



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

GENERAL PLAN/SPECIFIC PLAN AMENDMENT 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):	Pre-Application Meeting Date:	Pre-Application File No:	
Section:	Planner:		
Township:			
Range:			
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			



GENERAL PLAN AMENDMENT/ SPECIFIC PLAN AMENDMENT SUBMITTAL CHECKLIST

I acknowledge that the following items are required for processing of my application with the City of Avondale Development Services Department. I understand that the application will be not accepted without the following items.

TO BE COMPLETED BY PLANNER		DELIVERABLES
YES	NO	
		Completed Planning Application
		Applicant's and owner's signatures on Planning Application
		Fees: Text Amendment, Major: \$1,025 Text Amendment, Minor: \$890 Map Amendment, Major: \$1,025 + \$65 per acre Map Amendment, Minor: \$890 + \$55 per acre <div style="float: right; border: 1px solid black; padding: 5px; margin-top: 10px;"> Round to the nearest acre </div> Filing Fee: \$_____ + (\$___ per acre x number of acres = \$) – Team Pre-application (if applicable) \$_____ = \$_____
		Property ownership map and list within 1,000 feet in Excel format (1 printed copy and 1 electronic format) – see Public Participation Process for format.
		Affidavit of notification – see Public Participation Process
		Title report/deed
		Project narrative (5 copies)
		Existing General Plan Map with parcels highlighted 11"x17" folded (5 copies)
		Current and proposed wording – for Text Amendment only (5 copies)
		Legal description of property on separate 8½"x11" sheet (4 copies)
		Certificate of Adequate School Facilities (2 copies)
		Each item on the checklist scanned to disc or flash drive in PDF format, with label and date (1)
The following review schedule shall apply for all development applications: First Review = 3 weeks; Second Review = 2 weeks; Subsequent Reviews = 2 weeks		

Signature: _____ Printed Name: _____
 Company: _____ Date: _____

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

PROJECT NARRATIVE REQUIRED FINDINGS AND ANALYSIS

Major and Minor General Plan Amendment Review and Analysis

The review and analysis shall include, but not be limited to, the following:

- Availability of current and future water supplies;
- Impact on and potential support of the City's transportation system;
- Impact on the natural environment, including, but not limited to, hillsides, riparian areas, and floodways;
- Extent to which the proposal contributes to achieving the (i) job to population ratio, (ii) square foot per capita ratio, and (iii) multi-family housing ratio identified within this GP2030;
- Impact on City services and facilities including, but not limited to, police, fire, water, and wastewater; and
- Extent to which the goals of this GP2030 are accomplished.

Findings

It shall be the burden of the applicant requesting a Major, Minor, or Text GP2030 amendment to prove that the proposed changes meet all approval criteria. The following findings must be met for all changes to the GP2030:

- The development pattern contained on the Land Use Plan inadequately provides the appropriate optional sites for the use and/or change proposed in the amendment.
- The amendment constitutes an overall improvement to the GP2030 and is not solely for the good or benefit of a particular landowner or owners.
- The amendment will not adversely impact the community as a whole and/or a portion of the community by:
 1. Significantly altering the acceptable land use patterns;
 2. Requiring larger and more expensive public infrastructure improvements including, but not limited to, roads, water, wastewater, and public safety facilities than would otherwise be needed without the proposed change; or
 3. Adversely impacting the existing land uses.
- That the amendment is consistent with the overall intent of the GP2030 and other adopted plans, codes, and ordinances.

Development & Engineering Services Department

11465 W. Civic Center Drive, #110, Avondale, AZ 85323 ♦ Phone (623) 333-4000 ♦ Fax (623) 333-0400 ♦ TDD (623) 333-0010
www.avondale.org/developmentservices

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 West Valley View 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 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 adoption process.
- C.** The Neighborhood Meeting shall be held a minimum of fifteen (15) calendar days prior to the first public hearing before the Planning Commission.
- 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.
- 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.

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.

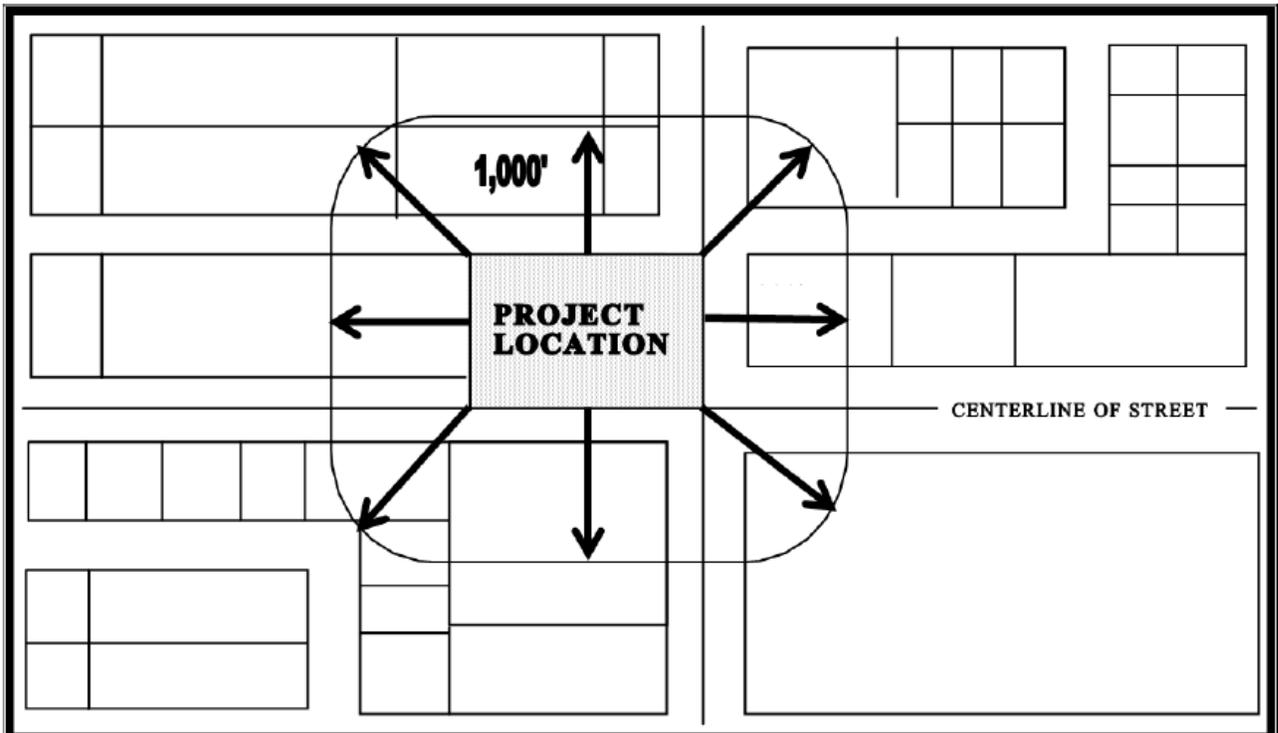
NOTE: City staff is responsible for notification postcards to be mailed to property owners within 1,000 feet of the subject property at least fifteen (15) days prior to the Neighborhood Meeting and public hearings.

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://www.maricopa.gov/assessor/gis/map.html> 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.





AFFIDAVIT – PROPERTY OWNERS LIST

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

Address /Legal Description of Property:

I, _____ fy that I am the authorized applicant to the City of Avondale for the above application, and do hereby aff... ..e 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:

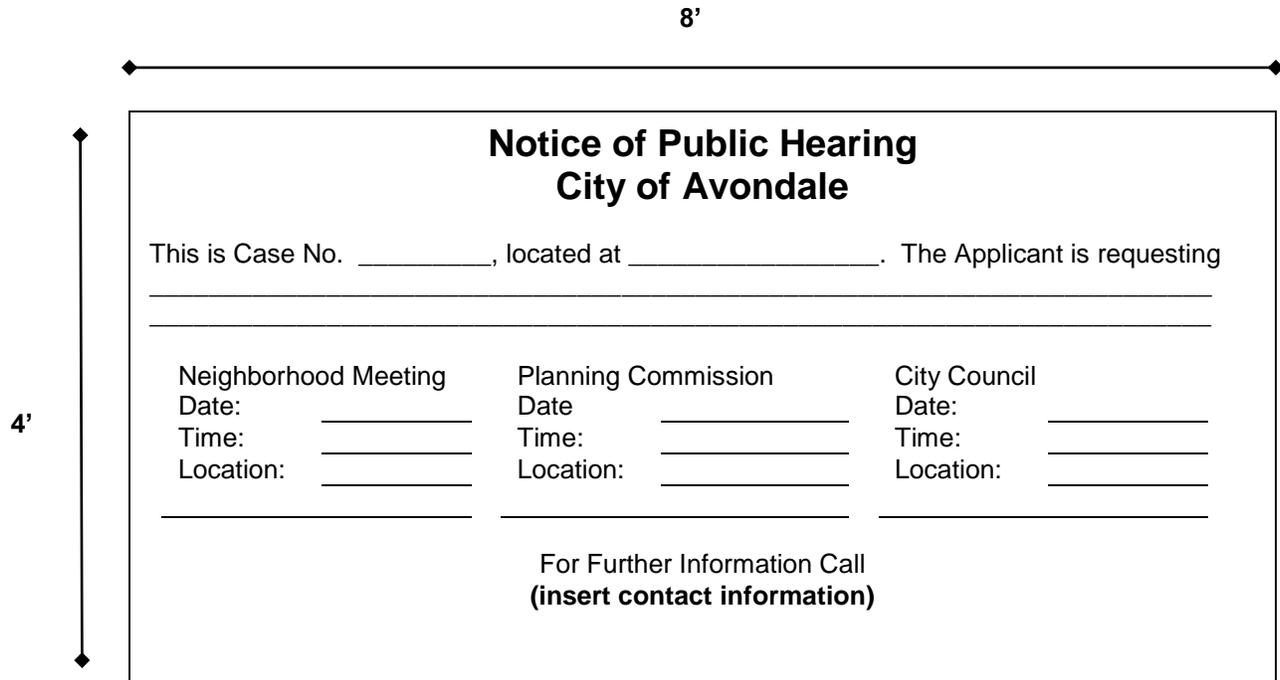
1. 4'x8' in size.
2. Signs must be doubled sided and attached to two 4"x4"x8' wood posts.
3. Laminate plywood or MDO board.
4. The color of the sign shall be white with black lettering.
5. Signs are to be placed perpendicular to the street.
6. All information shall be evenly spaced and organized in a 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 and are to be printed in the Wednesday edition of the West Valley View at least 15 days prior to the date of the public hearing. All notices are to be submitted to the West Valley View by the applicant through the contact information below. Notices printed in the West Valley View are automatically printed in the West Valley Business as well.

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 West Valley View by noon on the Thursday before the notice is to be printed. Payment is due upon submittal. Payment options are as follows:

- Cash, check, or credit card in person at the West Valley View office located at:

1050 E. Riley Drive
Avondale, AZ 85323

- Credit Card over the telephone (when the West Valley View receives the notice, a representative will contact the applicant for the credit card number.)

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

Once the West Valley View 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.

Contact the West Valley View for current rates. Please note West Valley View rates are reviewed every October 1st.

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

Contact information for the West Valley View:

Legal advertisement/classified
1050 E. Riley Drive.
Avondale, AZ. 85323
623-535-8439 (phone)
623-935-2103 (fax)
legals@westvalleyview.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.**



CERTIFICATE OF ADEQUATE SCHOOL FACILITIES

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

Project: _____ Assigned Planner: _____
Request: _____ Acreage/Parcel Size: _____
Zoning: Existing _____ Proposed (if applicable): _____
Density Allowed: _____ Density Proposed (if applicable): _____

Please review the attached application and check the appropriate box below. It is the applicant's responsibility to ensure that this form is completed and returned to the Development & Engineering Services Department prior to the scheduling of any public hearings or approval of site plan. Upon a complete review of the application, the request may be presented to the Planning Commission and/or City Council at a public hearing.

The District has adequate capacity to accommodate the estimated enrollment from the proposed development	Yes	No
If inadequate capacity, the District is currently working with the applicant/developer to provide or help provide adequate school facilities	Yes	No

Date Reviewed: _____
School District: _____
Authorized District Representative Name/Title: _____
Phone #: _____
E-mail: _____
Signature: _____