City of Somerton

Community Development Department

143 N. State Ave., P.O. Box 638
Somerton, AZ 85350
Office: (928) 722-7370
FAX: (928) 627-2707

APPLICATION FORM

X REZONING
O SUBDIVISION
O LOT SPLIT/TIE
O MINOR VARIANCE
O CONDITIONAL USE PERMIT
O TEXT AMENDMENT
O GEN.PLAN/MAP AMENDMENT
O APPEAL
O VARIANCE
O OTHER_____

O The subject proposal is/is not located in the 65/70/75 noise contour(s) and the High Accident Potential Zone(s) of the Marine Corps Air Station-Yuma/Yuma International Airport.

Case Number: _____ **Hearing Date:** _____

SUBJECT PROPERTY INFORMATION

Address:	**Current Zoning:**
Assessor Parcel Number:	**Proposed Zoning:**
Area (acres/sq.ft.):	**Current Use:**
Request:	**Proposed Use:**

PROPERTY OWNER / AGENT INFORMATION

Property Owner(s) Name:	**Agent's Name:**
Address:	**Address:**
City: **State:** **ZIP:**	**City:** **State:** **ZIP:**
Phone: **FAX:**	**Phone:** **FAX:**
E-Mail:	**E-Mail:**
I affirm that I am the owner of record of the subject property. If an agent is named, I hereby authorize that person to act in my behalf in matters relating to this application. **OWNER SIGNATURE IS MANDATORY:**	I hereby declare that all of the information contained in this application is true and correct to the best of my knowledge and belief. I acknowledge the errors in this application may delay review.
Property Owner's Signature Date	Agent's Signature Date

FOR OFFICE USE ONLY

Fee: $550.00 Residential / Non-Residential for each acre or portion thereof + $10 for each additional acre or portion thereof. + $50 for sign posting @ site	**GL Acct. #:** 10-34-06	**Receipt #**
☐ **Approved** ☐ **Denied**	**By:** Saul Albor	**Date:**

PROJECT APPLICATION AND CASE REVIEW PROCESS

1. **Pre-Development Meeting with staff:** We strongly suggest you set up a pre-development meeting with the planning staff to find out if there are any zoning, engineering, fire safety or technical issues which could prevent your application from being accepted or which could add unforeseen expense to your project. Please call the Community Development Department at (928) 722-7370 or FAX (928) 627-3794 to schedule your appointment.

2. **Mandatory Pre-Application Review Meeting:** Once you have completed your application, please schedule an appointment with the planning staff. At this meeting, the application will be reviewed for completeness. This meeting should be scheduled several working days prior to the submittal deadline.

3. **Submittal of Application:** Applications must be submitted on / by specific days for scheduling on a City Board of Adjustment, City Council or Planning & Zoning Commission Agenda. A list of meeting dates and application submittal deadlines can be obtained from the Community Development Department. You or your agent must submit your completed application PRIOR TO the deadline date.

4. **Staff Research / Public Notification:** The Community Development Staff will perform background research and will contact various agencies and departments to ask for comments about your application. Also, property owners within 300 feet may be notified for certain applications and a legal advertisement will be placed in the Yuma Daily Sun for the public at large.

5. **Meeting – To Review Preliminary Staff Report:** Once the preliminary staff report is completed, the planning staff will arrange to meet with you. At this meeting, their recommendation is presented and discussed. You are given several days after this meeting to provide any new information you may have before the staff completes the Final Staff Report.

6. **Final Staff Report:** Once the Final Staff Report is completed, a copy is delivered to the applicant and appropriate Commission, City Council or Board about seven days prior to the meeting where it will be presented. Upon request, any member of the public or the media may also examine this report.

7. **Public Hearing / Meeting:** A Public Hearing / Meeting is held by the Commission, City Council or Board to vote on your application. At this hearing, you or your agent may speak. Members of the public will also be invited to give their opinion regarding your application per the legal advertisement that was published.

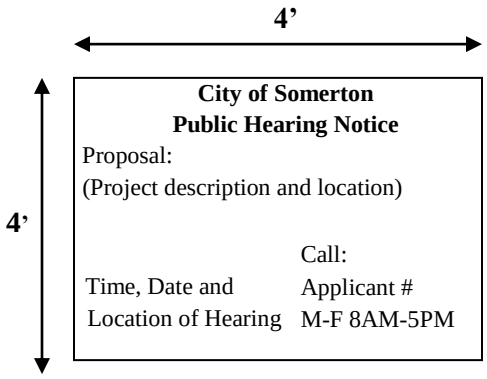
8. **Board or Commission Decisions:** For Variances or Appeals, the Board of Adjustment makes the final decision. For Rezoning, Road/Alley Abandonment and Subdivisions, the Planning and Zoning Commission makes recommendations to City Council who make the final decision. For Conditional Use Permits, the Planning and Zoning Commission makes the final decision.

9. **City Council Decisions:** The City Council will hold its own public hearing if a protest is received about a rezoning, abandonment or subdivision application.

ZONING CHANGE APPLICATION CHECKLIST

- ✓ **APPLICATION.** Please print or type the information requested on the application.
- ✓ **SUPPLEMENTARY INFORMATION.** Please provide any additional information to lend support to your request.
- ✓ **LABELS OF SURROUNDING PROPERTY OWNERS.** You are required to submit mailing labels of property owners and their mailing addresses within 300 feet of the property to be rezoned as shown on the County Assessment Roll. This information may be obtained at the Yuma County Assessor's Office located at 410 S. Maiden Lane, Yuma AZ 85364.
- ✓ **PUBLIC HEARING NOTICE SIGN.** It is the responsibility of the applicant to post a sign(s) on the subject property at least 15 calendar days prior to the public hearing. The criteria to use for the sign(s) is described below:

Requirements for Public Hearing Sign:



Color: Body to be White and lettering to be Flat Black

- Height of sign shall be no less than four (4) feet from finished grade to the top of the sign.
- Contact Community Development Department regarding placement and number of signs.
- Notice shall be posted on the subject property at least fifteen (15) days before the public hearing in a manner that is clearly visible from a distance of one hundred (100) feet.

- ✓ **APPROPRIATE FILING FEE.**

See Section 6.6 of Zoning Ordinance for additional information on Rezoning