



**Gila County Community Development Department
Planning & Zoning Division**

745 N. Rose Mofford Way
Globe, AZ 85501
(928) 402-8512
FAX: (928) 425-0829

608 E. Highway 260
Payson, AZ 85541
(928) 474-9276
FAX: 928-474-0802

**ZONING CHANGE (REZONING), ZONING
MAP OR ZONING ORDINANCE AMENDMENT,
OR SUPPLEMENT APPLICATION**

Date: _____

Address of Property Associated with Request: _____

Applicant Name: _____ Phone No.: _____

Mailing Address: _____

Signature: _____

Email Address: _____

If the applicant is not the owner, please provide the owner's name below and complete the Authorized Agent form attached to this application form.

Owner's Name: _____

If the subject property is part of a homeowner association (HOA)*:

Name of HOA: _____ Phone No.: _____

Contact Person at HOA: _____

Mailing Address: _____

Email Address: _____

*Please note that Gila County notifies an HOA as a courtesy only and does not enforce any HOA-related documents (i.e. CC&Rs, deed restrictions, etc.).

FOR OFFICE USE ONLY

Case File No.: _____ Permit # _____ Zoning of Property: _____ APN # _____

\$365 Fee Paid Check No.: _____ Credit: _____ Cash: _____ Date: _____

Authorized Agent Form Received (if applicable): _____

PZC Legal Publication and Posting Date: _____ Hearing Date: _____ PZC Recommendation: _____

BOS Legal Publication and Posting Date: _____ Hearing Date: _____ BOS Decision: _____



**Gila County Community Development Department
Planning & Zoning Division**

**ZONING CHANGE (REZONING), ZONING MAP OR ZONING ORDINANCE
AMENDMENT OR SUPPLEMENT PROCEDURES**

PLEASE NOTE THAT A PRE-APPLICATION MEETING IS REQUIRED PRIOR TO THE SUBMITTAL OF A
REZONING REQUEST

Upon submittal of a completed application, notification will be sent to adjacent landowners and other potentially affected citizens of the substance of the application and the request will be scheduled for a Planning and Zoning Commission hearing.

The applicant is responsible for submitting a Citizen Participation Plan to ensure that applicants pursue early and effective citizen participation in conjunction with their applications. This includes holding a neighborhood meeting and submitting evidence of this meeting to the Community Development Department at least 30 days prior to the date of the Planning and Zoning Commission public hearing.

The Planning and Zoning Commission shall hold at least one public hearing after giving at least 15 days' notice by publication in at least one newspaper of general circulation in the County seat by posting the property and by noticing property owners according to state law requirements.

The Planning and Zoning Commission shall review the request and make a recommendation to the Board of Supervisors. Upon receipt of the Planning and Zoning Commissions' recommendation, the Board of Supervisors may hold at least one public hearing within a reasonable time after first noticing in the same manner as required of the Planning and Zoning Commission and may thereupon take the appropriate action. If 20% or more of the owners of property by area and number within the zoning area file a protest to such change, the change shall not be made except by unanimous vote. In the event an application is denied by the Planning and Zoning Commission and/or Board of Supervisors, the Planning and Zoning Commission shall reserve the right of refuse to consider a similar application within a year of the date of the application.

To apply for a rezoning request the following need to be submitted:

1. A non-refundable application fee of \$365.00.
2. A completed application form.
3. Proof of ownership or a completed Authorized Agent form if the applicant is not the owner.
4. Evidence of a completed pre-application meeting.
5. A legible site plan (minimum size of 8.5" by 11") drawn to scale containing the items below (see attached example): north arrow, lot dimensions (length and width of property), adjacent streets and names, all existing and proposed buildings and structures (including the dimensions and square footage of each building or structure), driveways, alleys, easements, water and utility services, septic and propane tanks and leach fields (including distance from septic and propane tanks and leach fields to property lines and to existing and proposed buildings and structures), fences, drainage ditches, significant trees and vegetation and, extreme topographical conditions.
6. A detailed narrative justifying the application.
7. A Citizen Participation Plan.
8. Additional information as the Zoning Inspector or designee may deem necessary to evaluate the impact of the application on adjacent properties and the immediate area.



**Gila County Community Development Department
Planning & Zoning Division**

**REZONING
SUBMITTAL CHECKLIST**

- Non-refundable fee of \$365.00
- Completed application form
- Proof of ownership or completed Owner Authorization Form
- Evidence of a completed pre-application meeting
- Site Plan
- Written description and justification of request
- Citizen Participation Plan
- Other optional items (i.e. photographs, aerial photographs, etc.)

AUTHORIZED AGENT FORM

PROPERTY ADDRESS: _____

ASSESSOR PARCEL NUMBER: _____

The undersigned, registered property owner(s) of the above-referenced property, do hereby authorize

_____ of _____

to act on my/our behalf and take all actions necessary for the processing, issuance and acceptance of this request for a rezoning to the Gila County Community Development Department.

We hereby certify the above information submitted in this application is true and accurate to the best of our knowledge.

Authorized Signature

Authorized Signature

Date

Date

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____,

2020 by _____.

Notary Signature _____

Serial Number _____



SITE PLAN REQUIREMENTS

What is a site plan?

A site plan is your parcel drawn to scale (1"=20' minimum) on a 8 ½ x 11 paper that shows the following:

- North Arrow
- Parcel # and Address
- Street names
- Dimensioned lot lines
- Setback lines with dimensions to property lines
- Locations and dimensions of all existing and proposed structures (include fences) and distances between structures and lot lines
- Locations of all washes, ditches, creeks and drainages.
- All easements, driveways
- Septic systems and leach fields
- Locations of all existing and proposed utilities including:
 - Utility lines and underground piping
 - Water, electric, and gas meters
 - Well
 - Propane tank and distances to property lines and any structures

Parcel# _____

Address _____

Site Plan Sample

N

