



City of Flagstaff

Community Development Division

211 W. Aspen Ave
 Flagstaff, AZ 86001
 www.flagstaff.az.gov

P: (928) 213-2618
 F: (928) 213-2609



Date Received	Application for Zoning Code Text Amendment			File Number
Applicant(s)/Property Owner(s)	Title	Phone	Email	
Mailing Address			City, State, Zip	
Representative (If applicable)	Title	Phone	Email	
Mailing Address			City, State, Zip	

Property Address	City, State, Zip
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Application Name:
Zoning Code Text Amendment
Chapter Name and Number:
Division Name and Number:
Section Name and Number:
Chapter Name and Number:
Division Name and Number:
Section Name and Number:
Chapter Name and Number:
Division Name and Number:
Section Name and Number:

Additional Information:

Owner's Signature (required)	Date:	Representative Signature (If applicable)	Date:
For City Use			
Date Filed:	File Number(s):	Fee Receipt Number:	
P & Z Hearing Date:	Publication and Posting Date:	Amount:	
Council Hearing Date:	Publication and Posting Date:	Date:	
Received by:	Comments:		

Minimal Submittal Requirements:

As part of the Pre-application Meeting (required), the Zoning Code Manager, or designee, will identify those items from this Application Checklist that will be required for Zoning Code Text Amendment application submittal. An application that does not include all required items will be rejected. By signing the application, the applicant acknowledges that all required documents/information are included within the application.

If you have any questions regarding the information above or items indicated on this checklist, please contact the Zoning Code Manager, or designee, indicated in the contact information listed on Page 3 of this checklist.

PART I – GENERAL REQUIREMENTS

Staff Use Only		Description of Documents Required for Complete Application. No application shall be accepted without all items marked below
Reqd	Subd	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	I.1 Zoning Code Text Amendment Application Checklist (this list)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	I.2 Application Fee Base fee \$ (same as the small scale rezoning base fee) * The application fee provided is based on the current fee schedule adopted by the City Council and is subject to change without notification. The applicant shall pay the fee applicable at the of the application submittal.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	I.3 Completed Application for Zoning Code Text Amendment – 1 copy The application must be signed by the applicant and the current property owner of record. If the property owner is unavailable to sign the application, a Letter of Authorization must be submitted.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	I.6 Citizen Participation Plan – 1 copy <input checked="" type="checkbox"/> A plan identifying the methodology the applicant intends to use to notify the public, and when required, conduct a neighborhood meeting. The plan shall include: <ul style="list-style-type: none"> <input type="checkbox"/> 1. The dates, times, and locations of the neighborhood meeting(s). The applicant shall hold a minimum of _____ neighborhood meeting(s), that is/are separate from a work session with the Planning and Zoning Commission. <input type="checkbox"/> 2. A copy of the published advertisement(s) for the neighborhood meeting. The applicant shall publish a 1/8-page advertisement in the local newspaper a minimum of 10 days, and not more than 14 days prior to the date of the neighborhood meeting. The advertisement shall include the applicant's contact information, a summary of the Zoning Code amendment, and the dates, times, and locations of the neighborhood meeting(s). The Zoning Code Manager, or designee, shall approve that advertisement before it is sent to the newspaper for publication. (Contact the Arizona Daily Sun newspaper for publishing deadlines.) <input type="checkbox"/> 3. A copy of the letter sent to all persons on the City's notification registry for a Zoning Code Text Amendment, and the mailing addresses of all persons that the letter was sent to. The applicant shall notify all persons on the City's notification registry for a Zoning Code Text Amendment of their proposed amendment by 1st Class Letter. The letter shall include the applicant's contact information, a summary of the Zoning Code amendment, and: <ul style="list-style-type: none"> <input type="checkbox"/> a. the dates, times, and locations of the neighborhood meeting(s). <input type="checkbox"/> b. legislative draft of the proposed zoning code text amendment. <input type="checkbox"/> 4. A copy of the letter sent to all property owners within _____ the property, the mailing addresses of the property owners that the letter sent to, and a map showing the location of properties there were notified. The letter shall include the applicant's contact information, a summary of the Zoning Code amendment, and: <ul style="list-style-type: none"> <input type="checkbox"/> a. the dates, times, and locations of the neighborhood meeting(s). <input type="checkbox"/> b. legislative draft of the proposed zoning code text amendment. <input checked="" type="checkbox"/> 5. A report of the status and results of the any communication and comments received from the public, including the neighborhood meeting (when required), and the applicant's proposed resolution to comments received. <input checked="" type="checkbox"/> 6. Methods to keep the Director informed of the status and results of the any communication and comments received from the public. The Director, or designee, may request written report pertaining to any communication and comments received from the public prior to scheduling a work session, or hearing, before the Planning Commission.

<input checked="" type="checkbox"/>	<input type="checkbox"/>	I.10 Electronic Submittal – 1 copy An electronic copy of all submitted information (.pdf format)
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PART II – CONCEPT ZONING CODE TEXT AMENDMENT

Staff Use Only		Description of Documents Required for a Complete Application. No Application will be accepted without all items marked below.
Reqd	Subd	

<input checked="" type="checkbox"/>	<input type="checkbox"/>	II.1 Project Narrative – 5 copies The narrative shall include the following: <ul style="list-style-type: none"> • Project title and date. • The reason for the request. • List and respond to each of the required Zoning Code findings for Text Amendments, which are: <ol style="list-style-type: none"> (1) The proposed amendment is consistent with and conforms to the objectives and policies of the General Plan and any applicable specific plan; (2) The proposed amendment will not be detrimental to the public interest, health, safety, convenience or welfare of the City; and (3) The proposed amendment is internally consistent with other applicable provisions of this Zoning Code. • An analysis of how the proposed amendment will benefit the community. • Any additional information the applicant would like add in support of the requested amendment.
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<input checked="" type="checkbox"/>	<input type="checkbox"/>	II.2 Legislative Draft of the Proposed Zoning Code Text Amendment – 5 copies
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PART IV – OTHER SUBMITTAL REQUIREMENTS

Staff Use Only		Description of Documents Required for Complete Application. No application shall be accepted without all items marked below
Reqd	Subd	

<input type="checkbox"/>	<input type="checkbox"/>	IV.1 Other Requirements Please provide the following: <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
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PART V – ZONING CODE MANAGER, OR DESIGNEE

No application shall be accepted without a Zoning Code Manager’s, or designee’s, signature below.

V.1 Zoning Code Manager’s, or designee’s, Contact Information
 If you have any questions regarding this application checklist, please contact the Zoning Code Manager or designee.

Name (print): _____ **Phone:** _____

E-mail: _____@flagstaffaz.gov **Date:** _____

Signature: _____