

City of Nogales
Planning & Zoning Commission
Rezoning Application



REZONING APPLICATION PROCEDURES

1450 N. Hohokam • Nogales, Arizona 85621 • Office (520) 285-5747 • FAX (520) 287-6946 • T.D.D. (520)
The following information is provided to assist in the preparation and submittal of an application for a Rezoning of a property within the City of Nogales. The rezoning request will be heard by the Planning Commission and the final decision will be made by the City Council.

Pre-Application Review Process – **Prior to filing an application for a Rezoning, the applicant must complete the Pre-Application review.** Forms and instructions for the Pre-Application review are available through the Development Services Department or website.

1. The Pre-Application process includes a Neighborhood meeting as an optional action - takes approximately two weeks.
2. *Application Completeness* – For an application to be accepted, the Applicant must provide all of the required information described on the submittal checklist, as incomplete applications **will be** rejected. Ensuring the accuracy of the application is the responsibility of the Applicant.
3. *Forms/Review:*
 - a. Administrative Completeness Review (see Planning Division Project Review Timelines): Staff will review the application to make sure all required documents and information have been included. If required information is missing, Applicant will be notified that the application has been rejected until all required information is submitted. If the application is rejected, upon resubmittal, a new Administrative Completeness Review will be required.
 - b. Substantive Review (see Planning Division Project Review Timelines): When complete, the application will be routed to City staff and affected agencies for review and comment. After this review is completed, the comments are consolidated and returned to the Applicant. The Applicant is responsible for addressing staff comments, revising and amending the application as required, and submitting a complete set of revised plans for a second review to ensure all comments have been addressed to the satisfaction of the City. All required documents must be resubmitted regardless of whether that particular page or document was revised. If all comments have been adequately addressed, the legislative process will begin by scheduling the rezoning for a public hearing before the Planning Commission.
 - c. If all comments and issues identified in the Substantive Review have not been addressed to the satisfaction of Staff in the resubmission, the application will be denied. In lieu of denial, the Applicant may, either in writing or electronically, agree to allow the City of Nogales to submit supplemental requests for additional information. If the City issues a comprehensive written or electronic request or a supplemental request, the Substantive Review timeframes are suspended until the additional information is submitted by the Applicant.

4. *Neighborhood Notice* – The City will prepare the Notice of Public Hearing for the Rezoning and provide a copy to the applicant. For each required public hearing the City will mail the Notice of Public Hearing by first class-mail at least fifteen (15) calendar days prior to the date of the hearing to the following:
 - a. All property owners of record within three hundred (300) feet of the site;
 - b. Any person or group who has requested notice in writing.

The Planning Director may expand the notification area set forth in this section if it is determined that the potential impact of the project extends beyond the required notification boundary.

5. *Property Posting (Sign)* – The City will prepare the Notice of Public Hearing Sign Template for the Rezoning. Signs will be posted at least fifteen (15) calendar days prior to the date of each public hearing. The City will be responsible for posting the signs on the property, subject to the following specifications and requirements:
 - a. Posting, maintenance, and removal of sign(s);
6. *Staff Reports* – After the staff comments have been addressed and the project has been scheduled for the public hearings, the Planning Division will prepare reports describing and evaluating the proposed project and making recommendations to the Planning Commission and City Council. Copies of the staff reports will be made available to the public and sent to the applicant prior to each public hearing.
7. *Planning Commission Hearing* – The project may be scheduled for a Study Session with the Planning Commission the month before it is scheduled for a public hearing. Regular Planning Commission hearings occur on the third Tuesday of each month at 6:30 p.m. Regular meetings are held at the City Hall in the Council Chambers, 777 N. Grand Avenue, although special meetings may be held at a different location. The applicant or a project representative must be present at the hearing. The Commission will provide a recommendation to the City Council.
8. *City Council Hearing* – City Council hearings occur on first Wednesdays of each month at 6:00 p.m. and are held at City Hall in the Council Chambers, 777 N. Grand Avenue. Please refer to the City website www.nogalesaz.gov for published meeting dates. The applicant or project representative must be present at the hearing. The City Council will make the final decision regarding the application. The Ordinance approving the project will become effective 30 days after the ordinance is signed by the Mayor, usually the day following the Council action.

REZONING APPLICATION REQUESTS

REZONING

1. **Project Narrative**

- Description of proposed zoning districts and uses; and
- Information on how the project complies with the General Plan and any other adopted plans or zoning requirements.

2. **Zoning Exhibit**

- Legal Description;
- Vicinity Map;
- Scale, north arrow, and dimensions;
- Proposed zoning district boundaries;
- Adjacent rights-of-way and easements showing existing and future improvements;
- Location of public utilities;
- Adjacent zoning districts and adjoining lot lines within 300 feet;
- Uses and structures on adjacent parcels within 300 feet;
- Project Data Table:
 - Gross and net acres;
 - Current and proposed Zoning District(s) and General Plan Classification(s); and
 - Percent of total acreage in each zoning district (gross & net).

3. **Development Phasing Plan** (if applicable)

- Parcels designated with each phase;
- Off-site and On-site improvements with each phase; and
- Open space areas with each phase.

4. **Traffic Impact Study** (if applicable)

REZONING WITH PAD OVERLAY

1. Project Narrative

- Description of proposed zoning districts and uses;
- Justification for proposed zoning deviations and standards; and
- Information on how the project complies with the General Plan and any other adopted plans or zoning requirements.

2. Zoning Exhibit/Development Plan

- Legal Description;
- Vicinity Map;
- Scale, north arrow, and dimensions;
- Proposed zoning district boundaries;
- Adjacent rights-of-way and easements showing existing and future improvements;
- Location of proposed public and private streets;
- Location of public uses proposed, including schools, fire stations;
- Location of parks, playgrounds, trails, and other recreational facilities;
- Preliminary drainage;
- Location of public utilities;
- General layout of non-residential zoning districts;
- Layout and densities (based on gross acreage) for residential zoning districts;
- Adjacent zoning districts and adjoining lot lines within 300 feet;
- Uses and structures on adjacent parcels within 300 feet;
- Project Data Table:
 - Gross and net acres;
 - Current and proposed Zoning District(s) and General Plan Classification(s);
 - Percent of total acreage in each zoning category (gross & net);
 - Development standards (i.e. setbacks, height, lot coverage, lot dimensions) showing both proposed and existing standards;
 - Number of dwelling units (Residential only);
 - Approximate square footage of proposed non-residential uses; and
 - Open space/landscape retention areas and percentages.

3. Development Phasing Plan (if applicable)

- Parcels designated with each phase;
- Off-site and On-site improvements with each phase; and]
- Open space areas with each phase

4. Traffic Impact Study (if applicable)



City of Nogales Planning and Zoning Commission

Information and questionnaire for requests to rezone a parcel (s) of property in the City (to be filled out by applicant for rezoning request)

Please answer the following questions as completely as possible since this is information the Commission and City Staff will use to evaluate the proposed rezoning. Additional information can be provided on a separate sheet if needed. Required public hearings may be delayed if an adequate description of the proposed development is not provided.

Name of Applicant: _____

Name of Property Owner: _____

Applicant Telephone Number: _____

Name of Firm, if any: _____

Present Zoning of Property for variance request: _____

Property definition (Address, Lot Number, Parcel ID number, block number, plat, etc- legal description where required): _____

Interest in Property (Owner, part-owner, partner, etc.): _____

Proposed Land Use

1. a. Describe the proposed use of the property. _____

b. State why this is needed on the subject property at this time. _____

2. If the proposed use is residential, how many total residential units will there be on the subject property? Also, will these units be attached, detached, or manufactured homes?

Total units: _____ Type (s): _____

3. Will the subject property be divided into additional lots? Yes No

If yes, how many total lots will there be in the rezoning area and what size (in acres or square feet) will each lot be?

4. If additional lots will be created by this rezoning, how will all-weather access be provided to these lots from a dedicated public street (e.g., direct access, existing easement, new easement, etc.)?

5. What is the maximum proposed building height?

_____ feet, and number of _____ stories

6. Provide an estimate of when the proposed development will be started and completed:

Start date _____ Finish date _____

7. If the proposed use is commercial or industrial:

- a. How many employees are anticipated? _____
b. What are the expected hours of operation? _____
c. How many parking spaces will be provided? _____
d. Will a separate loading/dock area be provided? Yes No

If yes, show its location on the sketch plan or preliminary development plan (site plan).

- e. What is the approximate size of the building(s) in square feet?

8. a. For commercial or industrial developments, or residential developments of three (3) Residences per acre or more, state which buffer yard is required by Section 700, Landscaping and Buffering, of the Development Code.

- b. Describe the buffer what will be provided in terms of buffer width, use of walls, or type of plant materials, etc., to meet the Development Code requirements.

- c. Names and address of all property owners within three hundred feet (300 ft) must be provided. This information is available at the County Assessor's office at the Santa Cruz County Complex (520-761-7845).

9. If the proposed development is an industrial project, state what industrial wastes may be produced and how they will be disposed of, and what type of materials will be stored, including chemicals of any type, and/or used in the operation?

Site Conditions: Existing and Proposed

1. Are there existing uses on the subject property? Yes No

If yes, describe the use stating the number and type of dwelling units, type of business, etc.

If no, is the property undisturbed, or are there areas where grading has been done or vegetation has been removed?

2. If the proposed rezoning is approved, will the existing use be removed, altered, or remain as it is?

3. Are there any existing utility or access easements on the property? Yes No

If yes, state their type and width here, and show their location on the sketch plan or preliminary development plan (site plan).

4. Describe the overall topography (landform) of the subject property, and note especially whether any 15% or steeper slopes exist. Such slopes will be subject to the Development Standards Code for hillside development.

5. Are there any special or unusual natural features on the property, such as rock outcroppings, areas of heavy vegetation or between large hills, etc.? Yes No

If yes, describe these features.

6. Are there natural drainage ways (washes-arroyos) on the subject property?

Yes No

If yes, state whether these natural drainage patterns will be altered by the proposed development, and what type of alterations will occur.

(NOTE: for information about possible requirements of the Santa Cruz County Floodplain Ordinance, or FEMA regulations on the subject property, contact City Engineer, County Flood Control District, Army Corps of Engineer, FEMA, etc.)

7. Approximately how much of the subject property is proposed to be graded, including areas where most vegetation will be cleared? _____ Acres or _____ percent of the land area. How much of this area is currently graded?

8. Describe any re-vegetation proposed in areas where development will require removal of natural vegetation.

9. Will the proposed development use a septic system or public sewer?

Septic Sewer

If a septic system will be used, state whether one currently exists on the property and, if so, whether additions to that system will be needed for this development.

(NOTE: for information on septic system or sewer line connections needed for this development, contact the Arizona Department of Environmental Quality for septic systems construction, and the City for sewer line connections)

10. How will water be supplied to the subject property?

11. Is the available water supply adequate for the proposed development?

Yes No Not sure

Surrounding Property

Describe in detail adjacent and nearby land uses within approximately 300 feet of the subject property boundary lines in all directions.

North: _____

South: _____

East: _____

West: _____

For applicable fees, check City of Nogales Development Standard Code Fee Schedule (Section 13-2-2).

Include nine (9) copies of engineer/drafter rendition of proposed property layout, easements, construction, etc.

(Must be signed by property owner requesting rezoning)

Signature of Applicant _____ Date _____

<u>Office Use Only</u>
Date Application Received: _____
Received By: _____
Docket Number: _____