



Planning & Development
Department



DEVELOPMENT MASTER PLAN

DMP, DMP Major Amendments and DMP Modification
of Condition(s)

SUBMITTAL FORMS INDEX

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**Planning & Development
Department
DMP, MAJOR AMENDMENT APPLICATION and MODIFICATION OF
CONDITION(S)
APPLICATION MUST BE COMPLETED IN FULL**



<input type="checkbox"/> Development Master Plan <input type="checkbox"/> DMP Amendment <input type="checkbox"/> DMP Modification of Condition(s)
ALL FEES ARE DUE AT TIME OF APPLICATION AND ARE NON-REFUNDABLE
REQUEST
Project Name: _____ Description of Request: _____ _____ _____ Current Land Use: _____ Proposed Land Use: _____ Supervisor District: _____
PROPERTY INFORMATION
General Location (include nearest City/Town): _____ _____ Gross Acres: _____ Legal Description: _____ Section: _____ Township: _____ Range: _____ Assessor's Parcel Number/s: _____
OWNER'S AUTHORIZED AGENT INFORMATION
Name: _____ Contact: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone #: _____ Fax#: _____ E-mail Address: _____
PROPERTY OWNER INFORMATION
Name: _____ Contact: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone #: _____ Fax#: _____ E-mail Address: _____
PROPERTY OWNER AND OWNER'S AGENT AUTHORIZATION
I (property owner) _____ authorize (owner's agent) _____ to file this application on all matters relating to this request with Maricopa County. By signing this form as the property owner I hereby agree to abide by any and all conditions that may be assigned by the Maricopa County Board of Supervisors, Maricopa County Planning and Zoning Commission, or Maricopa County Planning and Development Department staff as applicable, as part of any approval of this request, including conditions, development agreements, and/or any other requirement that may encumber or otherwise affect the use of my property.
PROPOSITION 207 WAIVER
The property owner acknowledges that the approval being sought by this application may cause a reduction in the existing rights to use, divide, sell or possess the private property that is the subject of this application. The property owner further acknowledges that it is the property owner who has requested the action sought by the filing of this application. Therefore, pursuant to A.R.S. §12-1132 through 1138, the property owner does hereby waive any and all claims for diminution in value of the property with regard to any action taken by Maricopa County as result of the filing of this application. Property Owner Signature: _____ Date: _____
VERIFICATION OF APPLICATION INFORMATION
I certify that the statements in this application and support material are true. Any approvals or permits granted by Maricopa County in reliance upon the truthfulness of these statements may be revoked or rescinded. Owner or Authorized Agent Signature: _____ Date: _____
CASE INACTIVITY
Cases which are not active within six (6) months will be considered inactive and closed by staff. A letter addressing the inactivity will be sent to the owner's authorized agent or property owner with notification of the case to be closed within thirty (30) days. To pursue entitlement after the closing of the case, a new application and associated fees will need to be filed.



Planning & Development Department

DEVELOPMENT MASTER PLAN & MAJOR AMENDMENT APPLICATION SUBMITTAL CHECKLIST



Applications submitted to the Maricopa County Planning and Development Department shall include all of the exhibits, items and information listed in this checklist. This information is required by County Ordinance or Department Staff in order to adequately review the proposal. An application will only be accepted by the Planning Department when all of the items listed below are submitted, unless otherwise deemed unnecessary by staff. Application(s) determined to be incomplete shall not be processed by staff. Additional information, detail and/or copies may be required after review by the Technical Advisory Committee (TAC). **PLEASE BE ADVISED THAT COMPLIANCE WITH TAC/STAFF REQUIREMENTS DOES NOT GUARANTEE STAFF SUPPORT OF THE REQUEST OR FINAL APPROVAL OF THE REQUEST.**

1. PRE-APPLICATION MEETING FORM – 1 copy

2. APPLICATION:

- A. Completed and signed application – **2 copies**
- B. Proof of ownership-unofficial Recorded Deeds - **1 copy:**

3. NARRATIVE REPORT: 2 copies, including 8½" x 11" proposed land use maps (color). The narrative report must include the information identified in the Maricopa County Development Master Plan Guidelines. The narrative report must be organized as follows:

- A. Title page
- B. Table of Contents
- C. Executive Summary
- D. Location Description
- E. Site Analysis
- F. Plan Description
- G. Suitability Analysis
- H. Land Use Display Map (folded, collated and stapled) 24" x 36"
- I. Appendix (including traffic impact report, drainage report, water and wastewater master plans – check with the applicable county agencies for specific requirements)
- J. Other material as necessary or required.

4. ELECTRONIC COPIES OF APPLICATION MATERIALS – saved as Adobe PDF Format (1 CD or jump drive).

Example a Narrative Report should be saved as NARR-RPTS.pdf

	Electronic Copies of Application Materials	Required Naming Convention for the Adobe PDF documents.
<input type="checkbox"/> A.	Pre-application meeting form	PREA-FORM
<input type="checkbox"/> B.	Completed Application form	APPL-FORM
<input type="checkbox"/> C.	Official recorded deed or unofficial deed	DEED-DETL
<input type="checkbox"/> D.	Narrative report with Land Use maps	NARR-RPTS
<input type="checkbox"/> E.	Public Participation Plan	CITI-RPTS
<input type="checkbox"/> F.	Traffic Impact Study or Statement	TRAF-RPTS
<input type="checkbox"/> G.	Master Drainage Plan	DRAI-RPTS

5. PUBLIC PARTICIPATION PLAN: 1 copy. The public participation plan must include the following information as required by the Maricopa County Public Participation Guidelines:

(Note: For condition modifications, check with Planner regarding specific requirements).

- A. A description of the community involvement area.

- B. A list of stakeholders that may be affected by the application. While individual circumstances will vary, stakeholders include residents, property owners, homeowners associations, and any other identified within an area agreed upon by the owner or owner's authorized agent and the Planning and Development Department. The owner or owner's authorized agent should also include a description of how and when the identified stakeholders will be notified that an application for a development master plan or major DMP amendment has been submitted.
- C. A description of how the owner or owner's authorized agent will make information available to interested parties prior to public hearings.
- D. A description of how the owner or owner's authorized agent will identify stakeholder issues and concerns.
- E. A description of how the owner or owner's authorized agent will respond to stakeholder feedback and recommendations.
- F. A discussion of how the owner or owner's authorized agent will keep the Maricopa County Planning and Development Department informed of public participation program progress.
- G. A timeline for the public participation program.

6. **TRAFFIC IMPACT STUDY (TIS) – 2 copies**

7. **MASTER DRAINAGE PLAN – 2 copies**

8. **WATER, WASTEWATER PLANS, AND REVIEW FEES – SUBMIT DIRECTLY TO MCESD (if required)**
 Maricopa County Department of Environmental Services (MCESD) requires submittal of one (1) water master plan and one (1) wastewater master plan to be submitted directly to MCESD with the associated fees.

The following items are required after the submittal of an application. For questions, please ask your assigned planner.

9. **PUBLIC PARTICIPATION – INITIAL NOTIFICATION AND POSTING:** These items are due within 30 days of application submittal.
 (Note: For condition modifications, check with Planner regarding specific requirements).

- A. A copy of the notification letter.
- B. Signed and notarized "Affidavit of Public Participation".
- C. Map of posting sites.
- D. Photographic evidence of posting.

10. **PUBLIC PARTICIPATION PROGRAM RESULTS REPORT: 2 copies.** Prior to scheduling public hearing, the owner or owner's authorized agent shall submit a written report that details the results of the public participation program. The report shall include the following information:
 (Note: For condition modifications, check with Planner regarding specific requirements).

Record of Activities

- A. The dates, times, and/or locations of:
 - a. All meetings the owner or owner's authorized agent initiated with stakeholders.
 - b. Other contacts with affected stakeholders.

- B. Description of the approximate number of people that participated in the public participation process, and where they are located in relation to the subject property.
- C. Discussion of the results of the public participation process. This discussion should include information about the major issues and concerns identified by the stakeholders, how the owner or owner's authorized agent will address the concerns or issues raised by affected stakeholders, and what concerns or issues the owner or owner's authorized agent cannot or will not address and why.
- D. Appendix of information, including mailings, fliers, newsletters, handouts, and other pertinent materials that help describe the public participation program.

11. PUBLIC HEARING NOTIFICATION REQUIREMENTS:

- A. List of property owners (name, address and parcel number) within 300'
- B. Pre-printed (not handwritten) labels and postcard postage for property owners within 300'
- C. Signed and notarized "Affidavit of Notification"

12. AFFIDAVIT OF PUBLIC HEARING POSTING: The following listing of items are required before the request is scheduled for P&Z hearing as indicated on the Filing Deadlines and Hearing Dates table.

- A. Signed and notarized "Affidavit of Public Hearing Posting".
- B. Map of posting sites.
- C. Photographic evidence of posting.

13. FEES: No application shall be scheduled for hearing by any board or commission or administratively approved unless and until all fees and fines owed to the Department as a result of any activity or inactivity attributable to the property that is the subject of the application are brought current and paid in full or any amounts owed pursuant to an agreement of compliance are current, as the case may be. This requirement shall not be waived by the Board of Supervisors or Planning and Zoning Commission.

- A. Development Master Plan:
\$2,000 + \$20/acre or portion thereof
Maximum fee: \$100,000
- B. Development Master Plan Major Amendment:
\$2,000+\$20/acre or portion thereof
Maximum Fee: \$100,000
- C. Modification of Condition(s)
\$500 per condition
Minimum fee: \$1,000
Maximum fee: \$5,000
- D. Drainage Review Fee:

\$6,000 for sites up to 640 acres + \$10 per acre for sites over 640 acres
Maximum of \$80,000.

If concurrent review of DMP and Plats, the lower fee will be waived. Contact Drainage Review to verify application fees prior to submittal of application materials.

DMP Amendments – \$3,000 for sites up to 640 acres + \$5 per acre for sites over 640 acres.

Maximum of \$40,000.

Modification of Condition(s) -- \$60 per condition

____ E. Environmental Services Review Fee: \$225

* \$500 water master plan review

* \$500 wastewater master plan review

* water and wastewater plans along with associated fees to be submitted directly to MCESD.

____ F. Department of Transportation Review Fee: \$500

____ G. Flood Control Fee: No fee

MARICOPA COUNTY AGENCY CONTACTS:

Planning and Development (Planning, Plan Review, Engineering):

602-506-3301

Environmental Services:

602-506-0371

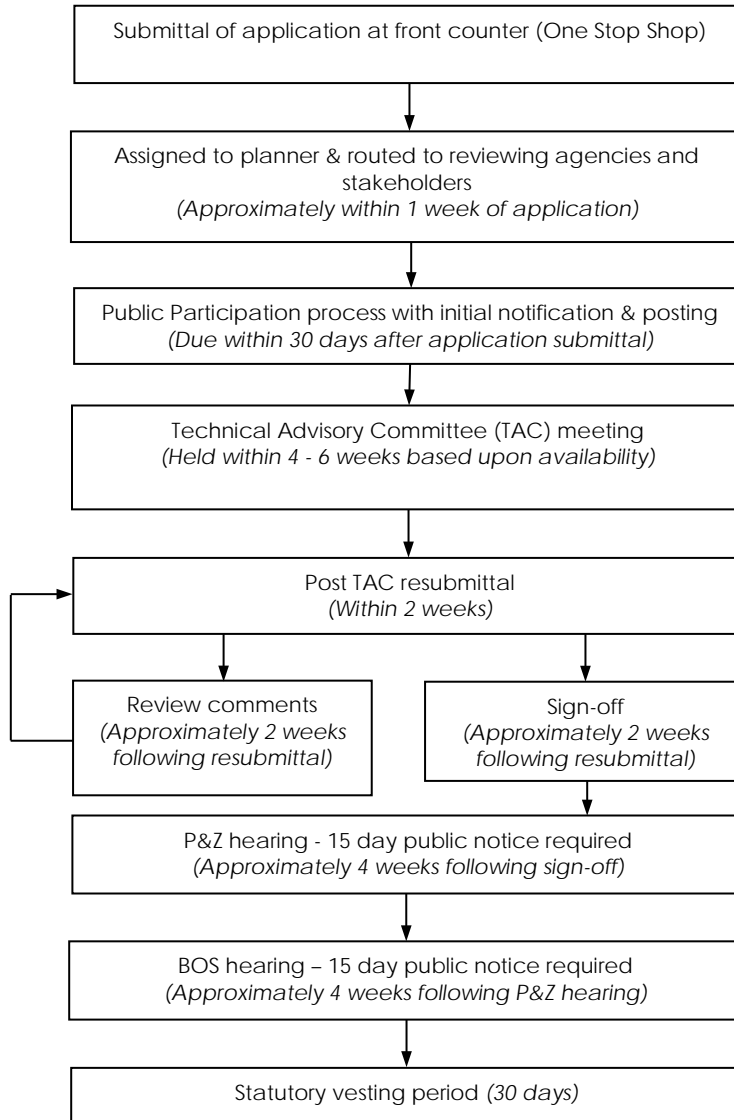
Flood Control District:

602-506-1501



DEVELOPMENT MASTER PLAN PROCESS & TIMEFRAME

PROCESS FLOW CHART & PROJECTED TIMEFRAME



Approximate timeframe to Board of Supervisors is 5 ½ months assumes only 2 review cycles and two week resubmittals.



**Planning & Development
Department
SIGN SPECIFICATIONS**
(The example shown below is for a combined
Public Participation Process & Public Hearing posting)



1. The sign shall be a minimum of 3ft x 3ft in size. If an owner or authorized agent opts to not combine the public participation signage and public hearing postings, the public participation sign can be 3ft x 2ft in size.
2. The sign shall be constructed of laminated coroplast, laminated plywood, or other suitable construction material approved by planning staff.
3. The sign shall have a white background with black lettering.
4. The minimum lettering size shall be 1/2 inch for lowercase and 1 inch for upper case. The words "Notice of Development Master Plan Request" and "Public Hearings" shall be a minimum of 2 inches in size.
5. The content of the sign shall match the example below and include specific case details.
6. The sign shall be securely fastened to wooden or metal stakes. The owner or authorized agent is responsible for maintaining the integrity and accuracy of the sign.
7. The height of the sign shall be at least 4 ft from finished grade to top of sign and shall not be obstructed from view.

**MARICOPA COUNTY
NOTICE OF DEVELOPMENT MASTER PLAN REQUEST/NOTICE OF DEVELOPMENT
MASTER PLAN – MAJOR AMENDMENT REQUEST WITHIN UNINCORPORATED
MARICOPA COUNTY
and
PUBLIC HEARINGS**

PLANNING & ZONING COMMISSION: 9:30 am on [date]

BOARD OF SUPERVISORS: 9:00 am on [date]

(BOS date subject to change – contact the Planning & Zoning Division for verification)

**LOCATION OF HEARINGS: 205 W. Jefferson Street
Phoenix, Arizona (BOS Auditorium)**

REQUEST: Development Master Plan /Development Master Plan – Major Amendment

PROPOSAL: Master planned community with 3,000 residential units, five parks, two schools and a neighborhood commercial center.

GENERAL LOCATION: Northwest corner of Main and Park Streets

SIZE: 1,200 acres

CASE #:

[MAP OF LOCATION]

OWNER OR AUTHORIZED AGENT/CONTACT/PHONE #/EMAIL: Name/telephone/fax number/e-mail

PLANNING & ZONING DIVISION: 602-506-3301

Pdplanner@mail.maricopa.gov

Posting Date: _____



Planning & Development
Department

AFFIDAVIT OF PUBLIC PARTICIPATION



To be submitted at the Technical Advisory Committee Meeting or within 30 days of application.

Date: _____

I, _____, being owner or owner's authorized agent for the Development Master Plan referenced below, do hereby affirm that within 30 days upon submitting an application I have posted the property included in the proposed change. The postings were no less than two places with at least one notice for each quarter mile of frontage along perimeter right-of-way so that the notices were visible from the nearest public right-of-way. The notices were a minimum of nine square feet in area and, if poster board or foam board, were laminated. The postings included, at a minimum, a brief description of the area of the proposed amendment or change, a general explanation of the nature of the proposed amendment or change, the name of the owner or owner's authorized agent, and contact information for the owner or owner's authorized agent. The postings shall remain in place for the entire extent of the application period.

SUBMIT PHOTOGRAPHS OF THE POSTINGS MOUNTED ON AN 8 ½ X 11 SHEET OF PAPER WITH THIS AFFIDAVIT.

I also affirm that within 30 days upon submitting an application that at a minimum I have noticed by first class mail to each real property owner as shown on the last assessment of the property within three hundred feet of the proposed Development Master Plan. The notice by mail included, at a minimum, a description of the area of the proposed amendment or change, a general explanation of the nature of the proposed amendment or change, the name of the owner or owner's authorized agent, and contact information for the owner or owner's authorized agent.

ATTACH COPIES OF THE NOTICE TO THIS AFFIDAVIT.

Owner or Authorized Agent's/ Signature: _____

SUBSCRIBED AND SWORN before me this _____ day of _____, _____

(Notary Public)

My Commission Expires:



Planning & Development Department

SITE POSTING INSTRUCTIONS



1. The site posting shall be in no less than two (2) places with at least one notice for each quarter mile of frontage along perimeter rights-of-way so that the notices are visible from the nearest public right-of-way.
2. The signs must be erected prior to the due date for submitting a notarized Affidavit of Posting and photographs of the posting (see next page).
3. The signs must be maintained and updated with amended information until after the Board of Supervisor's hearing.
4. The signs must be removed and disposed of within 10 days after the Board of Supervisor's hearing.
5. You may use a sign vendor of your choice.
6. A notarized Affidavit of Posting and photographs of the posting must be filed with the Maricopa County Planning and Development Department by the applicable date indicated on the Filing Deadlines and Hearing Date Chart. Failure to provide such documentation in a timely manner will result in continuance of the case to the next available Planning and Zoning Commission (P & Z) hearing.
7. See "Sign Specifications" for specific sign details.



Planning & Development
Department



AFFIDAVIT OF PUBLIC HEARING POSTING

This form is used to ensure compliance with the posting requirements for Zone Changes, Development Master Plans, Comprehensive Plan Amendments, Special Use Permits, Military Compatibility Permits, Major Amendments, and modification of Board of Supervisors approved conditions. For additional information, please call the Planning and Zoning Division at 602-506-3301 or email to Pdplanner@mail.maricopa.gov.

Case Number: _____

Project Name: _____

Owner or Authorized Agent Name: _____

Location: _____

In order to assist in providing adequate notice to interested parties, the owner or owner’s authorized agent shall post signs consistent with the requirements prescribed by the “Maricopa County Site Posting Requirements.” **It shall be the responsibility of the owner or owner’s authorized agent to erect and to maintain the signs on the subject property and to update the hearing information on the signs until the final disposition of the case. It shall also be the responsibility of the owner or owner’s authorized agent to remove the signs within 10 days after final disposition of the case.**

I confirm that the site has been posted as required by Maricopa County for the case above. Photographs of the site postings are included with this affidavit.

Owner or owner’s authorized agent’s signature: _____

SUBSCRIBED AND SWORN before me this _____ day of _____ , _____

Notary Public _____



MARICOPA COUNTY PLANNING & DEVELOPMENT DEPARTMENT 2019 FILING DEADLINES AND HEARING DATES



TECHNICAL ADVISORY COMMITTEE (TAC)	PLANNING & ZONING COMMISSION (P & Z)			BOARD OF SUPERVISORS (BOS)
TAC meetings are scheduled as needed. Typically, a TAC meeting is held within 60 days of application; however TAC slots are limited.	This deadline refers to written sign off being obtained by all County agencies. A submittal must be received <u>at least three (3) weeks prior to this deadline</u> to allow for review/sign off.	This deadline refers to the last day an applicant can provide an Affidavit of Posting and Photos to the assigned Planner.	Dates in bold indicate meetings of the Maricopa County Zoning, Infrastructure, Policy, Procedure & Ordinance Review Committee (ZIPPOR) committee.	These dates typically follow the preceding P&Z date unless the case is continued or the P&Z does not take action.
TAC meetings	County Agency sign off deadlines	Affidavit of Posting and Photo deadlines	P&Z Hearings/Meetings	Board of Supervisors Hearings/Meetings
January 15, 2019	October 29, 2018	N/A	November 29, 2018**	January 9, 2019
February 5, 2019	November 13, 2018	November 16, 2018	December 13, 2018 *	January 16, 2019
February 19, 2019	December 17, 2018	December 21, 2018	January 17, 2019	February 13, 2019
March 5, 2019	December 31, 2018	January 4, 2018	January 31, 2019	February 27, 2019
March 19, 2019	January 14, 2019	January 18, 2019	February 14, 2019	March 13, 2019
April 2, 2019	January 28, 2019	N/A	February 28, 2019**	March 27, 2019
April 16, 2019	February 11, 2019	February 15, 2019	March 14, 2019	April 10, 2019
May 7, 2019	February 25, 2019	March 1, 2019	March 28, 2019	April 24, 2019
May 21, 2019	March 11, 2019	March 15, 2019	April 11, 2019	May 8, 2019
June 4, 2019	March 25, 2019	March 29, 2019	April 25, 2019	May 22, 2019
June 18, 2019	April 15, 2019	April 19, 2019	May 16, 2019	June 12, 2019
July 2, 2019	April 29, 2019	N/A	May 30, 2019**	June 26, 2019
July 16, 2019	May 13, 2019	May 17, 2019	June 13, 2019	July 31, 2019
August 6, 2019	June 24, 2019	June 28, 2019	July 25, 2019	August 21, 2019
August 20, 2019	July 8, 2019	July 12, 2019	August 8, 2019	September 4, 2019
September 3, 2019	July 22, 2019	N/A	August 22, 2019**	September 18, 2019
September 17, 2019	August 12, 2019	August 16, 2019	September 12, 2019	October 9, 2019
October 1, 2019	August 26, 2019	August 30, 2019	September 26, 2019	October 23, 2019
October 15, 2019	September 9, 2018	September 13, 2019	October 10, 2019	November 6, 2019
November 5, 2019	September 23, 2019	September 27, 2019	October 24, 2019	November 20, 2019
November 19, 2019	October 7, 2019	October 11, 2019	November 7, 2019	December 11, 2019
December 3, 2019	October 21, 2019	N/A	November 21, 2019**	TBD
December 17, 2019	November 12, 2019	November 15, 2019	December 12, 2019	TBD

*The December 13, 2018 P&Z to be held at 501 N. 44th Street in the Gold/Platinum Conference Rooms.

** ZIPPOR to be held at 501 N. 44th Street in the Gold/Platinum Conference Rooms.



Planning and Development Department



WHAT TO EXPECT AT THE ONE STOP SHOP

Purpose: Provide customers with information about what to expect when submitting a comprehensive plan amendment application. This information sheet includes the application material checklist, fee schedule, and a three step process for application submittal.

Location: Maricopa County Planning & Development Department
501 N. 44th Street, Suite 200 Phoenix, AZ 85008

Business Hours: 8:00 a.m. – 5:00 p.m. Monday through Friday, except holidays (new application submittals must be submitted no later than 4:30 p.m.)

STEP 1 - Reception: Proceed to the One Stop Shop Reception desk to obtain a call ticket for the application submittal. Provide the receptionist your name and specify the type of planning application.

STEP 2 - Intake Counter: One Stop Shop customer service will call your ticket number and evaluate the application materials for completeness. Once the application materials are accepted a tracking number will be provided and staff will advise you to proceed to the cashier to process application payment. The following is a list of required application materials: **(Please note, if any documentation is missing your application may not be accepted during the intake process, please be sure to follow this checklist).**

Development Master Plan Submittal Documents	
	1 copy – Pre-application meeting form
	2 copies – Application
	1 copy – Official Recorded deed or unofficial deed
	2 copies – Narrative Report with land use display map in color folded, collated and stapled (24" x 36")
	1 CD or jump drive – Electronic version of application materials
	1 copy – Public Participation Plan
	2 copies – Traffic Impact Study
	2 copies – Master Drainage Plan

STEP 3 – Cashier - Processing Payment: The cashier will call your ticket number, request your application tracking number, advise you of the total application fees and request your method of payment. Maricopa County accepts cash, check, or credit card. Please make checks payable to: **MARICOPA COUNTY**. We currently accept Visa, MasterCard, Discover, and American Express for credit card payment. **Please note that proper payment in full, based upon the following fee schedule, is required at the time of application:**

Development Master Plan Application Fee Schedule	
Reviewing Agency	Development Master Plan
Planning	DMP \$2,000 + \$20 per acre or portion thereof (\$100,000 max. fee) DMP Amendment \$2,000 + \$20 per acre or portion thereof (\$100,000 max. fee) Modification of Condition/s \$500 per condition (\$1,000 min., \$5,000 max.)
Drainage	DMP if required \$6,000 for sites up to 640 acres + \$10 per acre for sites over 640 acres (\$80,000 max.) If concurrent review of DMP and Plats, the lower fee will be waived. Contact Drainage to verify application fees prior to submittal. DMP Amendments \$3,000 for sites up to 640 acres + \$5 per acre for sites over 640 acres (\$40,000 max.) Modification of Condition/s \$60 per condition
MCDOT	\$500
MCESD	\$225