



REZONING PRE-APPLICATION

Revised April 2010

REZONING PRE-APPLICATION

PROCESS GUIDE AND APPLICATION

“PAPERLESS” – PLEASE SEE CHECKLIST ON PAGE 3 FOR DETAILS

Town of Gilbert
Planning and Development Services Division
90 East Civic Center Drive
Gilbert, Arizona 85296

Phone 480/503-6700

Fax 480/497-4923

Home Page: <http://www.gilbertaz.gov>

Forms: <http://www.gilbertaz.gov/eservices/planning/default.cfm>

PRE-APPLICATION PROCEDURES REZONING

The Town has implemented a Pre-Application review for all applications to amend the text of the Zoning Code, a zoning ordinance, or the Official Zoning Map. The Pre-Application process was created to involve citizens and to streamline the overall process. Please note that this is a required review prior to the submittal of a Rezoning application. A General Plan pre-application, if applicable, may be processed concurrently. Please see fee schedule for current fee. A representative of the applicant must be present at the Pre-Application meeting.

The Pre-Application process takes approximately three weeks. Rezoning Pre-Application review process steps are as follows:

1. *Neighborhood Meeting Requirements* – Rezonings require at least one neighborhood meeting as part of the Pre-Application process. This neighborhood meeting can be the same one required for a General Plan amendment. Reference the Town of Gilbert’s Land Development Code Chapter I, Section 5.204: Neighborhood Meeting for more information regarding neighborhood meeting requirements. <http://www.gilbertaz.gov/planning/lde.cfm>
2. *Neighborhood Meeting Scheduling* –The applicant is required to schedule a neighborhood meeting to receive comments on the proposal. Neighborhood meetings have to be conducted a minimum of four calendar days prior to the Pre-Application meeting with the Town. The process is as follows:
 - a. Applicant faxes Neighborhood Meeting Request Form, draft notice, list and map of property owners to the Planning Technician by 4:00 p.m. on Thursday *prior* to Pre-Application submittal (480-497-4923 fax). An electronic submittal is preferred to conserve paper; please call (480) 503-6743 or (480) 503-6742 for the appropriate email. Please note that neighborhood meetings should be scheduled for 6:00 p.m. in the evening, Monday through Thursday. Please avoid public hearing nights if possible. The meeting should be held in a public place within a reasonable distance of the project. Meeting dates are available on our website at www.gilbertaz.gov.
 - b. The Planning Technician reviews proposed date, time and place of the neighborhood meeting, the draft notice and confirms information with the applicant. Confirmation of date, time and place of neighborhood meeting and notice with the Planning Technician is required in order to process the Pre-Application in a timely manner.
3. *Application Filing* – For an application to be accepted, the applicant must provide all of the required information described on the submittal checklist at the time of application submittal. Applications are accepted daily until 6:00 p.m. Monday through Thursday. Applications received by 6:00 p.m. Thursday will be scheduled for the next available Monday meeting. When Thursday is a Town recognized holiday, those submitted by 6:00 p.m. Wednesday will be scheduled for the next available Monday meeting. If the schedule is full, the project will be scheduled for the next available Monday meeting. If Monday is a holiday the pre-application meeting will be held on Tuesday.

4. *Staff Review of Submitted Application* – Staff conducts an initial review of the proposal. The applicant is notified of meeting time and place for the Pre-Application meeting.
5. *Neighborhood Notice* – For the Neighborhood Meeting, the applicant must mail the Neighborhood Meeting notice by first class-mail at least ten (10) calendar days prior to the Neighborhood Meeting to the following:
 - a. All property owners of record within three hundred (300) feet of the site unless the site is located within the General Plan Santan Character Area, in which case property owners within six-hundred sixty (660) feet are to be notified;
 - b. All Homeowners Associations within one thousand (1000) feet of the site that are registered with the Town of Gilbert Neighborhood Services Office, the Arizona Corporation Commission or identified on the Maricopa County Assessor’s website (www.maricopa.gov/assessor);
 - c. All neighborhoods within one thousand (1000) feet of the site registered with the Town of Gilbert Neighborhood Services Office; and
 - d. Any person or group who has requested notice in writing.

The Planning and Development Services Manager may expand the notification area set forth in this section if it is determined that the potential impact of the project extends beyond the required notification boundary. The applicant must submit a signed affidavit of mailing prior to public hearing. Failure of the applicant to provide evidence of mailing will result in a postponement of the public hearing item. The applicant will be charged a fee for the postponement.

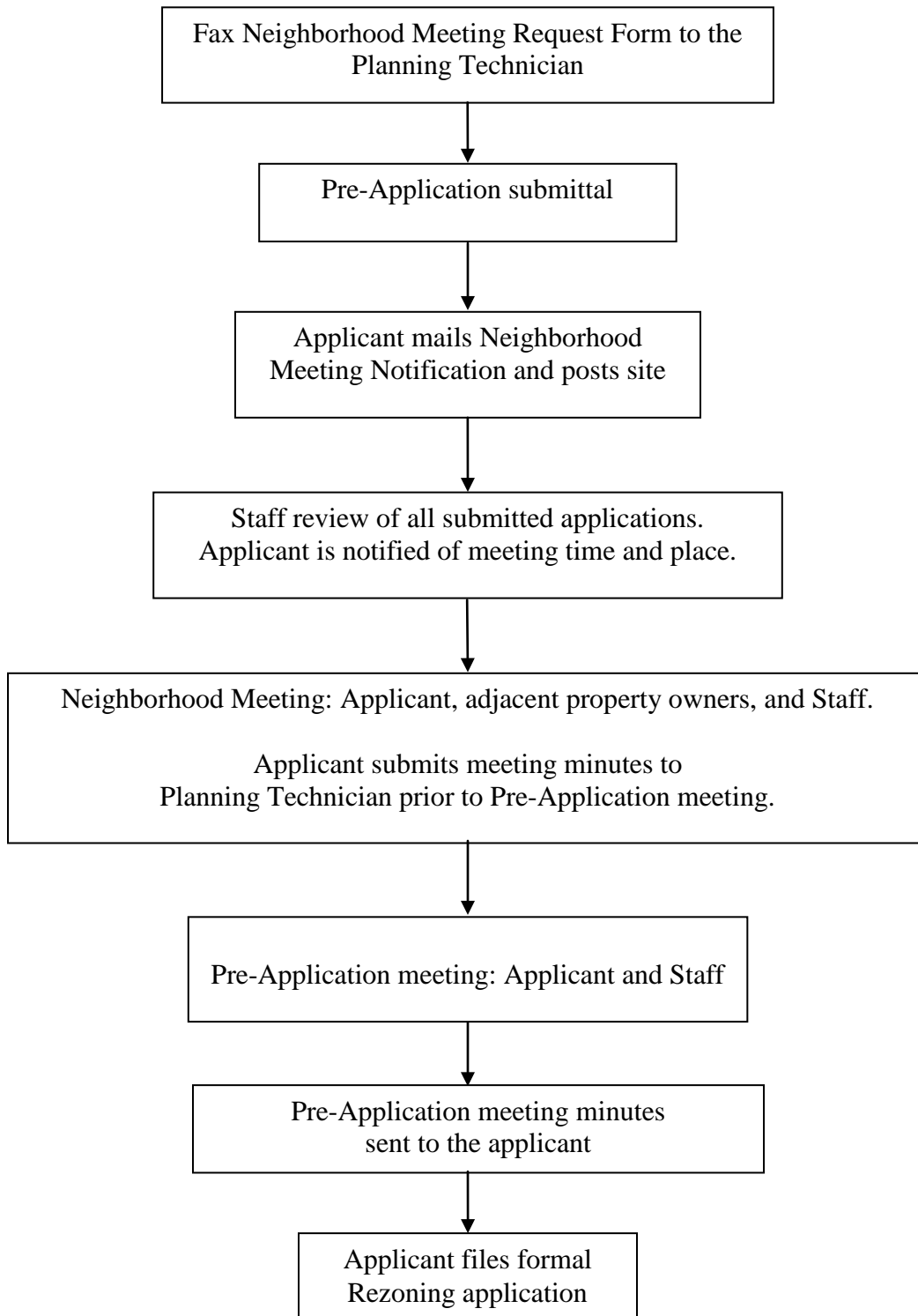
6. *Property Posting (Sign)* – The Notice of Neighborhood Meeting must be posted at least ten (10) calendar days prior to the date of the Neighborhood Meeting. The applicant is responsible for posting the sign on the property, subject to the following specifications and requirements:
 - a. Posting, maintenance, and removal of signs are the responsibility of the applicant. All signs must be removed by the applicant within ten (10) days of the Neighborhood Meeting. If the sign is not removed on time, the Town will remove the sign and charge the applicant a removal fee;
 - b. The signs must comply with the attached sign criteria; and
 - c. The applicant must submit a signed and dated affidavit of posting and color photos of the posted sign(s) prior to the Neighborhood Meeting.
7. *Neighborhood Meeting Procedure* – The applicant must conduct the meeting in a format approved by the Planning and Development Services Manager. Following the meeting, which the Town staff may attend, the applicant must create a written summary of the meeting, including comments received and the sign-in sheet. Staff may augment the meeting record as necessary to provide an accurate record of the proceedings.

8. *Record of Proceedings* – The written meeting summary must be provided to the Planning Technician by 12:00 p.m. Please submit electronically Friday preceding the scheduled Pre-Application meeting. Failure to submit meeting minutes by this date will cause the Pre-Application meeting to be rescheduled. The record must include:
 - a. Certification on business letterhead that the meeting was noticed and conducted in compliance with requirements of this section; and
 - b. A written summary of the meeting prepared, including the sign in sheet and a list of all attendees' names and addresses.

9. *Pre-Application Meeting* -
 - a. The applicant or representative meets with staff of all affected departments to discuss the project and pertinent issues; and
 - b. Minutes of the Pre-Application meeting will be sent to the applicant within two weeks following the meeting.

10. *Additional Neighborhood Meetings* – The Planning and Development Services Manager may require that one or more additional neighborhood meetings be held. If the application is substantially modified from what was presented at the neighborhood meeting, a second neighborhood meeting may need to be held to present the modified application.

Rezoning Pre-Application Process



REZONING PRE-APPLICATION CONTENT REQUIREMENTS

PLEASE HELP US CONSERVE PAPER.

SUBMIT ALL DOCUMENTS ON A CD AND SUBMIT PAGES 1 & 2 OF THE APPLICATION AS A HARD COPY.

CONVENTIONAL REZONING

1. Project Narrative

- Description of proposed project;
- Description of proposed base zoning districts and uses; and
- Information on how the project complies with the General Plan and any other adopted plans or zoning requirements.

2. Zoning Exhibit - please show dimensions clearly as we will be reviewing on a computer screen

- Vicinity Map;
- Scale, north arrow, and dimensions;
- Proposed zoning district boundaries;
- Adjacent rights-of-way and easements showing existing and future improvements;
- Availability of public utilities;
- Adjacent zoning districts and adjoining lot lines within 300 feet;
- Uses and structures on adjacent parcels within 300 feet;
- Project Data Table:
 - Gross and net acres;
 - Density (based on gross acres);
 - Current and proposed base zoning district(s) and General Plan classification(s); and
 - Percent of total acreage in each base zoning district.

-OR-

REZONING WITH PAD OVERLAY

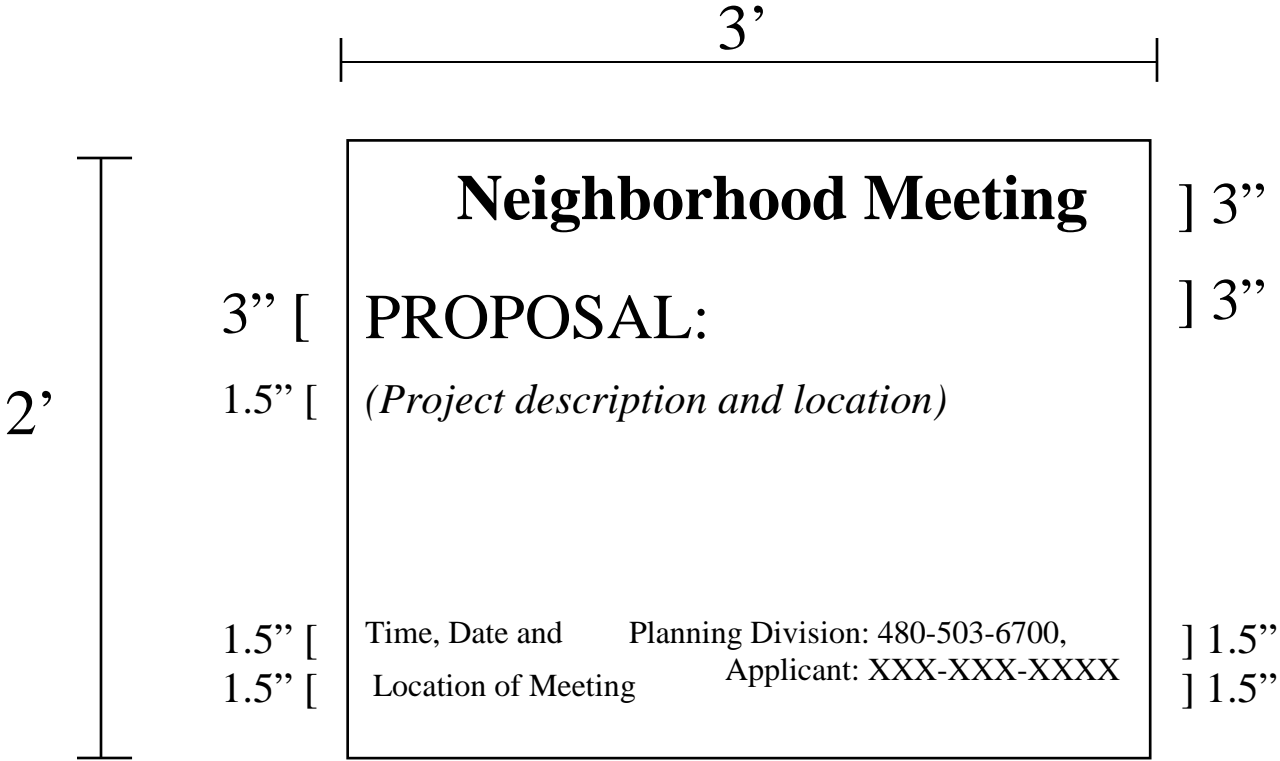
1. Project Narrative

- Description of proposed project;
- Description of proposed base zoning districts and uses;
- Justification for proposed zoning deviations and standards; and
- Information on how the project complies with the General Plan and any other adopted plans or zoning requirements.

2. Zoning Exhibit/Conceptual Development Plan - please show dimensions clearly as we will be reviewing on a computer screen

- Vicinity Map;
- Scale, north arrow, and dimensions;
- Proposed zoning district boundaries;
- Adjacent rights-of-way and easements showing existing (use dash lines) and future improvements (use solid lines);
- Proposed points of access to streets and adjacent properties;
- Conceptual drainage;
- Availability of public utilities;
- Conceptual site plan and/or layout;
- Adjacent zoning districts and adjoining lot lines within 300 feet;
- Uses and structures on adjacent parcels within 300 feet;
- Off-site improvements, if any;
- Project phasing, if applicable; and
- Project Data Table:
 - Gross and net acres;
 - Density (based on gross acres);
 - Current and proposed base zoning district(s) and General Plan classification(s);
 - Percent of total acreage in each zoning category;
 - Development standards (i.e. setbacks, height, lot coverage, lot dimensions) showing both proposed and existing standards;
 - Approximate number of dwelling units (Residential only);
 - Approximate square footage of proposed non-residential uses;
 - Minimum setbacks and lot coverage; and
 - Open space/landscape retention areas and percentages.

Criteria for Neighborhood Meeting Sign
(Minimum Dimensions)



- Colors: Body to be Brilliant Yellow and lettering to be Flat Black.
- Height: Sign must be 6 feet from finished grade to the top of the sign.
- Contact the Planning Division regarding placement and number of signs.
- Sign(s) must be placed within 25 feet of the largest adjacent street(s).
- Applicant must post sign at least 10 calendar days prior to the meeting date.
- Applicant must remove sign within 10 working days after the Neighborhood Meeting.



REZONING

PRE-APPLICATION APPLICATION

- ✓ PAGE 1 & 2 ARE THE ONLY HARD COPY PAPERS NEEDED WITH THIS APPLICATION - ALL EXHIBITS ON THE CHECKLIST SHALL BE SUBMITTED IN A .PDF FORMAT ON A CD.
✓ PLEASE SAVE FILES SO THEY MAY BE PRINTED TO SCALE IF WE NEED TO PRINT THEM

Project Name: _____ Received By: _____

Address or Location: _____

Request: [] Rezoning

Date of Neighborhood Meeting _____

Current Zoning District: _____ Proposed Zoning District: _____

Tax Parcel Numbers: _____

Gross Acres: _____

General Plan Character Area: [] Santan [] Heritage District
(if applicable) [] Gateway [] Morrison Ranch

Overlay Zoning District: [] Santan Freeway Corridor [] Phoenix Mesa Gateway
(if applicable) [] Vertical Development Airport

Property Owner:

Company: _____

Contact Name: _____ E-mail: _____

(print) _____

Address: _____

City, Zip: _____

Phone: _____ Fax: _____

Signature: _____ Date: _____

* A letter of authorization from the property owner is required if the application is not signed by the owner.

Applicant/Contact:

Company: _____

Contact Name: _____ E-mail: _____

(print) _____

Address: _____

City, Zip: _____

Phone: _____ Fax: _____

Signature: _____ Date: _____

This sheet must be turned in with application

Fee Calculation Sheet

(For Town Use)

Pre-Application Meeting - Rezoning \$ _____

Subsequent Meeting (within 1 year per property) \$ _____

FOR STAFF USE ONLY

Submittal Date	_____	EDEN Permit Number	_____
Case Number	_____	EDEN Permit Type	PPZO
Pre-Application Meeting Date:	_____	Subsequent Meeting	<input type="checkbox"/> Yes <input type="checkbox"/> No
Fee Paid		Receipt Number	

Rezoning Pre-Application Checklist

An incomplete application will not be accepted unless a waiver of any of the submittal requirements are documented by Town Staff in the Town's Customer Agreement Binder prior to submittal.

PLEASE HELP US CONSERVE PAPER.
SUBMIT ALL DOCUMENTS ON A CD AND SUBMIT PAGES 1 & 2 OF THE APPLICATION AS A HARD COPY.

REQUIRED MATERIALS	Applicant Checklist	Staff Verification
Fee (see Planning Fee Schedule) http://www.gilbertaz.gov/busdev/devsvc.cfm	<input type="checkbox"/>	<input type="checkbox"/>
Provide date of scheduled Neighborhood Meeting on Application-page 1	<input type="checkbox"/>	<input type="checkbox"/>
Provide a copy on the CD <i>and</i> submit the original – Application (pages 1 and 2 only)	<input type="checkbox"/>	<input type="checkbox"/>
Provide a copy on the CD only - Project Narrative	<input type="checkbox"/>	<input type="checkbox"/>
Provide a copy on the CD only - Copy of the letter by which property owners were notified of the neighborhood meeting	<input type="checkbox"/>	<input type="checkbox"/>
Provide a copy on the CD only - of the proposed zoning exhibit and preliminary development plan (24" x 36") save in a format that allows the Town to print to scale if needed	<input type="checkbox"/>	<input type="checkbox"/>
Neighborhood Notice:		
Provide a copy on the CD only - A parcel map highlighting properties within 300 feet, or 660 feet for properties in the Santan Character Area. Homeowners Associations and neighborhoods within 1000 feet of the property of the site	<input type="checkbox"/>	<input type="checkbox"/>
Provide a copy on the CD only - Typed names and addresses of all property owners identified on highlighted parcel map	<input type="checkbox"/>	<input type="checkbox"/>

STAFF ACTION ITEMS:

Staff

Neighborhood Meeting Minutes.....

Affidavit of Property Posting, including a time and date stamped photograph of sign on site, prior to the Neighborhood Meeting

Affidavit of applicant's mailing of Notice of Neighborhood Meeting prior to Neighborhood Meeting.....

(SAMPLE NEIGHBORHOOD MEETING NOTICE)

Notice of Neighborhood Meeting

_____, _____, 2010

Dear Neighbor,

You are cordially invited to a neighborhood meeting regarding a proposed Rezoning in your area.

The property of approximately XXX acres is located at the XX corner of XX Road. and XX Road. Our request will be for the Town of Gilbert to rezone the property from the current zoning classification of XXX to XXX, which could allow X development [*i.e. Single Family Residential (SF-7) to Neighborhood Commercial (NC), which would allow commercial development*]*. The location of this site is identified on the enclosed map. A neighborhood meeting will be held at the time and place listed below to discuss the proposed Rezoning and answer any questions you may have. If we elect to proceed with our application there will be future public hearings before the Town of Gilbert Planning Commission and Town Council, and you will be notified of those hearings.

The neighborhood meeting will be held:

Monday, Month xx, 2010
6:00pm
Name of the Facility
Street Address*

If you have any questions regarding this Pre-Application Neighborhood Meeting, please contact XX at XXX, (XXX) XXX-XXXX [*i.e. John Doe at Doe Development Corp., (480) 123-4567*]*.

Sincerely,

John Doe

Attachment: Project site map

* Examples given for clarification purposes only

AFFIDAVIT OF NEIGHBORHOOD NOTICE

The undersigned Applicant has complied with the Town of Gilbert's Neighborhood Meeting notification requirements for the Rezoning proposal, (PA10 -) located at _____ on this _____ day of _____, 2010.

Company Name

Applicant

Subscribed and sworn to me on this _____ day of _____, 2010 by _____.

IN WITNESS WHEREOF, I Hereto set my hand and official seal.

Notary Public

My Commission expires: _____

AFFIDAVIT OF SIGN POSTING

The undersigned representative on behalf of the applicant has complied with the Town of Gilbert's Neighborhood Meeting notification requirements for the Rezoning proposal, (PA10 -) located at _____ on this _____ day of _____, 2010.

(See attached photo exhibit of posted sign)

Sign Company Name

Sign Company Representative

Subscribed and sworn to me on this _____ day of _____, 2010 by _____.

IN WITNESS WHEREOF, I Hereto set my hand and official seal.

Notary Public

My Commission expires: _____