



Planning & Development  
Department

MINOR AMENDMENT TO A  
DEVELOPMENT MASTER PLAN



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**Planning & Development  
Department  
MINOR AMENDMENT TO A  
DEVELOPMENT MASTER PLAN**



**APPLICATION MUST BE COMPLETED IN FULL. ALL FEES ARE DUE AT TIME OF APPLICATION AND ARE NON-REFUNDABLE**

**REQUEST**

Project Name: \_\_\_\_\_  
 Description of Request: \_\_\_\_\_  
 \_\_\_\_\_  
 Current Land Use: \_\_\_\_\_  
 Proposed Land Use: \_\_\_\_\_  
 Supervisor District: \_\_\_\_\_

**PROPERTY INFORMATION**

Address (if known): \_\_\_\_\_  
 General Location (include nearest City/Town): \_\_\_\_\_  
 \_\_\_\_\_  
 Gross Acres: \_\_\_\_\_  
 Legal Description: \_\_\_\_\_  
 Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_  
 Assessor's Parcel Number/s: \_\_\_\_\_

**OWNER'S AUTHORIZED AGENT INFORMATION**

Name: \_\_\_\_\_ Contact: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Fax#: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_

**PROPERTY OWNER INFORMATION**

Name: \_\_\_\_\_ Contact: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Fax#: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_

**PROPERTY OWNER AND OWNER'S AGENT AUTHORIZATION**

I (property owner) \_\_\_\_\_ authorize (owner's agent) \_\_\_\_\_ to file this application on all matters relating to this request with Maricopa County. By signing this form as the property owner I hereby agree to abide by any and all conditions that may be assigned by the Maricopa County Board of Supervisors, Maricopa County Planning and Zoning Commission, or Maricopa County Planning and Development Department staff as applicable, as part of any approval of this request, including conditions, development agreements, and/or any other requirement that may encumber or otherwise affect the use of my property.

**PROPOSITION 207 WAIVER**

The property owner acknowledges that the approval being sought by this application may cause a reduction in the existing rights to use, divide, sell or possess the private property that is the subject of this application. The property owner further acknowledges that it is the property owner who has requested the action sought by the filing of this application. Therefore, pursuant to A.R.S. §12-1132 through 1138, the property owner does hereby waive any and all claims for diminution in value of the property with regard to any action taken by Maricopa County as result of the filing of this application.

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**VERIFICATION OF APPLICATION INFORMATION**

I certify that the statements in this application and support material are true. Any approvals or permits granted by Maricopa County in reliance upon the truthfulness of these statements may be revoked or rescinded.

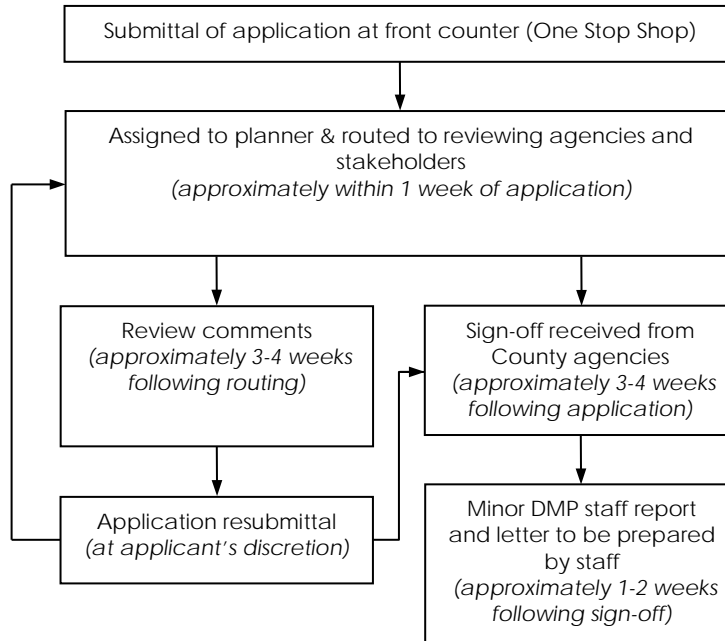
Owner or Authorized Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CASE INACTIVITY**

Cases which are not active within six (6) months will be considered inactive and closed by staff. A letter addressing the inactivity will be sent to the owner's authorized agent or property owner with notification of the case to be closed within thirty (30) days. To pursue entitlement after the closing of the case, a new application and associated fees will need to be filed.



PROCESS FLOW CHART & PROJECTED TIMEFRAME



Approximate timeframe of 2 months for administrative decision by staff.



**Planning & Development  
Department  
MINOR AMENDMENT TO A  
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APPLICATION SUBMITTAL CHECKLIST**



Applications submitted to the Maricopa County Planning and Development Department shall include all of the exhibits, items and information listed in this checklist. This information is requested by Department Staff in order to adequately review the proposal. An application will only be accepted by the Planning Department when all of the items listed below are submitted, unless otherwise deemed unnecessary by staff. Application(s) determined to be incomplete shall not be processed by staff. Additional information, detail and/or copies may be required after review by the Technical Advisory Committee (TAC). **PLEASE BE ADVISED THAT COMPLIANCE WITH TAC/STAFF REQUIREMENTS DOES NOT GUARANTEE STAFF SUPPORT OF THE REQUEST OR FINAL APPROVAL OF THE REQUEST.**

1.  **PRE-APPLICATION MEETING FORM – 1 Copy**

2. **APPLICATION DOCUMENTS:**

- A. Completed and signed application – **2 Copies**
- B. Proof of ownership- unofficial recorded deeds (**1 copy**):

3. **ELECTRONIC COPY OF APPLICATION MATERIALS – Adobe PDF Format (1 CD).** Completed application form, narrative report, land use exhibit. Example a Narrative Report should be saved as NARR-RPTS.pdf

	<b>Electronic Copies of Application Materials</b>	<b>Required Naming Convention for the Adobe PDF documents.</b>
<input type="checkbox"/> A.	Pre-application meeting form	PREA-FORM
<input type="checkbox"/> B.	Completed Application form	APPL-FORM
<input type="checkbox"/> C.	Official recorded deed or unofficial deed	DEED-DETL
<input type="checkbox"/> D.	Narrative report with Land Use maps	NARR-RPTS
<input type="checkbox"/> E.	Master Drainage Plan	DRAI-RPTS

4. **NARRATIVE REPORT: 2 copies**, including 8½" x 11" proposed land use maps (color). The narrative report must include the information identified in the Maricopa County Development Master Plan Guidelines. The narrative report must be organized as follows:

- A. Title page
- B. Table of Contents
- C. Executive Summary
- D. Location Description
- E. Site Analysis
- F. Plan Amendment Description
- G. Suitability Analysis
- H. Land Use Display Map
- I. Other materials as necessary or required

5.  **DRAINAGE REVIEW:** Submit **2 copies** of the master drainage plan.

6.  **FEES:**

Fee Schedule for Minor Development Master Plan Amendments per Maricopa County Zoning Ordinance Chapter 16 – Section 1602 Fees. Please note fees are non-refundable and are rounded up to the nearest acre.

No application shall be scheduled for hearing by any board or commission or administratively approved unless and until all fees and fines owed to the Department as a result of any activity or inactivity attributable to the property that is the subject of the application are brought current and paid in full or any amounts owed pursuant to an agreement of compliance are current, as the case may be. This requirement shall not be waived by the Board of Supervisors or Planning and Zoning Commission.

Agency	Phone Number	Minor Amendment to a Development Master Plan
Planning & Development	602-506-3301	\$1,500 + \$10 per acre or portion thereof - Maximum fee of \$30,000
Transportation	602-506-3301	\$500
Environmental	602-506-0371	\$225
Drainage Administration	602-506-3301	\$3,000 up to 640 acres plus an additional \$5.00 per acre over 640 acres.  Maximum fee \$40,000  Submittal: 2 copies of master drainage plan
Flood Control District	602-506-1501	No Review



# Planning & Development Department

## DRAINAGE REQUIREMENTS FOR MASTER PLAN



The master plan needs to be signed and sealed by an Arizona Registered Civil Engineer. The following information will need to be provided for the Master Drainage Plan:

1. **Offsite Hydrology**- Need to determine the quantity, the entrance and exit points, and how the flow is to be routed through the site.
2. **Onsite Hydrology**- Need to show how the flows are to be routed to retention basins. Need to determine quantity for pre and post development conditions.
3. **Onsite Retention**- Need to retain water for the 100-year, 2-hour storm for the site, including adjacent right of way. Determine volume needed and the size and location of basins
4. **Retention Disposal** – Provide preliminary design in accordance with Standard 6.10 for disposal of total ponding volume within 36 hours.
5. **Onsite Hydraulic Calculations** – Need to show preliminary hydraulic analysis for any proposed channels or watercourse encroachments.
6. **Contours**- Need to show natural and proposed contours or spot elevations on the plans.
7. **Streets**- Need to show the layout of major streets.
8. **Floodplains**- Need to show the delineated floodplain boundaries if the site is within a Federal Emergency Management Agency's (FEMA) special flood hazard area. Will also need to apply for a floodplain use permit. Delineation of floodplains (non-FEMA) for major washes is required.
9. **Erosion Setbacks**- For washes and other water course channels an erosion setback will need to be determined, which meets Arizona State Standard 5-96.
10. **Floodplains** – Need to show the delineated floodplain boundaries if the site is within a Federal Emergency Management Agency's (FEMA) special flood hazard area. Will also need to apply for Floodplain Use Permit.
11. **Erosion Setbacks** – For washes and other watercourse channels an erosion setback will need to be determined, which meets Arizona State Standard 5-96.

Since complex drainage systems may require more detailed information, a meeting should be arranged with personnel from Drainage Review.

FEE\*:

Master Plans (including Development Master Plans)  
\$ 6,000 + \$ 10/acre (for each acre over 640 acres) maximum \$ 80,000

Master Plans Amendments  
\$ 3,000 + \$ 5/acre (for each acre over 640 acres) maximum \$ 40,000

\* See the Drainage Regulation for current fee schedule

**SUBMIT 2 COPIES**



# One Stop Shop - Planning Application Submittal – *What to Expect at the One Stop Shop*



- Purpose:** Provide customers with information about what to expect when submitting a minor development master plan application. This information sheet includes the application material checklist, fee schedule, and a three step process for application submittal.
- Location:** Maricopa County Planning & Development Department  
501 N. 44<sup>th</sup> Street, Suite 200 Phoenix, AZ 85008
- Business Hours:** 8:00 a.m. – 5:00 p.m. Monday through Friday, except holidays (to ensure adequate time for application submittal, projects should be submitted no later than 4:30 p.m.)
- STEP 1 - Reception:** Proceed to the One Stop Shop Reception desk to obtain a call ticket for the application submittal. Provide the receptionist your name and specify the type of planning application.

**STEP 2 - Intake Counter:** One Stop Shop customer service will call your ticket number and evaluate the application materials for completeness. Once the application materials are accepted a tracking number will be provided and staff will advise you to proceed to the cashier to process application payment. The following is a list of required application materials: **(Please note, if any documentation is missing your application may not be accepted during the intake process, please be sure to follow this checklist).**

Minor Development Master Plan Submittal Documents	
	<b>1 copy</b> – Pre-application meeting form
	<b>2 copies</b> – Application
	<b>1 copy</b> – Official recorded deed or unofficial deed
	<b>1 CD or jump drive</b> – Electronic version of application materials
	<b>2 copies</b> – Narrative Report
	<b>2 copies</b> – Master Drainage Plan

**STEP 3 - Cashier - Processing Payment:** The cashier will call your ticket number, request your application tracking number, advise you of the total application fees and request your method of payment. Maricopa County accepts cash, check, or credit card. Please make checks payable to: **MARICOPA COUNTY**. We currently accept Visa and MasterCard for credit card payment. In August 2013, the County will also accept Discover and American Express. **Please note that proper payment in full, based upon the following fee schedule, is required at the time of application:**

Minor Development Master Plan Application Fee Schedule	
<b>Planning</b>	<b>\$1,500 + \$10 per acre or portion thereof (\$30,000 max.)</b>
<b>Drainage</b>	<b>\$3,000 up to 640 acres + \$5 per acre over 640 acres (\$40,000 maximum)</b>
<b>MCDOT</b>	<b>\$500</b>
<b>MCESD</b>	<b>\$225</b>
<b>Flood Control</b>	<b>-</b>