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# PIMA COUNTY COMPREHENSIVE PLAN

## FALL 2016 PLAN AMENDMENT PROGRAM

### Application Process Requirements

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[All information below is from *Pima County Zoning Code Chapter 18.89-Comprehensive Plan*]

#### 1. **INTRODUCTION**

**A. Application Submittal:** For the **Fall 2016 Comprehensive Plan Amendment Cycle**, completed applications *for non-major plan amendments only* (less than 640 acres in area) will be accepted between **August 1, 2016 and September 30, 2016**. Application form is attached below, available at the Development Services Department, and online at [www.pima.gov/developmentservices](http://www.pima.gov/developmentservices) (use links *Land Planning and Regulation > Long Range Planning > Comprehensive Plan Amendment Program and Application*). **Incomplete applications will not be accepted.**

**B. Purpose:** The twice-yearly 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 Comprehensive Plan's **Land Use Legend**, which may be found at [http://webcms.pima.gov/government/pima\\_prospers/](http://webcms.pima.gov/government/pima_prospers/) under the *Legend/Maps* tab at the bottom of the page; or, see Land Use Legend summary on **p.13, below**.

The Land Use Legend provides the Plan's link to the rezoning process. Rezoning or specific plan requests must conform with the Plan, as they relate to the land use objectives, residential density requirements and permitted zoning districts of the property's land use designation. 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 (although the Board may initiate a plan amendment at any time, except for major plan amendments (≥640 acres)).

**D. Pre-Application Meeting:** The applicant is strongly encouraged to meet with Planning Division staff to discuss applicant's proposed plan amendment request.

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

1. Completed and signed **Application Form (pp.5-11, below)**.
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
  - f. Special features, if any, such as washes, floodplain, steep slopes, riparian habitat
3. Processing fee (*Comprehensive Plan Amendment Fee Summary* is on **p.12, below**)

4. Ownership verification: Proof of ownership of the comprehensive plan amendment property is required. If the property owner is authorizing another agent to apply for the comprehensive plan amendment, an original letter of authorization from the owner is 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.
  - b. If the property is held in trust, a letter of authorization with an original signature of a trust officer, their 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, their title, and a list of the corporate officers is required.
5. One electronic copy of the entire application packet in PDF format – staff will scan hard copy applications if necessary

**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. Implementation of the **Arizona Growing Smarter Acts** 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
    - vi. growth areas (Focused Development Investment Areas, where applicable)
  - b. The implementation of other policies set forth in the Use of Land, Physical Infrastructure, Human Infrastructure and Economic Development sections of the Comprehensive Plan, and Special Area Policies and Rezoning 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 (pp.7-10, below)
2. Fulfillment of the Annual Plan Amendment Program's "Purpose", as stated in the Pima County Zoning Code, §18.89.040(B)(1) and (2), 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. Additional materials, including over-size maps, other exhibits, substantial narrative and other illustrations, may also be submitted electronically in PDF format. After application materials have

been reviewed by staff and found to be substantively complete, **generally within two weeks** of the application deadline, it may be necessary to coordinate with staff to remedy minor corrections or omissions to the application.

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. **Meetings should be held as early in the process as possible.**

## **2. PLANNING AND ZONING COMMISSION STUDY SESSION**

**A. Purpose:** If three or more non-major amendment requests or one major amendment request is received in a submittal period, Staff will hold a Study Session for the Commission to present basic information, establish the area of notification, and propose a tentative public hearing schedule for amendment requests. Staff will **not** make recommendations for approval or denial. Following the Study Session, owners and applicants will receive an approved schedule of public hearings.

## **3. ANALYSIS OF AMENDMENT REQUEST**

**A. Purpose:** Following the Commission Study Session, staff will perform a substantive analysis of each request to address consistency with Comprehensive Plan, Rezoning, and Special Area Polices. Staff will solicit input from the public and County and selected non-County technical reviewers to assess effect or impacts on: floodplains, 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 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.

## **4. 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 will make a **recommendation** to the Board (approval, modified approval, or denial) of the request.

**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; or, continue the hearing for the request for up to four months. The Board may also substantially change or alter an amendment request only after referring the altered request back to the Commission for its recommendation.

**5. DECISION OF THE BOARD OF SUPERVISORS**

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

The Board 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 previously 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 Special Area Policies and Rezoning Policies sections of the Comprehensive Plan - Pima Prospers website, and are located and numbered on the Planned Land Use planning area maps. Policy documents and maps are generally updated annually following completion of each plan amendment cycle.



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**PIMA COUNTY COMPREHENSIVE PLAN  
FALL 2016 PLAN AMENDMENT PROGRAM**

**Application**

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**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 PLANNING AREA(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 CONSERVATION LANDS SYSTEM**

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 (CLS) Category including Important Riparian Areas and Special Species Management Areas.

No      Yes                  Designation(s)\_\_\_\_\_

2. Identify whether the proposed project occurs in the vicinity of any of the six general areas identified as Critical Landscape Linkages identified on the CLS map (p.10, below).

No      Yes                  Area\_\_\_\_\_

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.

No      Yes                  Designation(s)\_\_\_\_\_

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.

No      Yes      Designation(s)\_\_\_\_\_

- 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>)

No      Yes

- 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.

No      Yes      Survey date(s)\_\_\_\_\_

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.

No            Yes

- 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?

No            Yes

- c. Have Pima pineapple cactus been found on the proposed amendment site?

No            Yes            Unknown

- 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.

No            Yes            Survey date(s) \_\_\_\_\_

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.

No            Yes

- 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?

No            Yes

- c. Have Needle-spined pineapple cactus been found on the proposed amendment site?

No            Yes            Unknown

- 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.

No            Yes            Survey date(s) \_\_\_\_\_

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.

No            Yes

- 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?

No            Yes

c. Have western burrowing owls been found on the proposed amendment site?

No            Yes            Unknown

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.

No            Yes            Survey date(s)\_\_\_\_\_



**SECTION VI. SUBMITTALS**

**THE FOLLOWING ITEMS MUST BE INCLUDED IN THE APPLICATION:**

- Site map - refer to Section 1(E) of this application form for requirements.
- Ownership verification:
  - Assessor's map and property inquiry (APIQ) printout.
  - Original letter(s) of authorization (if applicant is not the property owner).
  - If a trust, original signature of trust officer and list of beneficiaries (if applicable).
  - If a corporation, original signature with person's title and the list of corporate officers (if applicable).
- PDF or similar electronic version of 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

**SUMMARY  
FALL 2016 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](http://www.pima.gov/developmentservices)

**Notice of Public Hearings** (*assessed in addition to the base fee - typically **two** public hearings (Planning & Zoning Commission and Board of Supervisors) are required*)

- Each advertised public hearing ..... \$805

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

- Cultural and historic resources review ..... \$130

**Comprehensive Plan Amendment**

- Five (5) acres or less ..... \$1,402
- More than five (5) acres up to ten (10) acres ..... \$2,803
  - Per acre fee for each acre over ten (10) acres ..... \$141
  - Maximum fee (excluding public hearings) not to exceed ..... \$16,236

**Combination Comprehensive Plan Amendment and Rezoning** ..... \$1,908

**Continuances or changes of advertised application**

- For each continuance or change of advertised application at applicant's request ..... \$402

**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 or debit card, or check (payable to *Pima County Treasurer*).

**PIMA COUNTY COMPREHENSIVE PLAN – PIMA PROSPERS  
LAND USE INTENSITY LEGEND SUMMARY**

This summary lists what residential densities and zoning classifications are allowed under the different land use intensities for areas governed by the Pima County Comprehensive Plan, Pima Prospers. 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)*. The Zoning Code is available on the *MuniCode* website at the following address: [https://www.municode.com/library/az/pima\\_county/codes/code\\_of\\_ordinances](https://www.municode.com/library/az/pima_county/codes/code_of_ordinances).

	<u>Land Use Plan Designation</u>	<u>Allowed Residential Densities / Zoning Districts</u>
<b>CAC</b>	COMMUNITY ACTIVITY CENTER	Minimum density: 6 R/AC. Maximum density: as allowed by requested conforming zoning district.
<b>NAC</b>	NEIGHBORHOOD ACTIVITY CENTER	Minimum density: 5 R/AC. Maximum density: 12 R/AC.
<b>MFC</b>	MULTI FUNCTIONAL CORRIDOR	Minimum density: 6 R/AC. Maximum density: as allowed by requested conforming zoning district.
<b>MU</b>	MULTIPLE USE	Minimum density: 6 R/AC. Maximum density: as allowed by requested conforming zoning district.
<b>PDC</b>	PLANNED DEVELOPMENT COMMUNITY	Minimum density / Maximum density: as requested.
<b>HIU</b>	HIGHER INTENSITY URBAN	Minimum density: 8 R/AC. Maximum density: as allowed by requested conforming zoning district.
<b>MIU</b>	MEDIUM INTENSITY URBAN	Minimum density: 5 R/AC. Maximum density: 13 R/AC.
<b>MLIU</b>	MEDIUM LOW INTENSITY URBAN	Minimum density: 2.5 R/AC. Maximum density: 5 R/AC.
<b>LIU-3.0</b>	LOW INTENSITY URBAN 3.0	Maximum density: 3.0 R/AC.
<b>LIU-1.2</b>	LOW INTENSITY URBAN 1.2	Maximum density: 1.2 R/AC; or 2.5 R/AC with 45 percent open space; or 4 R/AC with 60 percent open space.
<b>LIU-0.5</b>	LOW INTENSITY URBAN 0.5	Maximum density: 0.5 R/AC; or 1.2 R/AC with 50 percent open space; or 2.5 R/AC with 65 percent open space.
<b>LIU-0.3</b>	LOW INTENSITY URBAN 0.3	Maximum density: 0.3 R/AC; or 0.7 R/AC with 50 percent open space; or 1.2 R/AC with 65 percent open space.
<b>RX</b>	RURAL CROSSROADS	Minimum density: 1.2 R/AC. Maximum density: 10 R/AC.
<b>RFV</b>	RURAL FOREST VILLAGE	Maximum density: 1.2 R/AC.
<b>MIR</b>	MEDIUM INTENSITY RURAL	Maximum density: 1.2 R/AC.
<b>LIR</b>	LOW INTENSITY RURAL	Maximum density: 0.3 R/AC.
<b>I</b>	INDUSTRIAL	Allowed zones : CB-1, CB-2, CPI, CI-1, CI-2, SP.
<b>HI</b>	HEAVY INDUSTRIAL	Allowed zones : CI-1, CI-2, CI-3, SP.
<b>RS</b>	RESOURCE SENSITIVE	Maximum density: 0.3 R/AC.
<b>RC</b>	RESOURCE CONSERVATION	Maximum density: None. Residential uses in specific situations only.
<b>RE</b>	RESOURCE EXTRACTION	Maximum density: 0.3 R/AC.
<b>MA</b>	MILITARY AIRPORT	Allowed zones: CB-1, CB-2, CPI, CI-1, CI-2, SP. New residential development is not a compatible use.

**SPECIAL AREA POLICY (SAP) and REZONING POLICY (RP) AREAS:**

Please visit [webcms.pima.gov/government/pima\\_prospers](http://webcms.pima.gov/government/pima_prospers) under Land Planning and Regulation > Long Range Planning > Comprehensive Plan Update – Pima Prospers links for further information.