



SETTLED 1870 · INCORPORATED 1986

Case No.: Z- \_\_\_\_\_

For Official Use Only

Application Fee: \$ \_\_\_\_\_

For Official Use Only

# REZONING APPLICATION

(Rev 5/17)

The following information and submittals are necessary in order to process your request for a Rezoning. An incomplete application submittal will not be accepted for processing.

Rezoning Application Submittal Date: \_\_\_\_\_

Current Zoning District (s): \_\_\_\_\_

Proposed Zoning District (s): \_\_\_\_\_

Parcel Location \_\_\_\_\_

Parcel Address: \_\_\_\_\_ Size Of The Subject Parcel (s): \_\_\_\_\_

Assessor's Parcel No.(s): \_\_\_\_\_

Brief Description Of Request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Applicant:** \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Owner:** \_\_\_\_\_

Owner Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Single Point Of Contact For All Formal Communications:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Certification:**

I, (print name) \_\_\_\_\_, hereby certify that I am the owner, or owner's designated representative, of the property involved in this application and that I have read and examined this application and the attachments, and know the same to be true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# **SUBMITTAL REQUIREMENTS CHECKLIST**

## **SECTION A. GENERAL APPLICATION REQUIREMENTS** (to be provided by the Applicant):

- | <u>No.</u> | <u>Requirement</u>   |
|------------|--|
| √          |  |
| ___        | 1. A Completed Application Form.   |
| ___        | 2. The Appropriate Application Fee.  |
| ___        | 3. Proof Of Ownership (Recorded) Or Letter Of Authorization.   |
| ___        | 4. A Narrative Report Indicating How The Proposed Rezoning Meets The Requirements Of The Rezoning Review Criteria (See Section F).   |
| ___        | 5. Mailing Labels With The Names And Mailing Addresses Of The Owners Of All Properties Within a half-mile (2640) Feet of the Subject Property and a site map showing all parcels within a ½ mile radius. The mailing labels should be in alphabetical format. <i>The Applicant Is Responsible For The Accuracy Of This List.</i> |
| ___        | 6. Three (3) (Folded) Full Size Copies of a Conceptual Site Plan (See Section C For Site Plan Requirements). <b>Additional copies shall be required prior to Public Hearings.</b>  |
| ___        | 7. One (1) 8 ½" X 11" Copy (PMT) of the Site Plan.   |
| ___        | 8. One (1) 8 ½" X 11" Vicinity Map (PMT) Showing The Property's Location, Including The Street Address.  |
| ___        | 9. If The Applicant Is Not The Sole Owner Of The Subject Property; The Application Must Contain Written Authorization To Submit The Application From All Owners Of Record Of The Subject Property.   |
| ___        | 10. A PDF formatted disk containing the completed Application Form (cover page), Narrative – including the Rezoning Approval Criteria, Current Zoning Map, Proposed Zoning Map and any other exhibits or attachments that the applicant deems necessary (unlocked format).   |

## **SECTION B. APPLICANT PROCEDURAL REQUIREMENTS** (To Be Completed By The Applicant):

1. The Applicant shall conduct a minimum of one **Neighborhood Meeting**, no less than thirty (30) days prior to the statutorily required Planning Commission and Town Council public hearings.
2. The Applicant is required to provide a sign-in sheet and take minutes of the neighborhood meeting. A copy of the sign-in sheet and meeting minutes shall be forwarded to the Town Planning Department at least twenty (20) days prior to the Planning Commission Public Hearing.
3. Advertising of the Neighborhood Meeting:
  - a. The Applicant shall post the subject area with signage advertising the date, time and location of the required neighborhood meeting. The sign(s) shall be 4' x 4' in area. In addition to the neighborhood meeting information the sign(s) shall also advertise the date, time and location of the Planning Commission & Town Council Public Hearings (staff will advise).
  - b. The Applicant shall prepare and mail a surrounding property owner notification letter advertising the date, time and location of the neighborhood meeting. The letter shall

be sent out to property owners located within a ½ mile (2640') radius of the property or as otherwise specified by State Statute.

- c. The Applicant shall prepare an advertisement to run prior to the neighborhood meeting in a locally circulated publication briefly describing the subject request, date, time and location of the neighborhood meeting.
- 4. The Applicant shall encourage public comments at all public meetings.
- 5. The Applicant shall accept written comments at, or prior to, all public meetings and forward copies to the Town Planning Department prior to Planning Commission or Town Council Public Hearings.

**SECTION C.**            **SITE PLAN REQUIREMENTS** (to be provided by the Applicant):

<input checked="" type="checkbox"/>	<b><u>No.</u></b>	<b><u>Requirement</u></b>
___	1.	The Site Plan Shall Contain The Following Information: <ul style="list-style-type: none"><li>a.    ___      The Address Of The Parcel (s)</li><li>b.    ___      The Assessor's Parcel Number (s)</li><li>c.    ___      The Existing Zoning Of The Subject Parcel (s)</li><li>d.    ___      The Proposed Zoning Of The Subject Parcel (s)</li><li>e.    ___      The Parcel (s) Size (Square Footage)</li><li>f.    ___      The Parcel (s) Dimensions (In Feet)</li></ul>
___	2.	The Legal Description Of The Subject Parcel (s)
___	3.	A North Arrow, Date Of Plan, Date Of Plan Revision, Drawing Scale.
___	4.	The Site Plan Is To Be A 24" X 36" Black Line Print With Property Dimensions At A Scale Of Not Less Than 1" = 20'.
___	5.	A Drawing Legend Showing Line Types, Symbols, Etc.
___	6.	The Property Lines, Assessor's Parcel Numbers and Zoning of Adjacent Parcels.
___	7.	The Location And Description Of All Existing Buildings And Uses On Adjacent Properties.
___	8.	The Location & Size Of All Existing And Proposed Easements And Public Rights-Of-Way On And Adjacent To The Property.
___	9.	The Location of All Washes And Drainage Structures.
___	10.	The Site Plan Shall Also Include A <b><u>Land Use Table</u></b> Containing, At A Minimum, The Following Information: <ul style="list-style-type: none"><li>A.    ___      The Existing Lot (s) Area (Square Footage).</li><li>B.    ___      The Minimum Lot Area Allowed Within The Proposed Zoning District (Square Footage).</li><li>C.    ___      The Width Of The Existing Lot (s) In Feet &amp; Inches.</li><li>D.    ___      The Minimum Lot Width Allowed Within The Proposed Zoning District In Feet &amp; Inches.</li></ul>

- E.    \_\_\_    The Minimum Setback Dimensions Of The Proposed Zoning District In Feet & Inches.
- F.    \_\_\_    A List Of All Existing Buildings, Including Covered Patio And Pool Areas, With The Square Footage For Each. For Complex Structures With Curved Walls, Etc., Show Calculations.
- G.    \_\_\_    The Total Square Footage Of All Buildings And Areas Under Roof.
- H.    \_\_\_    The Total Square Footage Of All Buildings And Areas Under Roof As A Percentage Of Lot Size (%).
- I.    \_\_\_    The Maximum Lot Coverage Allowed Within The Proposed Zoning District (%).
- J.    \_\_\_    The Building Height Of All Existing Structures In Feet & Inches.
- K.    \_\_\_    The Maximum Building Height Allowed Within The Proposed Zoning District In Feet & Inches.
- L.    \_\_\_    A List Of All Areas On The Parcel (s) That Are Disturbed With The Square Footage Of Each.
- M.    \_\_\_    The Total Square Footage Of The Parcel (s) That Is Disturbed.
- N.    \_\_\_    The Total Square Footage Of All Existing Disturbed Areas Shown As A Percentage Of The Existing Lot Size.
- O.    \_\_\_    The Maximum Lot Disturbance Allowed Within The Proposed Zoning District (%).

**SECTION D.**           **SITE PLAN IMPROVEMENTS** (to be provided by the Applicant):

The Site Plan Shall Further Contain The Following Information Related To Existing Site Improvements If Applicable:

- | √   | <b><u>No.</u></b> | <b><u>Requirement</u></b>   |
|-----|-------------------|---|
| ___ | 1.                | The building footprint of each existing structure & of each patio & pool area along with the related location dimensions from all property lines. |
| ___ | 2.                | The locations of all existing utility lines, & septic tank or sewage disposal areas.  |
| ___ | 3.                | The location, type of construction & height of all existing, signs, fences & walls.   |
| ___ | 4.                | Drive accesses, driveways, access roads, parking spaces, off-street loading areas & sidewalks as applicable.                                      |

**SECTION E.**           **HILLSIDE REQUIREMENTS** (to be provided by the Applicant):

**Note:** Properties regulated by the **Hillside** section of the Zoning Ordinance and Commercial properties (**CB, CC, and GC zones**) one (1) acre or larger shall provide the following items:

- | √   | <b><u>No.</u></b> | <b><u>Requirement</u></b>   |
|-----|-------------------|---|
| ___ | 1.                | Submit A Topographic Survey Prepared By A Registered Land Surveyor Showing Contours At Two-Foot Intervals.        |
| ___ | 2.                | Landscaping Plan Identifying All Existing Major Trees And Cacti And A Re-Vegetation Plan For All Disturbed Areas. |
| ___ | 3.                | All Disturbed (Or Graded) Areas And The Proposed Method Of Final Treatment.                                       |

- \_\_\_ 4 All Retaining Walls, Showing The Amount Allowed (Per Regulations) And The Amount Used.
- \_\_\_ 5. Show All Structures, Elevations, And Cross Sections Through The Site And Any Buildings At Twenty-Five Foot Intervals Perpendicular To The Slope, Giving The Percentage Of Slope At Each Interval, And Showing Exact Heights Of Structures At Each Contour.

**SECTION F. REZONING REVIEW CRITERIA** (to be completed by the Applicant):

**Complies**

**Requirement**

Yes no

- |     |     |    |   |
|-----|-----|----|---|
| ___ | ___ | 1. | The Proposed Rezoning Is Compatible With The Town Of Cave Creek General Plan - Land Use Element.  |
| ___ | ___ | 2. | The Rezoning Request Meets All Applicable Zoning Ordinance Requirements Of The Proposed Zoning District.  |
| ___ | ___ | 3. | The Rezoning Is Compatible With Surrounding Development, Land Uses And With The Natural Environment.  |
| ___ | ___ | 4. | Special Features Of The Site Such As Topography, Vegetation, Wildlife Habitat, Archaeological Sites, Historic Sites, Etc., Have Been Adequately Considered, And Analyzed. |

**SECTION G. ADDITIONAL COMMENTS** (to be completed by the Applicant):

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**SECTION H. FINDING** (to be completed by Town Staff):

\_\_\_ **SUBMITTAL IS INCOMPLETE – or - COMPLETE:**

Applicant Contacted By: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date scheduled for Public Hearing before the Planning & Zoning Commission: \_\_\_\_\_

**SECTION J. ADDITIONAL NOTES:**

1. The Requirements referred to on this rezoning checklist can be found within the Town of Cave Creek’s Zoning Ordinance.
2. The granting of a rezoning does not exempt the developer from compliance with other relevant provisions of related ordinances.
3. **Discussion Between Town Staff And The Applicant Does Not Bind The Town. The Applicant Should Expect That Additional Issues Would Likely Be Raised By The Town At Later Stages In The Process.**
4. A Zoning Clearance Permit shall be obtained by the applicant prior to posting the property with the required Neighborhood Notification Signage (see Sec. B-3-a.). Upon installation of the signage, the applicant is required to call for a Final Zoning Inspection in order for the Town to verify placement. ***No additional fee shall be incurred by the applicant for the Zoning Clearance Permit for the notification sign.***