



**DEPARTMENT OF COMMUNITY DEVELOPMENT  
COMMUNITY PLANNING**

**APPLICATION FORM**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> REZONING                 | <input type="checkbox"/> CONDITIONAL USE PERMIT          | <input type="checkbox"/> APPEAL         |
| <input type="checkbox"/> SUBDIVISION              | <input type="checkbox"/> VARIANCE                        | <input type="checkbox"/> TEXT AMENDMENT |
| <input type="checkbox"/> LOT SPLIT / TIE          | <input type="checkbox"/> MINOR / ADMINISTRATIVE VARIANCE | <input type="checkbox"/> ANNEXATION     |
| <input type="checkbox"/> DESIGN & HISTORIC REVIEW | <input type="checkbox"/> GENERAL PLAN / MAP AMENDMENT    | <input type="checkbox"/> OTHER          |

- The subject property is / is not located in the 65/70/75 noise contour(s) and the Accident Potential Zone(s) APZ-1/APZ-2 of the Marine Corps Air Station-Yuma/Yuma International Airport.
- A signed and notarized Waiver of Claims Under the Private Property Rights Protection Act will be required. This form will be provided to you by the case planner assigned to your project.
- Neighborhood Meeting: Date \_\_\_\_\_ Time \_\_\_\_\_ Place \_\_\_\_\_

**Case Number Assigned:** \_\_\_\_\_ **Hearing Date:** \_\_\_\_\_

<b>SUBJECT PROPERTY INFORMATION</b>	
Address:	Current Zoning:
Assessor's Parcel No.:	Proposed Zoning:
Area (acres/sq. ft.):	Current Use:
Request:	Proposed Use:
<b>PROPERTY OWNER / AGENT INFORMATION</b>	
Property Owner (s) Name:	Agent's Name:
Address:	Address:
City:                      State:              Zip:	City:                      State:              Zip:
Phone:	Phone:
E-Mail:	E-Mail:
FAX:	FAX:
I affirm that I am the owner of record of the subject property. <u>If an agent is named, I hereby authorize that person to act in my behalf in matters relating to this application.</u> <b>(OWNER'S SIGNATURE IS MANDATORY)</b>	I hereby declare that all of the information contained in this application is true and correct to the best of my knowledge and belief. I acknowledge that errors in this application may delay review.
Property Owner's Signature(s)                      Date	Agent's Signature                      Date
<b>FOR OFFICE USE ONLY</b>	

Receipt #:

By:

Fee:

# **GENERAL PROCESS**

## **1. PRE-DEVELOPMENT MEETING WITH STAFF:**

Some applications may require a mandatory pre-development meeting with the City staff to find out if there are any zoning, engineering, fire safety or technical issues, which could prevent your application from being accepted or which could add unforeseen expense to your project. If an interpreter is needed, it is the responsibility of the applicant to provide one. Please call the Community Development Department at **(928) 373-5175 or FAX (928) 373-5176** to schedule your appointment.

## **2. MANDATORY PRE-APPLICATION REVIEW MEETING:**

Once you have completed your application, please arrange for an appointment with a planner so that your application gets the full attention it deserves. At this meeting, the application will be reviewed for completeness. This meeting should be scheduled several working days prior to the submittal deadline in order to make any necessary modifications, if needed. Please call the Community Development office at the numbers listed above to schedule your appointment with a planner.

## **3. SUBMITTAL OF APPLICATION:**

Applications must be submitted on / by specific days for scheduling on a Commission or Hearing Officer agenda. A list of deadlines for the various meetings can be obtained from the planning staff or Community Development Department. You or your representative must submit your completed application **PRIOR TO** the deadline date. However, because these meetings may be limited in the number of cases heard, you will be scheduled to the next meeting with an available date.

## **4. STAFF RESEARCH / PUBLIC NOTIFICATION:**

The Community Development staff will perform background research and will contact various agencies and departments to ask for comments about the application. Also, property owners within 300 feet may be notified and for certain applications, a legal advertisement will be placed in the Yuma Daily Sun for the public at large. Also, some applications will be required to hold a Neighborhood Meeting. See accompanying sheet for guidelines.

## **5. MEETING – TO REVIEW PRELIMINARY STAFF REPORT:**

Once the preliminary staff report is completed, the Community Development staff will arrange to meet with you. At this meeting, their recommendation is presented and discussed. You are given several days after this meeting to provide any new information or comments you may have before the staff completes the Final Staff Report.

## **6. FINAL STAFF REPORT:**

Once the Final Staff Report is completed, a copy is delivered to the applicant and appropriate Commission or Hearing Officer about ten days prior to the Commission or meeting where it will be presented. Upon request, any member of the public or the media may also examine this report. Short reports can be faxed to you if you provide us with your fax number and request this service.

## **7. PUBLIC HEARING / MEETING:**

A Public Hearing / Meeting is held by the Commission or Hearing Officer to review your application. At this hearing, you or your representative may speak. Members of the public will also be invited to give their opinion towards your application per the legal advertisement that was previously run. If an interpreter is needed, it is the responsibility of the applicant to provide one.

Board or Commission Decisions: For Variances, Soil Remediation's and Certain Types of Appeals, the Hearing Officer makes the final decision. For Rezoning's and Subdivisions, the Planning and Zoning Commission makes recommendations to the City Council. For most Conditional Use Permits, the Planning and Zoning Commission makes the final decision.

## **8. CITY COUNCIL DECISIONS:**

City Council decisions may be by motion, resolution, or ordinance, depending on the type of case under consideration.

If a protest is received on a rezoning or subdivision, the City Council will hold a Public Hearing.

If an interpreter is needed, it is the responsibility of the applicant to provide one.