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

PROCEDURE FOR MINOR AMENDMENT

1. **Purpose**

A minor amendment involves any amendment that does not meet the criteria to be defined as a major amendment. A minor amendment may be heard concurrently with a rezoning application.

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.

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

- ❑ Name, address and phone number of owner and agent
- ❑ Existing and requested zoning districts and land use designations
- ❑ Planning Area
- ❑ Signature of the person making application, including the selection of the appropriate box showing representation
- ❑ Assessor's Parcel Number (APN) & legal description (obtained from deed or tax records)
- ❑ A completed Planning and Zoning Application Form
- ❑ A completed Amendment Determination Form
- ❑ A.R.S. §12-1134 Waiver
- ❑ 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.

4. Additional **optional** information for application:

- ❑ Letters of support from neighboring property owners
- ❑ Any development plans, site plans, drawings or evidence to support or explain your request

5. **Fees**

A **non-refundable** fee is required at the time the application and support information is submitted. The fee for minor amendments is $200.00.

6. Scheduling your Hearing

Once the application, support information and fee are complete and submitted, the minor amendment request is placed into a pending case file in the order it is received. Each case is scheduled for the next available Planning and Zoning Commission's 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 date and time. There is no guarantee of placement on a particular date or agenda. The staff report and recommendation is made available to the owner/agent prior to the hearing.

7. Planning Commission's Hearing

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 from the subject property. All of these notices are performed by staff. At the hearing, the Commission reviews the reports and recommendations of the 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.

8. 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. According to State law, if twenty percent (20%) or more of the property owners by area and number within three hundred feet of the subject property file protests, an affirmative vote of three-fourths of all members of the Board of Supervisors will be required 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. The request for a minor amendment can also be continued to a future date or referred back to the Commission if necessary. Once approved or denied, the action of the Board is final (unless appealed to Superior Court). The minor amendment becomes effective a minimum of 30 days following the adoption hearing. Action by the Board may be executed by emergency measure based upon no party protesting a majority vote of the Board.

9. Final Hearing and Closure

A written closure 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 (your response is greatly appreciated).

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