

## Rezoning/Special Permit Submittal Checklist and Notification Requirements

For additional information, please call the Planning Department at 602-262-7131, option #6.

The following information outlines the required information needed to submit a Rezoning or Special Permit request to the City of Phoenix.

### REQUIRED

- [Application Information Form](#) (page 10)
- [Project Information Form](#) (pages 14-16)
- [Site Plan](#) (**FOLDED INDIVIDUALLY, NOT ROLLED**) (page 17)
- Elevations (**FOLDED INDIVIDUALLY, NOT ROLLED**) (four sided)
- [Context Plan](#) (page 18)
- [Ownership Verification Form](#) (page 19)
  - Legal Description (page 11)
  - Assessors Tax parcel numbers
  - Gross Acreage
  - Authorization Letter
- [Principals and Development Team](#) (page 20)
- [Electronic Submittal of Entire Application](#) (page 11)
- [Copy of recorded Takings Waiver](#) (pages 12-13)
- Pre-application meeting **notes**, **aerial**, and **parcel zoning** map (provided at pre-application meeting)
- [School District\(s\) Notification Information for Residential Requests](#) (pages 29-32)
  - [School District Notification Cover Letter](#) (page 33)
  - [School District Response Form](#) (page 34)
- Fees (See [Fee Schedule](#), pages 43-47)
  - The filing fee is based on gross acreage and portion thereof. Separate fees are calculated for multiple district requests that are outside general zoning classifications of single family, multifamily, and commercial or industrial. Separate applications and fees are taken for all special permit applications.
  - Base Fee + (Acreage x Per Acreage Fee) = Application Fee (fees are rounded up, e.g., 2.1 = 3.0)

### SUPPLEMENTAL INFORMATION

- Aviation
  - [Notice of Airport in Vicinity](#) form (pages 35-38)
- Phasing Schedule
- Traffic Study

**SUPPLEMENTAL INFORMATION (cont'd)**

- Parking Statement/Study
- [SRP Designation of Electric Substation locations](#) (see page 41)
- [Planning Department Process Flowchart](#) (see page 48)
- Other \_\_\_\_\_
  - City Council waiver
  - Special Permit

**NOTIFICATION REQUIREMENTS (to be provided after submittal of application)**

- Neighborhood Notification (See [Step 4](#) and [Step 8](#))
  - [First Neighborhood Notification Letter](#) (page 25) and [Notarized Affidavit](#) (page 26)
  - [Second Neighborhood Notification Letter](#) (page 27) and [Notarized Affidavit](#) (page 28)
- Signage Posting
  - [Posting and Sample Signage Requirements](#) (pages 21-22)
  - [Affidavit of Posting](#) (page 23)
  - [Affidavit of Posting \(for continued cases\)](#) (page 24)