Yuma County, Arizona
DEPARTMENT OF DEVELOPMENT SERVICES
2351 West 26th Street, Yuma, Arizona 85364
Phone: (928) 817-5000
Fax: (928) 817-5020

PROCEDURE FOR MAJOR AMENDMENT

1. Purpose

A major amendment is an amendment to the Yuma County 2020 Comprehensive Plan (Plan) that represents a substantial alteration of the county's land use mixture or balance as established in the Plan's land use element for that area of the county. A major amendment shall be required for any proposed project that is a substantial change to the goals, objectives and policies of the Comprehensive Plan, the intent or direction of the Comprehensive Plan or represents a substantial alteration of the county's land use mixture and balance established by the Comprehensive Plan. Major amendments are not done in tandem with rezoning or other procedures, so the major amendment case will be the only case listed on the application form.

Major Amendment applications may be accepted at any time of the year. Those applications submitted prior to June 15th of any given year may be processed during that year. No application or addition to any application shall be processed for that year after 5:00 p.m. on June 15th of that year. An application, a narrative statement of the proposal, and filing fee (as implemented by the Board of Supervisors) are required. Staff recommendation, Planning Commission recommendation and Board determination will be made in consideration of the maps, goals, and objectives of the Comprehensive Plan. All proposed minor amendments to the Comprehensive Plan shall be presented in accordance with State Statutes. For assistance, please call (928) 817-5000 and ask for the Planner-on-Duty.

2. How to Apply

The property owner or his designated agent must come to the Department of Development Services located at 2351 West 26th Street. Planning staff will provide the appropriate forms and will help identify the information that is required. A time to meet with the assigned Planner will be set at the time of the application.

Information that is **required** to begin the application process includes the following:

a. Name, address and phone number of owner and agent
b. Existing and requested zoning districts and land use designations
c. Planning Area
d. Signature of the person making application, including the selection of the appropriate box showing representation
e. Assessor's Parcel Number (APN) & legal description (obtained from deed or tax records)
f. A completed Planning and Zoning Application Form
g. A completed Amendment Determination Form
h. Major/Minor Amendment supplemental application form
i. A.R.S. §12-1134 Waiver
j. Proof of property ownership records. If there is a question regarding the applicant's position with an estate or other corporation listed, a record may be obtained from the Arizona Corporation Commission's web site to verify that the applicant is the CEO or other official representative of the corporation

Additional **optional** information for application:

k. Letters of support from neighboring property owners
l. Any development plans, site plans, drawings or evidence to support or explain your request

3. Fees

A **non-refundable** fee is required at the time the application and support information is submitted. The fee for major amendments is $1,000.00.

4. Scheduling your Hearing

Once the application, support information and fee are complete and submitted, the major amendment request is placed into a pending case file and the case processing is initiated. The case will be subject to a series of neighborhood meetings, Planning and Zoning Commission public hearings and a final Board of Supervisors public hearing. The applicant will be notified to meet and review the draft staff report to the Commission. The applicant will be notified in writing of the meeting time and date.

5. Staff review Public Information/Public Participation (PI/PP) process

At a regular meeting of the Planning and Zoning Commission, staff will request that the major amendment cases for the given year be released for a 60 day Public Review. This is not a public hearing and it is intended only to present the major amendments to the Planning and Zoning Commission for future public review.

A neighborhood meeting is held for each major amendment. Announcement of the neighborhood meetings will be placed in a newsletter prepared by Planning staff. The newsletter will be mailed to the core contact list as the notice of the neighborhood meetings. Other means of advertising the meetings may be utilized.

Special meetings/presentations are held with other entities as needed.

6. Planning Commission Hearing

The applicant will be notified in writing of the meeting date and time. The staff report and recommendation is made available to the owner/agent prior to the hearing. The Planning and Zoning Commission may recommend APPROVAL or DENIAL of the proposed major amendment.

The Planning Commission consists of ten members, two appointed from each of the five districts of the Board of Supervisors. In order to have a public hearing there are several time-sensitive notice requirements that are set by State law. These notices include a newspaper publication and notification by first-class mail to property owners within 300 feet of the subject property. Notification to property owners beyond 300 feet of the subject property may be necessary in some cases. All of these notices are performed by staff. At the hearing, the Commission reviews the reports and recommendations of staff and listens to public input from all concerned parties. The owner or his agent must be present at the meeting to hear the proceedings and to answer any questions the Commission may have on the case. The Commission then makes a recommendation, which is forwarded to the Board of Supervisors. These recommendations are not binding on the Board of Supervisors.

7. Board of Supervisors' Hearing

Prior to the Board of Supervisors hearing, the applicant will be contacted to meet and discuss the actions of the Commission. A second series of time-sensitive notices that are prescribed by law are done by staff prior to the Board of Supervisors hearing. Staff report and recommendation is made available to the owner/agent prior to the Board of Supervisors hearing.

The Board of Supervisors consists of five elected members who normally meet on the first and third Monday of each month. At these hearings, the Board will consider reports and recommendations from the Planning Commission and listen to public input from all concerned parties. Arizona Revised Statutes requires an

affirmative vote of three-fourths of all members of the Board of Supervisors in order to approve the request. The owner or his agent must be present at the meeting to hear the proceedings and to answer any questions the Board members may have on the case. The Board can approve or deny the request. Once approved or denied, the action of the Board is final (unless appealed to Superior Court). The manor amendment becomes effective a minimum of 30 days following the hearing.

8. <u>Final Hearing and Closure</u>

A written letter to the applicant will include the final determination by the Board of Supervisors, Notice of Official Board Action (NOBA) and a customer service survey.

YUMA COUNTY

PLANNING AND ZONING APPLICATION FORM

ONLY FOR UNINCORPORATED AREA OF YUMA COUNTY, ARIZONA

OFFICE USE ONLY

CASE NO. _____

PROPERTY OWNER(S):

NAME: _____ PHONE # (___) _____-_____

MAILING ADDRESS: _____

FAX# (_____) ____-_____ E-MAIL: _____

AGENT (IF ANY)

NAME (please print): _____ _____
Last Name First Name

PHONE # (_____) _____-_____ MAILING ADDRESS: _____

FAX# (_____) _____-_____ E-MAIL: _____

Assessor's Parcel Number(s): _____

_____

LEGAL DESCRIPTION: SEC_____ TWP_____RNG_____

_____

_____

Acreage: _____ (☐gross ☐net)

CURRENT ZONING _____ PROPOSED ZONING: _____

CURRENT LAND USE DESIGNATION: _____

PROPOSED LAND USE DESIGNATION: _____

PLANNING AREA: _____

INTENDED USE: _____

_____

TYPE OF APPLICATION:

- ☐ Rezoning
- ☐ Special Use Permit
- ☐ Minor Amendment
- ☐ Major Amendment
- ☐ Variance
- ☐ Lot Tie
- ☐ Interpretation
- ☐ Land Division Permit
- ☐ Temporary Use Permit*
- ☐ Temporary Use Permit*-**4-H/FFA**
- ☐ Temporary Special Use Permit*
- ☐ Commission Initiative

ZONING ORDINANCE SECTION # FOR INTERPRETATION: _____

ATTACH EXPLANATION OF REQUESTED INTERPRETATION

OFFICE USE ONLY

Date Received: _____

Accepted by: _____

Fee Paid: $ _____

The applicant agrees to cooperate with planning staff in completing necessary site visits for preparation of reports, information and to post zoning notices all in accordance with Arizona Revised Statutes.

Signed this _____ day of _____20____

_____

_____

Signature(s) of Property Owner(s) or ☐ Legal Agent

**Approval of this application/permit does not void deed restrictions. Please review the deed restrictions before paying the application fee.*

***If this request is approved, the action becomes effective 30 days after the date of the public hearing.*

Revised 9/23/2021

Department of Development Services
Planning and Zoning Division

A.R.S. §12-1134 WAIVER

As provided for by A.R.S. §12-1134(I), the undersigned Owner, or Owner's Agent, of property affected by zoning action _____ does hereby waive any A.R.S. §12-1134 claim for diminution in value related to said zoning action.

If the undersigned is the Owner's Agent, it is further warranted and represented that this Agent has the legal power to bind the Owner to this waiver.

_____	_____	_____
Printed Name	*Signature*	*Date*
_____	_____	_____
Printed Name	*Signature*	*Date*

State of Arizona)
) ss
County of Yuma)

Subscribed and sworn before me this _____ day of _____, 20_____.

_____
Notary Public

(notary seal)

Revised 08/2009