

School District Notification Policies and Procedures

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

Criteria for Applicability

The provisions of this section shall apply to all applications to amend the General Plan and/or rezoning applications which will impact (increase or decrease) the projected number of students for any school district's attendance area as a result of the proposed amendment and/or rezoning.

The applicability of this section includes requests for amendment and/or rezoning which:

- Change General Plan designations, and/or
- Change zoning classifications that result in greater residential densities, thereby increasing the number of potential students.

Applicant Pre-Submittal Responsibilities

- 1) **30 days prior to submittal** the applicant shall provide the designated contact (see [School District Designated Contact List](#), pages 31-32, for information) of the applicable school district(s) the following information via registered mail, with a copy to the City of Phoenix Planning Department; 200 West Washington Street; 6th Floor Zoning Counter; Phoenix, AZ 85003:
 - a) [Cover Letter](#) (see attached example, page 33)
 - b) Location map
 - c) 1 Full Size Site Plan
 - d) [School District Response Form](#) (see page 34), with applicant and project information completed

School District Pre-Submittal Responsibilities for Amendment and Rezoning Requests Resulting in Greater Residential Densities

- 1) Upon receipt of the above information, the school district(s) shall review the materials and determine one of the following:
 - a) That the school district has adequate school facilities to accommodate the projected number of additional students generated by the proposed amendment and/or rezoning within the school district's attendance area; or
 - b) That the school district will have adequate school facilities via a planned capital improvement to be constructed within one (1) year of the date of notification of the district and located within the school district's attendance area; or
 - c) That the applicant and the school district have entered into or are working on an agreement to provide, or help to provide, adequate school facilities within the school district's attendance area in a timely manner; or
 - d) That the school district does not have adequate school facilities to accommodate projected growth attributable to the amendment and/or rezoning.
- 2) The school district shall determine the above with methodology approved and published by the appropriate school district.

- 3) In the event that the appropriate school district determines that there are not adequate school facilities for the proposed amendment and/or rezoning, the school district shall notify the applicant and the City of Phoenix that it does not have adequate school facilities to accommodate the amendment and/or rezoning via the form provided for that purpose.
- 4) In the event that the City does not receive certification from the school district within seven (7) days of the date of the application for amendment and/or rezoning, the application shall proceed on the basis of no finding on the adequacy of school facilities for the proposed amendment and/or rezoning. School district input thereafter may be sought by the City on the issue for consideration by the Village Planning Committee, Zoning Hearing Officer, Planning Commission, and/or City Council in making a decision on the amendment and/or rezoning application.

City of Phoenix Post-Submittal Responsibilities

- 1) The City shall review the school district's response and include the district's determination in the staff report prepared for the Village Planning Committee, Zoning Hearing Officer, Planning Commission, and City Council.
- 2) If the school district does not respond, the staff report will reflect no response on the part of the school district. The City may choose to contact the school district regarding the amendment and/or rezoning.
- 3) The determination form, if returned by the school district, shall be included as an attachment to routing materials and the staff report.