURCE TRANSITION	RH, SR, MR. Maximum density: 0.3 R/AC. MR natural open space requirement: 30 percent.
RC	RESOURCE CONSERVATION	IR, RH, SR. Maximum density: 0.3 R/AC.
RP	RESOURCE PRODUCTIVE	RH, SR. Maximum density: 0.3 R/AC.

RE	RESOURCE EXTRACTION	RH, SR. Maximum density: 0.3 R/AC.
MR	MAJOR RESORT COMMUNITY	GC, CR-1, CR-2, CR-3, CR-4, CR-5, TR, MR, CPI, CB-1. Special development standards apply to this land use designation. Please see the "Land Use Intensity Legend" for further information.
MA	MILITARY AIRPORT	CB-1, CB-2, CPI, CI-1, CI-2. New residential development is not a compatible use.

SPECIAL AREA (S) and REZONING POLICY (RP) AREAS:

Please visit www.pima.gov/developmentservices under the Land Planning and Regulation > Long Range Planning > Rezoning and Special Area Policies for further information.