Development Services Department
1982 N. Voss Drive #203
Chino Valley, AZ 86323

928-636-4427
928-636-6937
www.chinoaz.net

ZONE CHANGE PERMIT APPLICATION

Name of Applicant: _____ **Date:** _____

Mailing Address: _____

Phone Number: _____ **Email:** _____

Name of Property Owner/s: _____

Mailing Address: _____

Phone Number: _____ **Email:** _____

Site Address: _____ **APN:** _____

Description of Site Access: _____

Current Zoning: _____ **Requested Zoning:** _____

Existing Structures & Current Use: _____

_____

Explain the intent of the Zone Change and why it is appropriate for the area: _____

_____

_____

What design or site features are proposed to insure that the intended use will not have an adverse effect on the health, safety, and welfare of the adjacent properties and surrounding neighborhood?

_____

_____

_____

Owner / Applicant Signature: _____ **Date:** _____

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ZONE CHANGE SUBMITTAL CHECKLIST

- ☐ Completed Application.
- ☐ Application Fee of $400.00, advertising fee of $230.00, and an additional $10.00 per acre.
- ☐ Pre-submittal meeting with Development Service Staff.
- ☐ Copy of title or deed showing proof of legal ownership.
- ☐ Copy of legal description, record of survey, easements, dedications, and any other referenced recorded documents.
- ☐ Notarized Agreement to Waive Claims for Diminution in Value (Prop 207 Waiver).
- ☐ Three (3) copies of fully dimensioned site plan (minimum 11 X 17 inch).
- ☐ A site map indicating the current zoning and land uses for adjacent properties.
- ☐ Submit one (1) copy each of the “Sample Neighborhood Meeting Letter”, and the “Planning Commission Public Hearing Letter” with date, time, and location of the meeting.
- ☐ Submit one (1) copy each of the “Affidavit of Mailing” and the “Affidavit of Posting”.

Additional Information:

At the discretion of the Zoning Administrator/Designee, an alternative citizen review process may be used that does not involve a neighborhood meeting.

It is the applicant’s responsibility to properly notify neighbors via US Mail and to post at the property 15 days prior to the neighborhood meeting and public hearing. Attached is a guide explaining the notification process.

For more information on the Conditional Use Permit Process, Citizen Review Process for Neighborhood Meetings, and the Planning and Zoning Commission meeting, please review Section 1.9.3 and Section 1.9.5 of the Unified Development Ordinance (UDO) on the Town’s website at:
http://www.chinoaz.net/269/Unified-Development-Ordinance

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TOWN OF CHINO VALLEY AGREEMENT TO WAIVE CLAIMS FOR DIMINUTION IN VALUE

PURSUANT TO A.R.S. §12-1134

I/We, _____, ("Owner") am/are all the owner(s) of real property ("Property") generally located at _____, consisting of approximately_____ acres, as shown in the evidence of ownership attached as Exhibit A and legally described in Exhibit B, both of which are attached to this Agreement.

The Property is subject to the land use laws of the Town of Chino Valley, Arizona or to be annexed by the Town. For purposes of this Waiver, "land use law" shall be defined as set forth in A.R.S. **§ 12-1136.**

I/We have requested that the Town take/approve the land use action ("Requested Action") as set forth in Exhibit C, which is attached to this Agreement.

I/We acknowledge that as the request is processed for approval, changes may be made to the details and requirements for approval of the request. Some of these changes may materially alter the request, so that the final approval may be substantially different than originally requested. I/We understand and agree that execution of an additional waiver will be required for approval if the request is altered.

I/We acknowledge that the Requested Action may alter my/our rights to use, divide, sell or possess our Property, and that, pursuant to A.R. S. **§ 12-1134,** as the owner of property directly regulated by a land use law, I/we may be entitled to compensation from the Town for diminution of value in the property if the action I/we have requested from the Town reduces the fair market value of the above described property.

By signing this Agreement, I/We together with Owner's heirs, successors or assignees, hereby voluntarily agree to waive any and all claims for diminution in value for the Property which may arise pursuant to A.R.S. **§ 12-1134** as a result of the Town's actions, including but not limited to approvals, denials or conditions of approvals with respect to the above-described Requested Action. Owner

understands that this Agreement shall run with the Property and be binding upon subsequent landowners and shall be recorded by Owner.

I/we hereby further understand that the Town is acting in reliance upon my/our representations in this waiver.

Dated this _____ day of _____ , _____

_____
(Property Owner)

_____
(Property Owner)

State of Arizona)
) ss
County of Yavapai)

SUBSCRIBED and SWORN to before me this ____ day of _____ , _____

Notary Public: _____ My Commission Expires: _____

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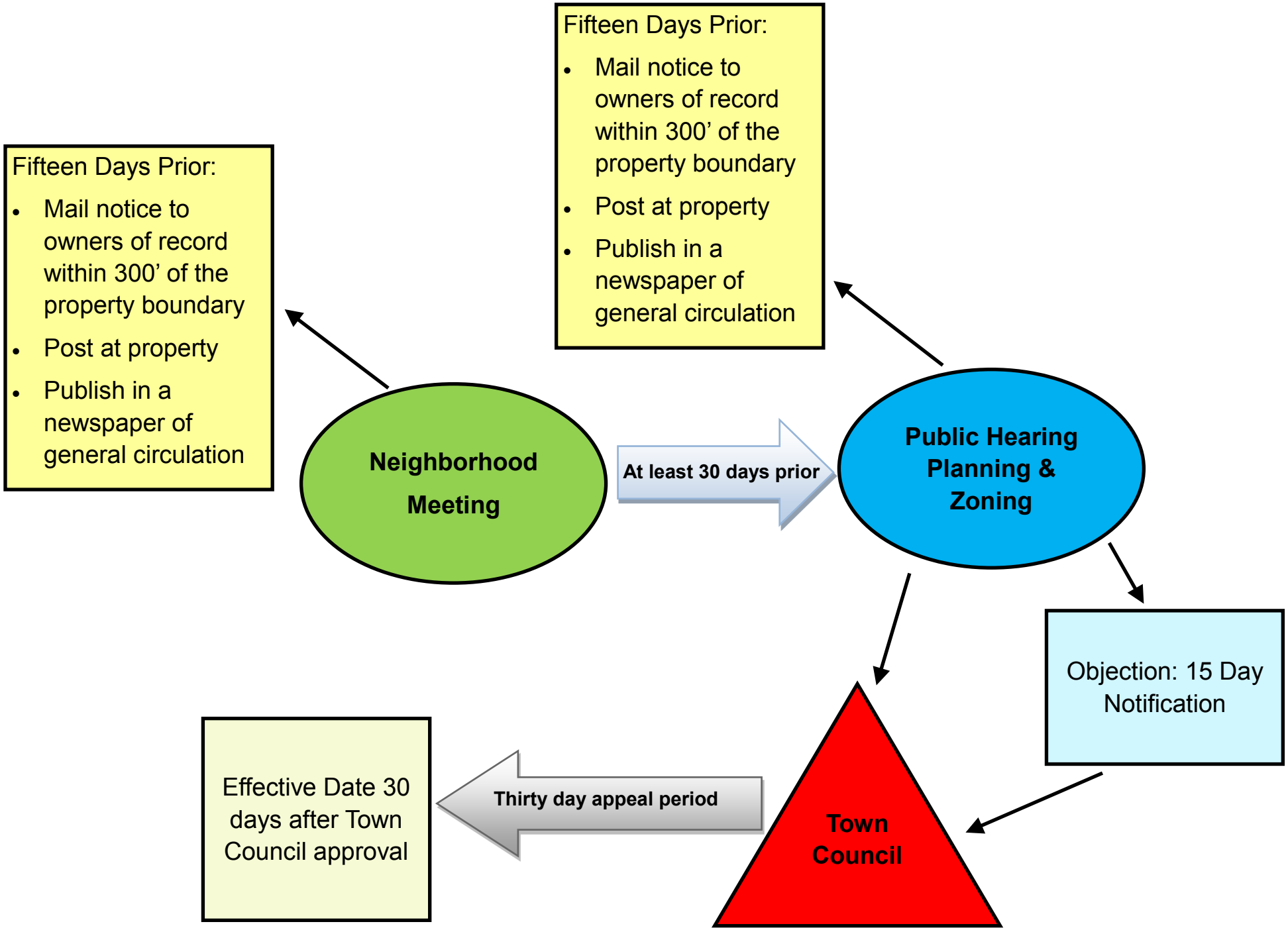
REQUIRED NOTIFICATION FOR NEIGHBORHOOD MEETINGS AND PUBLIC HEARINGS

Arizona Revised Statutes (ARS) requires that the rezoning of land, General Plan Amendments, Conditional Use Permits and other related activities that change the manner in which a property is used undergo a public review and hearing process. The Town of Chino Valley has a three-step process that must be followed prior to Town Council approval of these changes***. IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROPERLY NOTIFY NEIGHBORS VIA US MAIL AND POST AT THE PROPERTY, AND PUBLISH LEGAL NOTICES IN A PAPER OF GENERAL CIRCULATION.***

1) **Neighborhood Meeting:** The neighborhood meeting gives applicants an opportunity to meet with their neighbors to discuss the proposed change, and take comments from surrounding property owners. This meeting must be held at least thirty (30) days prior to the public hearing before the Planning and Zoning Commission. At least fifteen (15) days prior to the Neighborhood Meeting, notice must be provided by first class mail to all property owners within three hundred (300') feet of the subject property; it must be posted with a sign that meets specific requirements, and it must be published in a newspaper of general circulation. The Neighborhood Meeting is conducted by the applicant (or his/her agent); town staff will be present to takes notes.

2) **Public Hearing:** This meeting is held before the Planning and Zoning Commission, which makes recommendations to the Town Council. As with the Neighborhood Meeting, there are statutory deadlines that must be met. The Public Hearing is an official meeting at which adjacent property owners and other persons are given an opportunity to provide comment on the proposed action. The same fifteen (15) day notification deadlines outlined in the Neighborhood Meeting section above apply to the Public Hearing as well.

3) **Town Council:** Final approval for land use actions is given by Town Council. If there were any objections or requests for an additional public hearing to the proposal at the Planning and Zoning Commission public hearing, a second public hearing must be held, including the fifteen (15) day notification. If there were on objections or requests for additional public hearings, the Town Council may consider the request at its next regular meeting. Rezoning of property is effective thirty (30) days after approval of Town Council and cannot be enacted as an emergency measure


Fifteen Days Prior:
Mail notice to owners of record within 300' of the property boundary
Post at property
Publish in a newspaper of general circulation
Fifteen Days Prior:
Mail notice to owners of record within 300' of the property boundary
Post at property
Publish in a newspaper of general circulation
Neighborhood Meeting
At least 30 days prior
Public Hearing Planning & Zoning
Objection: 15 Day Notification
Town Council
Thirty day appeal period
Effective Date 30 days after Town Council approval

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NOTIFICATION CALENDAR

Fifteen days before Neighborhood Meeting

POST PROPERTY/MAIL LETTERS: _____

(PUBLISH IN PAPER OF GENERAL CIRCULATION) _____

NEIGHBORHOOD MEETING DATE: _____
At least 30 days prior to Public Hearing

Fifteen days before Public Hearing

POST PROPERTY/MAIL LETTERS: _____

(PUBLISH IN PAPER OF GENERAL CIRCULATION) _____

PUBLIC HEARING PLANNING AND ZONING COMMISSION _____
At least 30 days after Neighborhood Meeting

TOWN COUNCIL MEETING _____

EFFECTIVE DATE _____
30 days after Town Council Meeting

Protest/Objection at Planning and Zoning Public Hearing:

Fifteen days before Second Public Hearing:

POST PROPERTY/MAIL LETTERS _____

(PUBLISH IN PAPER OF GENERAL CIRCULATION) _____

TOWN COUNCIL MEETING: _____

EFFECTIVE DATE _____
30 days after Town Council Meeting

Applicant Signature Date

Staff Signature Date

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Date

From: Applicant Name
Applicant Address
Applicant City, State, Zip

To: Property Owner Name
Property Owner Address
Property Owner City, State, Zip

RE: (General description of location)
(Property Address/APN optional)

Type of Application: **(TYPE)**

Location Map

Dear Property Owner:

(APPLICANT/DEVELOPER) is proposing **(REQUEST)** for Assessor's Parcel Number(s) **(NUMBER)** This **(ACRES OR AREA)** parcel is located **(Street Address and major cross streets)**.

The Town of Chino Valley Unified Development Ordinance (UDO) requires the applicant to conduct a neighborhood meeting prior to holding a public hearing before the Planning and Zoning Commission. The meeting is designed to allow adjacent landowner(s) or other potentially affected citizens an opportunity to discuss the proposed action and express their respective views concerning the application.

A neighborhood meeting will be held at **(TIME),** on **(Day)**, **(DATE)**, at the **Chino Valley Town Council Chambers, 202 N. State Route 89, Chino Valley, AZ. (APPLICANT/DEVELOPER)** will describe the proposal and answer any questions. Staff may attend the meeting and report the results of the neighborhood meeting to the Commission and Town Council at such time as they take action on the application. All interested parties are invited to attend.

This item has tentatively been scheduled for a public hearing before the Planning and Zoning Commission on DATE 2015 and Town Council on DATE 2015. Both Public Hearings will be held at **6:00 pm** at the **Town Council Chambers, 202 N. State Route 89, Chino Valley, AZ.** Staff will present the item to the Commission/Town Council, including a recommendation for approval or denial. The **(APPLICANT/DEVELOPER)** will describe the proposal and answer any questions. Town Council may take additional comment and will render a final decision. All interested parties are invited to attend.

If you and would like more information please contact the Town of Chino Valley Development Services Department at 928-636-4427, or the (**APPLICANT)** at (**PHONE NUMBER).**

Sincerely,

(Applicants name)

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AFFIDAVIT OF MAILING- NEIGHBORHOOD MEETING AND PUBLIC HEARING

STATE OF ARIZONA)
) ss.
COUNTY OF YAVAPAI)

I, _____, being the □ applicant or □ agent of the applicant for the following action: _____ for Assessor's Parcel Number(s) 306-_____-_____, do hereby swear that I personally mailed or caused notification letters to be mailed to all owners of record according to the Yavapai County Assessor's Office that are located within 300 feet of the property boundaries of the aforementioned parcel(s) on (date) _____, 20___ at _____ □a.m. □p.m.

Said letters contained the appropriate words for the type of request being made of the Town of Chino Valley, and the date, time and place of public hearing. The total number of letters mailed is _____, and are listed on sheet attached hereto and made a part hereof.

_____
Signature of Applicant or Agent

Subscribed and sworn before me this _____ day of_____20_____.

_____
Notary Public

My Commission expires on _____

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NEIGHBORHOOD MEETING
TIME DATE
LOCATION
TYPE OF ACTION

- Must be visible from public right-of-way and at least 100' away
- Type of Action must include current zoning and proposed zoning, or "Conditional Use Permit" or "Variance"
- General Plan Amendments must say "General Plan Amendment" and include the current GP designation as well as the proposed designation

General Description of Property size and location

Example:
"Approximately 15 acres at the northwest corner of the intersection of North Road 1 East and Perkinsville Road"

Brief description of proposed action
Example: *(Rezone property from Commercial Light (CL) to Commercial Heavy to construct and operate an automotive dealership)*

For more information, please contact The Town of Chino Valley Development Services Department at 928-636-4427

11"

Sign Posting:

1) Sign must be AT LEAST 11 X 17 and posted on each street frontage of the subject property. If there is no street frontage, sign must be posted as close to a public street as possible.
2) Background must be a color that is in contrast with the background area in which it is to be posted and the ink used for the content of the sign.
3) Bottom edge of sign must be no greater than 3' from grade; top must be no higher than 6' from grade.

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AFFIDAVIT OF POSTING- NEIGHBORHOOD MEETING

STATE OF ARIZONA)
) ss.
COUNTY OF YAVAPAI)

I, _____, being the □ applicant or □ agent of the applicant for the following action: _____ for Assessor's Parcel Number(s) _____do hereby swear that I personally posted said property on all sides fronting a public street or way and within the property boundaries of the aforementioned parcel(s) on (date) _____, 20___ at _____ □a.m. □p.m. One (1) photo for each sign posted is attached to this document and made a part hereof.

_____
Signature of Applicant or Agent

Subscribed and sworn before me this _____ day of_____20_____.

_____
Notary Public

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Date

From: Applicant Name
Applicant Address
Applicant City, State, Zip

To: Property Owner Name
Property Owner Address
Property Owner City, State, Zip

RE: (General description of location)
(Property Address/APN optional)

Location Map

Type of Application: **(TYPE)**

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The Town of Chino Valley Unified Development Ordinance (UDO) and Arizona Revised Statutes requires a public hearing be held before the Planning and Zoning Commission. The meeting is designed to allow adjacent landowner(s) or other potentially affected citizens an opportunity to discuss the proposed action and express their respective views concerning the application.

Said Public Hearing will be held at **(TIME),** on **(Day)**, **(DATE)**, at the **Chino Valley Town Council Chambers, 202 N. State Route 89, Chino Valley, AZ.** Staff will present the item to the Commission, including finding of fact to support recommendation of approval or denial to the Town Council. The **(APPLICANT/DEVELOPER)** will describe the proposal and answer any questions. All interested parties are invited to attend.

This action is tentatively been scheduled to be heard by the Town Council on **(DATE)** at **6:00 pm** at the **Town Council Chambers, 202 N. State Route 89, Chino Valley, AZ**

If you and would like more information please contact the Town of Chino Valley Development Services Department at 928-636-4427, or the (**APPLICANT)** at (**PHONE NUMBER).**

Sincerely,

(Applicants name)

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PUBLIC HEARING
TIME DATE
LOCATION
TYPE OF ACTION

- Must be visible from public right-of-way and at least 100' away
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AFFIDAVIT OF POSTING- PUBLIC HEARING

STATE OF ARIZONA)
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_____
Signature of Applicant or Agent

Subscribed and sworn before me this _____ day of_____20_____.

_____
Notary Public

My Commission expires on _____