



CASE NO. _____
Accepted by: _____
Date: _____
Acct # 101-5400-00-4458
Fees: _____

REZONE PLANNING APPLICATION (PRE-APPLICATION REQUIRED)

(incomplete applications, including checklist, will not be accepted)

PROJECT INFORMATION (Completed by Applicant)			
Development/Project Name:			
Address/Location:			
Parcel Number(s): Section: Township: Range:	Pre-Application Meeting Date:	Pre-Application File No:	
	Planner:		
Gross Area (Acre/sq. ft.):	Net Area (Acre/sq. ft.):	Zoning:	
APPLICANT INFORMATION (Single point of contact)			
Name:	Company:		
Address:			
City:	State:	Zip Code:	
Phone Number:	E-mail address:		
Signature of Applicant:	Date:		
PROPERTY OWNER			
Name:	Company:		
Address:			
City:	State:	Zip Code:	
Phone Number:	E-mail address:		
Signature of Property Owner:	Date:		
Review times in accordance with SB 1598 Policy			

TO BE COMPLETED BY PLANNER	DELIVERABLES
	Development plan – 24"x36" folded to 9"x12" and drawn to scale (5 copies)
	ALTA survey – 24"x36" folded to 9"x12" and drawn to scale (3 copies)
	Site plan – 24"x36" folded to 9"x12" and drawn to scale (5 copies)
	Preliminary Traffic Study/Statement (2 copies)
	Preliminary Master Water Report (2 copies)
	Preliminary Master Drainage Report (2 copies)
	Preliminary Master Sewer Report (2 copies)
	Environmental Assessment Phase I (2 copies)
	Each item on the checklist scanned to disk or flash drive in PDF format and the property owners list spreadsheet in Excel format with label and date (1).
	View Corridor Analysis – MSED only (3 copies)
	Comprehensive Sign Plan (2 copies), bound
	Certificate of Adequate School Facilities (2 copies)

Signature: _____

Printed Name: _____

Company: _____

Date: _____

If you have any questions regarding items on this checklist, please contact your project planner.

PROPERTY DESCRIPTION

1. Location of the property.
2. Boundaries and size of property: total gross area, area devoted to street right-of-way, total net area (gross area minus perimeter streets).
3. Existing and proposed zoning.
4. Land use and zoning on adjacent and nearby properties.
5. Topography (residential only).
6. Legal description of the property including the boundaries and size of property. (Special Use Only)
7. Limits of the proposed special use. (Special Use only)

PROJECT DESCRIPTION

1. Overall description of the project, including the project theme and intended character of the development.
2. Justification for any increase in density and/or land use intensity from the General Plan Land Use Plan expectations – Please clearly define how this project exceeds City required standards to justify these changes.
3. Total number of dwelling units and density (residential only)
4. Description of any environmental impacts of the proposed use, including air pollution, noise, or impacts on the public infrastructure system of the surrounding area. (Special Use only)
5. Data table showing: (Special Use only)
 - a. Total gross area.
 - b. Area devoted to street right-of-way.
 - c. Total net area (gross area minus perimeter streets).

PROPOSED LAND USE DEVELOPMENT MAP

1. Proposed Land Use Development Map, including major access points, circulation patterns, and general land uses in a bubble diagram format.
2. Traffic analysis to support the major access points and circulation patterns.
3. Any proposed phasing plans.
4. The proposed circulation system for the site and its relationship to existing or planned streets in the adjacent area.

LAND USES

1. Identify the following for each proposed land use classification:
 - a. Permitted uses.
 - b. Conditional uses.
 - c. Accessory uses.
 - d. Prohibited uses.
2. Lot Mix Table (residential only), including:
 - a. Minimum lot dimensions.
 - b. Minimum lot area (square feet).
 - c. Number of lots.
 - d. Percentage of total lots.
3. Purpose, improvement, ownership, and maintenance of common areas and facilities and how these contribute to the intended character of the development (residential only).

DEVELOPMENT STANDARDS

1. Proposed development standards table including:
 - a. Setbacks.
 - b. Building heights.
 - c. Lot coverage.
 - d. Minimum house size (square feet) (residential only).
2. Lighting.
3. Screening – utilities, mechanical equipment, trash enclosures.
4. Walls and fences.
5. Parking standards.
6. Proposed screening, buffers, and transitions to uses on adjacent property and overall compatibility with existing and future land uses in the area.
7. Discussion of how development standards exceed City standards.
8. Discussion of comparable Avondale Residential Zoning District (residential only).

ARCHITECTURAL DESIGN CRITERIA

1. Architectural character.
2. Style.
3. Required features and common design elements.
4. Building mass.
5. Building materials – discussion of primary and accent materials.
6. Color palette – discussion of primary and accent colors.
7. Discussion of how design guidelines exceed City standards.
8. Sample conceptual elevations.

SITE DESIGN CRITERIA

1. Building orientation.
2. Parking, including covered parking, if applicable.
3. Screening.
4. Walls.

LANDSCAPING, PEDESTRIAN OPEN SPACE AND AMENITIES

1. Landscape theme and details.
2. General description of open space and how it contributes to the desired character of the development and requirements for pedestrian and open space amenities.
3. Design concept for entry features.
4. Design concept for perimeter walls and signs.
5. Table identifying the following information for each landscape tract (residential only):
 - a. Tract identification.
 - b. Area (square feet).
 - c. Improvements.
 - d. Amount of active open space (square feet).
6. Exhibit showing amenities of active open space tracts.

Development & Engineering Services Department

SIGNS

Comprehensive Sign Package, including:

1. Freeway Identification Signs, if applicable
 - a. Number of signs, including a justification for the proposed number of signs.
 - b. Sign area.
 - c. Sign height.
 - d. Number of panels in relation to the number of major tenants.
 - e. Sign design, including: font, color, construction type, lighting, materials, etc.
2. Freestanding Monument Signs
 - a. Number of signs, including a justification for the proposed number of signs.
 - b. Sign area.
 - c. Sign height.
 - d. Number of panels in relation to the number of major tenants.
 - e. Sign design, including: font, color, construction type, lighting, materials, etc.
3. Wall Signs
 - a. Number of signs, including a justification for the proposed number of signs.
 - b. Maximum sign area and method for calculating sign area, including a justification for each type.
 - c. Location of signage of building walls.
 - d. Wall sign design, including: font, color, construction type, lighting, materials, etc.
4. Temporary signage.
5. Window graphics.

INFRASTRUCTURE

1. Road improvements, right-of-way, easements.
2. Utilities, including: water, sewer, electric, natural gas, etc. (See General Engineering Requirements)
3. Grading and drainage. (See General Engineering Requirements)
4. Required off-site improvements.
5. Proposed phasing plans, if applicable.

OWNERSHIP AND MAINTENANCE

1. Purpose, improvement, ownership, and maintenance of common areas and facilities and how these contribute to the intended character of the development.
2. General description of proposed conditions, covenants, and restrictions that will be enforced by the property owners' association.
3. Discussion of plans for ownership.

CONFORMANCE WITH PLANS

1. Discussion on how the proposal meets the goals and objectives of the General Plan and any applicable Specific Area Plan.

MASTER SITE PLAN AND SITE PLAN REVIEW

1. Discussion of development and approval of a Master Site Plan that establishes the intended scale, circulation, and character of the development as well as subsequent site plan approval for individual tenants and freestanding pads.

Development & Engineering Services Department

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Address all of the following:

Location

- Nearest intersecting streets of the property.
- Size of the property (acreage).

History

- Date annexed.
- Date zoned to Planned Area Development (PAD).
- Subsequent action(s) with staff, the Planning Commission, or City Council after zoning to PAD. List all dates. Be sure to list all approvals.

Request

- State each development standard that is being requested to be amended.

Justification

- Provide a justification for each requested amendment.
 - Why is this amendment needed?
 - What positive effects will this amendment have on the existing development, on the future development, and the surrounding properties?

The project narrative is requested to provide the staff, Commission, and Council with the information necessary to fully evaluate the specific rezoning and development proposal.

Please address the following topics in your narrative; additional information may be included:

1. a. Describe unusual physical features or characteristics of the site which present opportunities or constraints to development.
 - b. Narrative or sheet identifying flood zones and other significant natural or manmade features such as rivers, canals, washes, wells, reservoirs, etc.
2. Type of development and uses proposed by this zoning request.
3. State how your proposal is consistent with the General Plan and applicable Specific Plans, referencing goals and objectives of the applicable plans.
4. Discuss your proposal's compatibility with the surrounding land use and zoning patterns.
5. Describe in detail any proposed unique design considerations beyond Zoning Ordinance requirements that reduce development impacts and further compatibility with on-site and adjacent land uses and zoning.
6. State why the property as zoned is not suitable for the uses allowed under the proposed zoning.
7. Proposed circulation plan showing location of significant streets, etc.
8. a. Preliminary traffic analysis indicating traffic demands.
 - b. Preliminary water and sewer analysis discussing availability and demand of proposed zoning, necessary improvements, location of proposed connections, etc.
 - c. Preliminary drainage analysis addressing area and site issues including proposed retention basins, on and off site flows, etc.



CERTIFICATE OF ADEQUATE SCHOOL FACILITIES

An application for _____ has been submitted to the City of Avondale, Development & Engineering Services Department, for review.

Project: _____ Project Manager: _____
Request: _____ Acreage/Parcel Size: _____
Current Density Allowed: _____ Density Proposed: _____
Total number of residential units proposed: _____

As an authorized representative of the District, please complete the questionnaire below.

Does the District have adequate capacity to accommodate the estimated enrollment from the proposed development?

Yes _____ No _____

If answered no, please summarize the needs of the district as they relate to serving the students generated by the proposed development.

Is a school site within the proposed development needed? Yes _____ No _____

If answered yes, how many acres is needed for the school site? _____

Is the district currently working with the developer to provide or help meet the needs identified above through a developer assistance or impact agreement? Yes _____ No _____

If answered yes, please explain below:

****If additional writing space is needed, please attach pages to this form****

Date Reviewed: _____

School District: _____

District Superintendent: _____

Phone #: _____

E-mail: _____

Signature: _____

It is the developer's responsibility to ensure that this form is completed by an authorized representative of the District noted above and returned to the Development & Engineering Services Department prior to the scheduling of any City Council meetings

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The Public Participation Process is designed to foster civic engagement and create a proactive environment through an applicant-initiated Neighborhood Meeting and through public hearing notifications. The Neighborhood Meeting and public hearings give property owners and residents within the City of Avondale the opportunity to participate in important public processes. Applicant arranges for the facilities and bears all costs associated with the Neighborhood Meeting. Applicant will work with Planning Division staff to schedule the Neighborhood Meeting date, location, and time.

Methods of notification are:

1. Newspaper publication notification – The applicant is required to publish all notices. A notice must be published one time in a newspaper of general circulation within the City of Avondale at least fifteen (15) days prior to the day of the Neighborhood Meeting or public hearing. The City of Avondale utilizes the Southwest Valley Republic for notification purposes. City staff will provide the meeting notification information to the applicant and the applicant will work directly with the publication agency to ensure all information is processed, paid for, and published. Failure to publish meeting notifications will result in a continuance of the case.
2. Mail Distribution Notification – Notices must be mailed to all property owners within 1,000 feet of the subject property at least fifteen (15) days prior to the Neighborhood Meeting or hearing. The applicant is responsible for providing an electronic list, in Excel .xlsx format, of the names and addresses of property owners within that radius as well as a map. Planning Division staff will prepare and mail the requisite notice(s) using first-class postcards.
3. On-Site Posting – The applicant must post (or update) a 4' x 8' sign upon the subject property at least fifteen (15) days prior to a Neighborhood Meeting or hearing. The sign format and information must be in accordance with the sign standards established by City staff. The applicant is responsible for site postings and shall provide information and a picture to the Planning Division that the sign has been placed.

Due to State Statues, General Plan Amendments will require additional notifications. Contact the assigned Planner to obtain more information.

The Neighborhood Meeting is an opportunity for the applicant to meet with citizens and other interested parties to share details and receive comments regarding the development proposal. Neighborhood Meetings are required for all public hearing items and shall conform to the following standards:

- A.** The Zoning Administrator or designee shall notify applicants when they may proceed with a Neighborhood Meeting, and applicants shall work with the Zoning Administrator or designee to schedule the Neighborhood Meeting date, location, and time that is convenient for citizens.
- B.** The Neighborhood Meeting shall be held as early in the review process as feasible to give citizens ample opportunity to comment on the development, but late enough in the review process to ensure that the proposal will not significantly change between the Neighborhood Meeting and the start of the approval process.
- C.** The Neighborhood Meeting shall be held after a second (revised) submittal of application materials and prior to the scheduling of any public hearings.
- D.** The applicant shall arrange for the facilities and bear all costs associated with the meeting, including all required notifications.
- E.** Neighborhood Meetings shall be scheduled between Monday and Thursday after 6:00 pm to ensure the majority of residents can attend.
- F.** Neighborhood Meetings shall be held within the corporate limits of the City of Avondale. And relative in a location within a proximity to the project site.
- G.** Within four (4) business days of any Neighborhood Meeting, the applicant shall provide a narrative report summarizing any questions, issues, or concerns expressed at the meeting and how those are or may be addressed. A copy of the sign-in sheet showing all who attended shall also be provided.

Development & Engineering Services Department

This packet contains a number of different documents, which are required to be submitted or processed at various times during review. Some items are required at first submittal; some are required later in the process. In addition, notifications are completed by Planning Division staff as noted:

1. **Instructions for property ownership list and map** – This page contains instructions for obtaining a list of all property owners within 1,000 feet of the subject property and creating a map of properties within 1,000 feet of the subject property. Required deliverable: At first submittal a list of property owners within 1,000 feet in electronic format and map showing properties within 1,000' are required.
2. **Affidavit – Property Owners List** – This document affirms that the property owners list and map discussed above are accurate. Required deliverable: At first submittal this affidavit is required.
3. **Site posting requirements** – Instructions for posting notice signs on property. Required deliverable: None.
4. **Neighborhood Meeting and public hearing sign** – Template for Neighborhood Meeting/public hearing sign. Note: sign may need to be updated as meeting dates are confirmed throughout the process. Required deliverable: Photographs of sign(s) upon posting and updating.
5. **Affidavit of posting** – This document affirms that the sign has been posted as required. Required deliverable: This affidavit is required to be submitted when the sign is first posted (or updated).
6. **Legal notice procedures** – Instructions for submitting legal advertisements to the newspaper for Neighborhood Meetings, Planning Commission hearings, and City Council hearings. Required deliverable: No required deliverables to staff; staff will keep a copy of the advertisement from the newspaper.
7. **Affidavit of sign removal** – This document affirms that the sign will be removed in a timely manner (within 7 days of final decision). Required deliverable: This affidavit is required to be submitted when the sign is first posted.

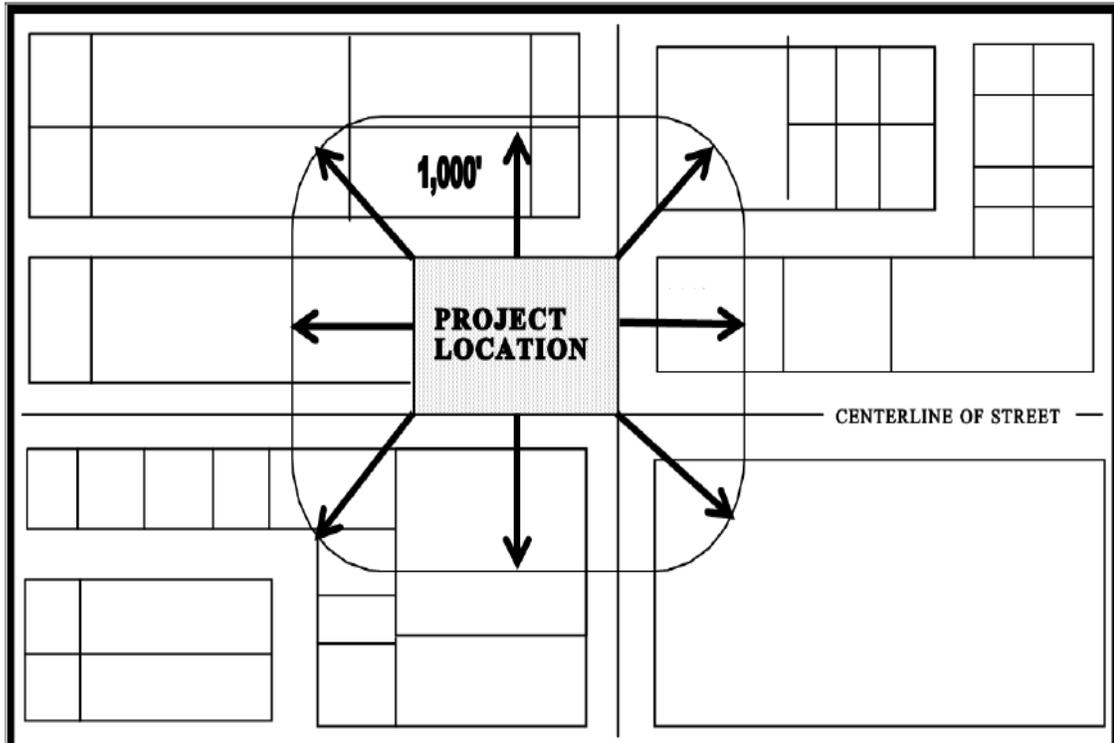
NOTE: City staff is responsible for notification postcards to be mailed to property owners within 1,000 feet of the subject property at least fifteen (15) days prior to the Neighborhood Meeting and public hearings.

INSTRUCTIONS FOR PROPERTY OWNERSHIP LIST AND MAP

1. The applicant will obtain names and addresses of property owners within 1,000 feet of the site boundaries from the Maricopa County Assessor's Office, <http://maps.mcasessor.maricopa.gov/> or from a title company using the last declared record of owner.
2. The applicant will provide a digital file in specific Microsoft Excel format as shown below, containing the Assessor's Parcel Number (APN), property owner names, and addresses, each in a separate column. Verify information is correct and complete.

	A	B	C	D	E	F	G
1	APN	Owner	MAIL_ADDR1	MAIL_CITY	MAIL_STATE	MAIL_ZIP	MAIL_COUNTRY
2	10231375	2013-1 IH BORROWER LP	901 MAIN ST STE 4700	DALLAS	TX	75202	USA
3	10231126	A AND S CORPORATION	10450 W MCDOWELL RD STE 101	AVONDALE	AZ	85392	USA
4	10231415	ABDO STEPHEN P/ELIZABETH M TR	25291 DERBYHILL DR	LAGUNA HILLS	CA	92653	USA
5	10231127	AMERICAN MINI STORAGE - AVONDALE LLC	729 QUIET HILLS FARM RD	ESCONDIDO	CA	920297309	USA

3. The applicant shall prepare parcel map showing subject property and all parcels within 1,000 feet of the project boundaries according to the County Assessor's Office or Title Company. See typical map below.
 4. Where land that is the subject of a proposed change abuts or affects adjacent municipalities or unincorporated areas of the county, copies of the notice postcards shall be transmitted by City staff to the planning agency of the appropriate jurisdiction.
 5. Where a Homeowners' Association (HOA) is within the 1,000 ft radius of the proposed project, copies of the notice postcards shall be transmitted by City staff to the appropriate HOA address.



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AFFIDAVIT – PROPERTY OWNERS LIST

Date: _____ Project Name: _____ Case No.: _____

Address /Legal Description of Property:

I, _____ certify that I am the authorized applicant to the City of Avondale for the above application, and do hereby affirm the attached listing of names and addresses accurately reflects the ownership of property within 1,000 feet of the above property boundaries, according to the Maricopa County Assessor records on ____/____/____.
Month Day Year

Applicant/Representative Signature: _____ Date _____

STATE OF _____)
County of _____) ss.

The foregoing instrument was acknowledged before me this _____ day of _____, 20____.

Notary Public
My Commission Expires:

Sign Specifications:

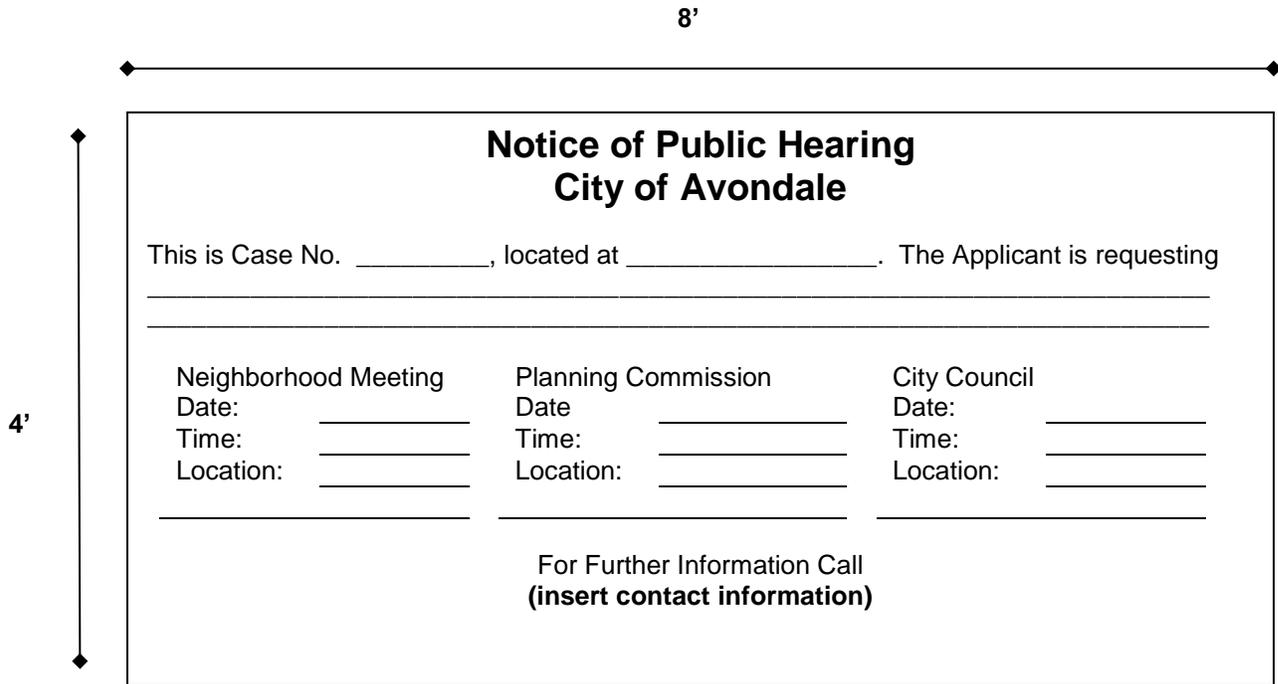
1. 4'x8' in size.
2. Signs must be doubled sided and attached to two 4"x4"x8' wood posts.
3. Laminate plywood or MDO board.
4. The color of the sign shall be white with black lettering.
5. Signs are to be placed perpendicular to the street.
6. All information shall be evenly spaced and organized in a readable manner. The phrase "City of Avondale Public Hearing Notice" shall be printed at the top of the sign in a minimum letter size of 4" inches. The sign shall contain the case number, project location, description of the request, time, date, and location of the scheduled meetings and contact for the City of Avondale. For all applications that require Planning Commission and City Council hearings, if the date, time, and location of the Planning Commission and City Council hearings are unknown at the time of posting, adequate space shall be reserved on the sign to be updated when that information is known. Lettering for this text shall be a minimum of 3" inches.
7. Updates with Planning Commission and City Council information shall be in bold lettering.

Site Posting Instructions:

1. Post site at least 15 days prior to date of first hearing. Maintain posting until final City Council meeting.
2. Sign(s) shall be placed in the most visible location available (as specified by the City planner) and in such a manner that no landscaping or other obstruction would impair the visibility of the signs from the street.
3. The applicant must remove the signs within one week after the final decision by the City Council.
4. You may use the sign vendor of your choice.
5. At least 15 days prior to the hearing, the applicant must send to the Development Services Department the following information:
 - Notarized Affidavit of posting.
 - Photo of signs posted on site and additional photos thereafter of any updates of date/times made to signs.
 - Notarized Affidavit of sign removal.

NOTE: Multiple signs may be required depending on size and scope of project

Any deviation from these policies is grounds for continuation of the case until the requirements have been met.



- Black lettering with a minimum letter size of 4” for Notice of Public Hearing and City of Avondale. Minimum letter size of 3” for Case No, Project Location, and Proposal/Project Description, Time, Date, Location of Public Hearings, and Contact for the City of Avondale (with phone number) per example attached; updates in **bold** lettering.
- Height of sign 8’ from finished grade to top of sign
- Double-sided
- Perpendicular to the street if feasible and does not block sight visibility triangle
- Sign must remain in place for the duration of the public participation process

The applicant is required to publish all notices. Notices are to be a minimum of 1/8th page. Display ad and are to be printed in the Wednesday edition of the Southwest Valley Republic at least 15 days prior to the date of the public hearing. All notices are to be submitted to the Southwest Valley Republic by the applicant through the contact information below.

Once City staff have determined that a case can proceed to a public hearing, staff will provide the applicant specific dates with the notice(s) to be printed.

Wednesday advertisements are due to the Southwest Valley Republic by 3pm on the Wednesday before the notice is to be printed. Payment is due upon submittal.

In order to receive a quote for the price of a notice, the notice must be submitted to the Southwest Valley Republic by Tuesday, eight days before the notice is to be printed.

Once the Southwest Valley Republic has received and processed payment, an Affidavit of Payment will be issued to the applicant. The applicant is required to provide City staff with a copy of the Affidavit of Payment no later than three days following the publishing of the notice.

It is the applicant's responsibility to ensure that the notice is submitted to the Southwest Valley Republic and paid for in time to be printed on the date determined by City staff.

Contact information for the Southwest Valley Republic:

Legal advertisement/classified
200 E Van Buren Street
Phoenix, AZ 85004
602-444-4920 (phone)
602-444-4302 (fax)
Legal.advertising@pni.com

Missed advertising dates will result in a continuation of the application.



AFFIDAVIT OF SIGN REMOVAL

Case No: _____

Project Name: _____

Project Location: _____

Date Sign Removed: _____

It is the responsibility of the applicant to remove the signs within one week after the final decision by City Council.

I confirm that, as required above, all signs have been removed from the property in the case noted above.

Applicant/Representative Signature

Date

STATE OF _____)

) ss.

County of _____)

The foregoing instrument was acknowledged before me this _____ day of _____
20____.

Notary Public

My Commission Expires:

**Return completed and notarized affidavit to the Development & Engineering Services Department.
Failure to provide affidavit and remove signs one week after Council decision shall result in the
decline of proceeding submittals.**

Development & Engineering Services Department

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