

Amendments to Rezoning/Special Permit Applications

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

It is important to provide the Planning Department with the following information in a timely manner. The amendment procedure is in place in order to assure the correct information is placed in the rezoning/special permit file and circulated to the proper staff. This new information can impact stipulations, staff recommendations, and possibly the meeting/hearing schedule. It is important to be consistent in order to make sure the correct, most recent information is in the file and forwarded to the relevant hearing body.

Amendment Fee: \$190

All amendments must be filed at the Zoning Counter and must be accompanied by the fee.

Examples of items that require an amendment and what to provide to counter staff:

New site plan

Two (2) full size copies

One (1) 8.5" x 11" copy

New elevations

Two (2) full size copies

One (1) 8.5" x 11" copy

Additional information (if applicable)

Narrative: Two (2) copies

Landscape Plans: Two (2) full size copies, Two (2) 8.5" x 11" copies

Renderings: Two (2) 8.5" x 11" copies

Wall/trail details: Two (2) 8.5" x 11" copies

Change of information

Change of request – change application and sign new copy

Change of owner/applicant – change application and sign new copy

Change of legal description – new legal description and possibly additional fees

Timing

Staff needs time to review and revise the staff report or prepare an addendum to the existing staff report. **The new site plans/elevations shall be submitted no later than 3 working days prior to a village planning committee meeting, Zoning Hearing Officer hearing, Planning Commission hearing, or City Council hearing.**