



City of Apache Junction  
Development Services Department  
300 E. Superstition Blvd.  
Apache Junction, AZ 85119  
(480) 474-5083  
[www.ajcity.net](http://www.ajcity.net)



# **Conceptual Subdivision Plat Preliminary Plat/Preliminary Plat Amendment**

## **Application, Checklist & Process Guide**

City of Apache Junction  
Development Services Department  
<http://www.ajcity.net/81/Development-Services>

## CONCEPTUAL SUBDIVISION PLAT (OPTIONAL), PRELIMINARY PLAT, PRELIMINARY PLAT AMENDMENT PROCEDURES AND REQUIREMENTS

The following checklist is intended to provide the applicant with an overview of the application process and requirements for either a conceptual subdivision plat, a preliminary plat, or a preliminary plat amendment. For more detailed information please refer to the Apache Junction City Code, Volume II, Land Development Code, Chapter 2: Subdivision Regulations, and to the Apache Junction City Code, Volume II, Land Development Code, Chapter 1: Zoning Ordinance (see “City Code On-Line” at <http://www.ajcity.net/>).

- ☐ **Step 1: Pre-Application Conference.** The prospective applicant schedules an informal pre-application meeting with planning and engineering staff to discuss their proposed use/project and to review the application materials and be informed about the process. The pre-application conference stage of subdivision planning comprises an investigatory period which precedes actual preparation of a preliminary plat by the subdivider.
- ☐ **Step 2:** Please read all instructions thoroughly before beginning the application process; answers to many of the most frequently asked questions are contained in this overview. Please note that submittal of a conceptual subdivision plat is completely optional (see Volume II, Chapter 2, § 2-2-3). The purpose of this option is to gain informal comments and tentative recommendations from staff, review agencies, and city planning and zoning commission. Attachments 1 and 2 represent public review process flow charts for conceptual subdivision plat, preliminary plat, or preliminary plat amendment.
- ☒ **Step 3: Submit Conceptual Subdivision Plat, Preliminary Plat, or Preliminary Plat Amendment Application Form.** The applicant shall complete and submit an application form for conceptual subdivision plat, preliminary plat, or preliminary plat amendment approval (see **Exhibit A**) and submit the required information for city staff review. If the application and plans are not complete, the public hearing process and final action will be delayed.
  - ☒ Be sure that:
    - ✓ the application form is filled out completely; and that
    - ✓ all persons having fee title ownership interest in the property, or legal authorization to execute such document, must sign the application.
  - ☒ Owner’s Certification – signed and notarized (see **Exhibit B**)
  - ☒ Application Fees [Check #2653 Issued by SIG-AZ, LLC](#)
    - ✓ **Conceptual Subdivision Plat** : No Fee
    - ✓ **Preliminary Plat** : \$1575 + \$21/lot to \$2500 maximum **\$1575 + (\$21/lot x 12 lots) = \$1827**
    - ✓ **Preliminary Plat Amendment** : \$1575 + \$21/lot to \$2500 maximum
  - ☒ Signed and notarized Proposition 207 Claim Waiver (see **Exhibit C**)
  - ☒ Project Narrative
  - ☒ Title Report (Preliminary Plat, or Preliminary Plat Amendment)

☒ ALTA Survey (Preliminary Plat, or Preliminary Plat Amendment)

☒ Preliminary Drainage Report (Preliminary Plat, or Preliminary Plat Amendment)

☒ The applicant shall submit eighteen (18) printed copies and one (1) digital copy of conceptual subdivision plat, and twenty (20) printed copies and one (1) digital copy of preliminary plat, or preliminary plat amendment, as applicable and in accordance with the Apache Junction City Code, Volume II, Land Development Code, Chapter 2: Subdivision Regulations. Per 6/19/19 call from Sidney at City of AJ, only 5 copies of the Tentative Plat are required for the submittal.

- ☐ **Step 4: Planning and Zoning Commission Work Session for Conceptual Subdivision Plat, Preliminary Plat or Preliminary Plat Amendment.** Once the conceptual subdivision plat, preliminary plat, or preliminary plat amendment application is deemed complete, planning staff will schedule the matter for discussion at the Planning and Zoning Commission's ("commission") work session meeting as a New Business item. Applicants are welcome to attend the Planning and Zoning Commission's meeting. Staff will present the application and staff analysis to the commission. There is no staff recommendation at this time, nor is there a vote by the commission at this meeting.

**Conceptual Subdivision Plat Appeal.** If the project developer objects to a decision by the Planning and Zoning Commission to deny a conceptual subdivision plat or recommended modification to same, the Planning and Zoning Commission decision may be appealed to the City Council. Upon submittal to the Development Services Director of a written statement of objection, the matter shall be placed on the agenda for the next available council meeting.

- ☐ **Step 5: Planning and Zoning Public Hearing for Preliminary Plat or Preliminary Plat Amendment.** Following the planning and zoning initial meeting, a public hearing for the commission is scheduled. At the hearing, city planning staff will offer a recommendation to the commission. In evaluating the preliminary plat and the preliminary plat amendment request for approval, planning staff and the commission will consider the factors outlined in the zoning code such as adequacy of roadways; off-street parking; public facilities; potential nuisances arising from the emission of odors, pollutants or noise; potential blight to the neighborhood; compatibility with surrounding uses and structures; screening and buffering of uses and conformance with the 2010 General Plan. Staff may recommend approval, denial or approval with conditions. The Planning and Zoning Commission may recommend approval, denial or approval with conditions.
- ☐ **Step 6: City Council Work Session for Preliminary Plat or Preliminary Plat Amendment.** Once the preliminary plat, or preliminary plat amendment application has been recommended by the Planning and Zoning Commission, planning staff will schedule the matter for discussion at the City Council regular meeting as a New Business item. Applicants are welcome to attend the City Council meeting. Staff will present the application and staff analysis to the council. There is no staff recommendation at this time, nor is there a vote by the council at this meeting.
- ☐ **Step 7: City Council Public Hearing for Preliminary Plat or Preliminary Plat Amendment.** Following the City Council work session meeting, a public hearing for the council is scheduled. At the public hearing, city planning staff will offer a recommendation to the council, as well as provide the recommendation from the city Planning and Zoning Commission. Planning and zoning staff may

recommend approval, approval with conditions, or denial. The City Council may approve, approve with conditions, or deny the request.



## City of Apache Junction

Development Services Department

### Conceptual Subdivision Plat, Preliminary Plat, Preliminary Plat Amendment Application



## Exhibit A: Conceptual/Preliminary Plat/Preliminary Plat Amendment Application Form

Type of application:

- ☐ Conceptual Subdivision Plat
- ☒ Preliminary Plat
- ☐ Preliminary Plat Amendment

### SITE INFORMATION

Project Name: Coyote Crossing

SITE ADDRESS/LOCATION: Tepee St & Idaho Rd ASSESSORS PARCEL NO: 100-31-001A

GROSS AREA: 108,948.91 Sf OR 2.50 Acres NET AREA: 81,043.11 SF OR 1.86 Acres EXISTING ZONING: RS-GR

**LEGAL DESCRIPTION OF PROPERTY:** (found on County Tax Bill Notices or Warranty Deed: THE NORTHEAST QUARTER OF THE NORTHEAST QUARTER OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 17, TOWNSHIP 1 NORTH, RANGE 8 EAST OF THE GILA AND SALT RIVER BASE AND MERIDIAN, PINAL COUNTY, ARIZONA

**BRIEF DESCRIPTION OF THE PROPOSED PROJECT:** Tepee and Idaho (the Site) is approximately 2.5-acre Planned Area Development located within portions of Section 17, Township 1 North, Range 8 East, of the Gila and Salt River Base and Meridian, Pinal County, Arizona. The site is a proposed single-family development that consists of 12 lots. Land Use will be Medium Density Residential (MDR). The Site is bounded to north by Tepee Street, to the south by Quail Creek a residential development. East of the Site is bounded by Idaho Road, to the west by residential development. See Exhibit 1 Vicinity Map for the location of this project.

### APPLICANT INFORMATION

Property Owner(s): SIG-AZ LLC

Address: 4365 E Pecos Rd Ste 141, Gilbert AZ

Phone Number: 480.455.9867 Fax Number \_\_\_\_\_ Email: brad@betterchoicetohomes.com

Applicant Contact Person/Project Manager: Dennis Roberts

Address 4700 E Southern Ave

Phone Number 480.218.8831 Fax Number \_\_\_\_\_ Email: DRoberts@Atwell-Group.com

For Dept. Use only	Case Number _____
PLN Number _____	Date Submitted: _____
Approved By: _____	Date Approved: _____

## Exhibit A: Conceptual and Preliminary Plat Application Form continued

Architect/Engineer: Atwell LLC & Dennis Roberts, P.M

Address: 4700 E Southern Ave

Phone Number: 602-615-4038 Fax Number \_\_\_\_\_ Email: DRoberts@Atwell-Group.com

List all existing improvements/development on the property:

Our research shows that previously there was a small development on the property that was demolished between 6/24/2011 & 5/26/2012. From this information we can surmise that there may have been infrastructure in place to support this development. The current state or location of the supposed infrastructure is not known at this time.

OWNERS SIGNATURE:   DATE: 05/06/2019

### Submittal Documents (must be originals)

	Applicant*	Staff*
1. <b>Exhibit A:</b> Application Form	<u>X</u>	_____
2. <b>Exhibit B:</b> Owner Certification (notarized)	<u>X</u>	_____
3. <b>Exhibit C:</b> Signed and notarized Proposition 207 Waiver	<u>X</u>	_____
4. <u>Copies Submittal</u>		
Conceptual Subdivision Plat: 18 printed copies/1 digital copy	_____	_____
Preliminary Plat: <del>20</del> printed copies/1 digital copy 5 Copies per direction from Sidney of AJ	<u>X</u>	_____
Preliminary Plat Amendment: 20 printed copies/1 digital copy	_____	_____
❖ All printed copies shall be 24"x36"		
5. Fees	<u>X</u>	_____
6. Project Narrative	<u>X</u>	_____
7. Title Report (Preliminary Plat, or Preliminary Plat Amendment)	<u>X</u>	_____
8. ALTA Survey (Preliminary Plat, or Preliminary Plat Amendment)	<u>X</u>	_____
9. Preliminary Drainage Report (Preliminary Plat, or Preliminary Plat Amendment) and Preliminary Water and Sewer Reports	<u>X</u>	_____

❖ Submit 3 copies of items 7 through 9

\* Please initial that the document(s)/form(s) are included with the application.

## Exhibit B: Ownership Certification

I/We certify that:

I/We are the owner(s) of the property described in this application for a conceptual subdivision plat, preliminary plat, or preliminary plat amendment and have submitted copies of deeds or title reports as proof of ownership.

I/We have read the application instructions and have truthfully completed this application. I/We understand that the filing and investigation fee is non-refundable, and that the City has the option of either approval or denial of this request following conduct of a Public Hearing.

I/We, being the owner(s) of the property in this application, have appointed Atwell LLC as my/our representative agent. I/We have authorized him/her to do whatever is necessary to have this request considered favorably by the City of Apache Junction and agree that all correspondence in relation to this matter should be delivered to him/her.

PLEASE PRINT

SIG-AZ LLC

Property Owner Name

4365 E Pecos Rd Ste 141

Street Address

Gilbert, AZ, 85295

City, State, Zip

  
Signature

Telephone

Property Owner Name

Signature

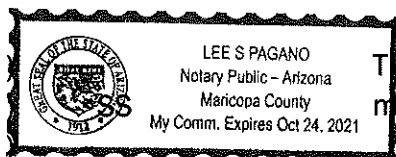
Street Address

City, State, Zip

Telephone

STATE OF ARIZONA

COUNTY OF PINAL



The foregoing instrument was acknowledged before me this 30<sup>th</sup> day of April, 2019.

  
Notary Public

My Commission Expires: 10/24/2021

## Exhibit C: Proposition 207 Waiver

### Proposition 207 Claim Waiver Attachment

If multiple owners need to sign the waiver,  
make additional copies

When Recorded Return to:  
City of Apache Junction  
Development Services Department  
300 E Superstition Blvd.  
Apache Junction, AZ 85119

DIMINUTION IN VALUE AND JUST COMPENSATION CLAIM  
WAIVER/INDEMNIFICATION/ACKNOWLEDGEMENT

I/We, SIG-AZ LLC, as owners of property identified as Pinal County Assessor Parcel No 100-31-001A100-31-001A, which is the subject of Apache Junction City Council, Planning & Zoning/Board of Adjustment or other Case No. \_\_\_\_\_, hereby waive any and all potential diminution in value and just compensation claims or lawsuits that could be pursued against the City of Apache Junction ("City"), its elected officials, appointees and employees as a result of the Planning and Zoning Commission/Board of Adjustment/Council's action in the above-referenced matter. This waiver is authorized pursuant to A.R.S. § 12-1134(I). I/We also hereby warrant and represent I/We am/are owner(s) of the above-referenced property and that no other person has any ownership in such property.

SIG-AZ LLC

Printed Name of Owner

Printed Name of Owner





Signature of Owner

Signature of Owner

05/06/2019

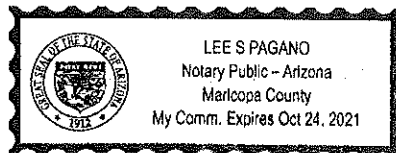
Date

Date

State of Arizona )

) SS

County of \_\_\_\_\_)



SUBSCRIBED AND SWORN TO before me this 6<sup>th</sup> day of May, 2019 by Lee Pagano.

My Commission Expires:

10/24/2021

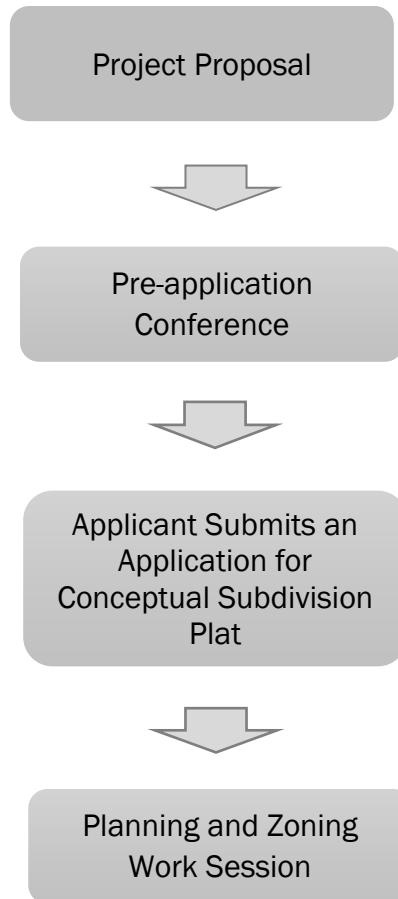
  
Notary Public



## Attachment 1

### Public Review Process Flow Chart for Conceptual Subdivision Plat

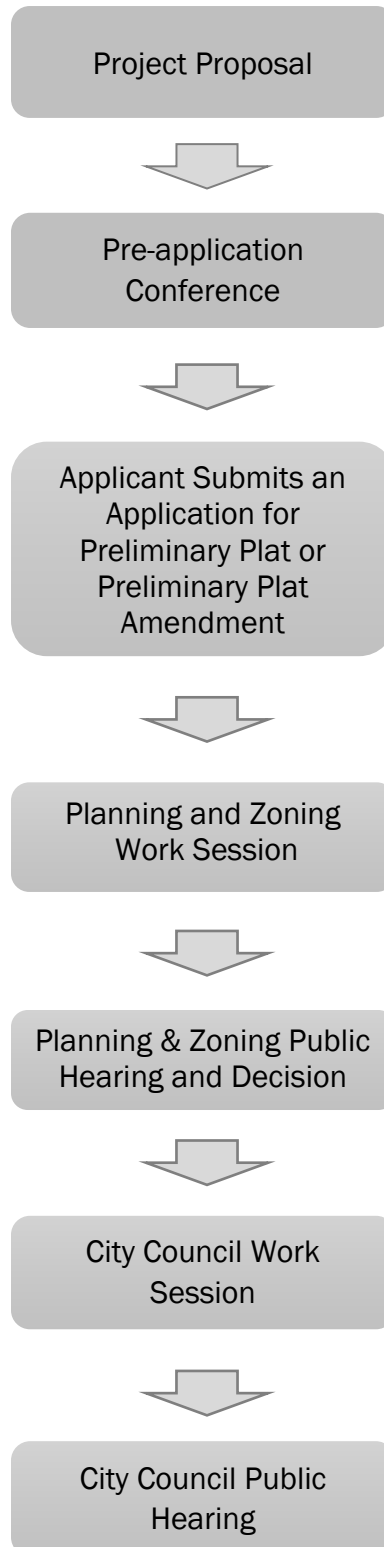
Volume II, Land Development Code, Chapter 2: Subdivision Regulations, § 2-2-3



## **Attachment 2**

### **Public Review Process Flow Chart for Preliminary Plat and Preliminary Plat Amendment**

Volume II, Land Development Code, Chapter 2: Subdivision Regulations, § 2-2-4(B)(1)





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# **Rezoning**

## **Application, Checklist & Process Guide**

City of Apache Junction  
Development Services Department  
<http://www.ajcity.net/81/Development-Services>

## REZONING PROCEDURES AND REQUIREMENTS

### (Includes Major Amendment to a Planned Development)

These instructions are intended to provide the applicant with an overview of the application process and requirements. For more detailed or specific information, please refer to the city of Apache Junction Zoning Ordinance (see “City Code On-Line” at <http://www.ajcity.net/>). See Apache Junction City Code, Volume II, Land Development Code, § 1-16-6 Amendments to Zoning Code or Zoning Map for more information.

- ☐ **Step 1: Pre-Application Meeting.** The prospective applicant schedules an informal pre-application meeting with planning staff to discuss their proposed use/project and to review the application materials and be informed about the process.
- ☐ **Step 2:** Please read all instructions thoroughly before beginning the application process; answers to many of the most frequently asked questions are contained in this overview.

Items to be submitted for rezoning include the following:

- ☒ **Step 3: Submit Rezoning Application.** The applicant shall complete and submit an application for rezoning approval (see **Exhibit A**) and submit the required information for planning staff review. If the application and plans are not complete, the public hearing process and final action will be delayed.
  - ☒ Be sure that:
    - ✓ the application form is filled out completely; and that
    - ✓ all persons having fee title ownership interest in the property, or legal authorization to execute such document, must sign the application.
  - ☒ Narrative – Add additional narrative to explain all details of the proposed rezoning.
  - ☒ Owner’s Certification – signed and notarized (see **Exhibit B**).
  - ☒ If the rezoning proposes/includes any physical changes to the exterior of the existing building and/or site, the applicant shall submit fifteen (15) printed copies and one (1) digital copy of a Site Plan in accordance with the checklist illustrated in **Exhibit C**.
  - ☒ One (1) copy of the Pinal County Assessor’s Tax Parcel Map showing the subject property and surrounding parcels within a 300 foot radius of the property boundaries. These maps are available from the county assessor’s office website or a title company.
  - ☒ Address labels of all property owners within a 300 foot radius of the subject property (see **Exhibit D**). Property owner addresses may be obtained from the county assessor’s office (most current listing) or from a title company (must be less than 30 days old). Signed and notarized Mailing Label Certification.
  - ☒ Public Participation Plan (see **Exhibit E**)

- ☒ Application Fees
  - ✓ \$500 Legal advertising fee, and non-refundable filing and investigation fee (See **Exhibit F**)

- ☒ Signed and notarized Proposition 207 Claim Waiver (see **Exhibit G**)

- ☐ Signed and notarized Affidavit for Posting CUP Notice (**Exhibit E (1)**)

**Step 4: Planning and Zoning Commission New Business.** Once the rezoning application is deemed complete, planning staff will schedule the matter for discussion at the Planning and Zoning Commission's ("commission") Regular meeting as a new business item (depending on the complexity). Applicants are welcome to attend the Planning and Zoning Commission's meeting. Staff will present the application and staff analysis to the commission. There is no staff recommendation at this time, nor is there a vote by the commission at this meeting.

**Step 5: P&Z Public Hearing.** Once the completed application is received, a Notice of Public Hearing will be published in the Arizona Republic at least 15 days before the date of hearing. Public hearings before the Planning and Zoning Commission are normally held 45 to 90 days after receipt of the rezoning request. Applicants are requested to be present at the hearing.

Following the Planning and Zoning Commission's initial discussion meeting, if one is held, a public hearing for the commission is scheduled. The applicant shall arrange to post a public notice sign on the subject property at least 15 days prior to the hearing date (see Exhibit E (1)). A signed and notarized Exhibit E (1) and a picture of the posted sign must be turned into staff when the sign is posted. Planning staff shall arrange for the Notice of Public Hearing to be published in the Arizona Republic newspaper at least 15 days before the hearing date. Applicants are requested to be present at the hearing.

At the hearing, city planning staff will offer a recommendation to the commission. Staff will recommend denial of request if in conflict with the city of Apache Junction 2010 General Plan. Please review the 2010 General Plan. In evaluating the rezoning request, planning staff and the commission will consider the factors outlined in the zoning code such as adequacy of roadways; off-street parking; public facilities; potential nuisances arising from the emission of odors, pollutants or noise; potential blight to the neighborhood; compatibility with surrounding uses and structures; screening and buffering of uses and conformance with the 2010 General Plan. Staff may recommend approval, denial or approval with conditions. The commission may recommend approval, denial or approval with conditions to the city council.

A rezoning approval may be recommended to the city council at the discretion of the commission only upon a finding that the proposed use, operations and plan will not be detrimental to persons residing or working in the area, to adjacent property, to the neighborhood, or to the public welfare in general. The burden of proof for satisfying these conditions rests with the applicant.

- ☐ **Step 6: City Council.** Rezoning applications and land split applications may be submitted together, but the applicant runs the risk of forfeiting all fees, costs and surveying expenses if the rezoning case is denied.

At the hearing, city staff will offer a recommendation to the city council. In evaluating your request, staff, the commission, and the council will consider such factors as: consistency with the city's 2010 General Plan, the land-use and environmental impacts on neighboring properties, the

topography of the area, the adequacy of access in this area, and comments from the public and outside agencies. Please be advised that as a condition of approval, the property owner may be required to dedicate rights-of-way to the city through a deeding process. (See Apache Junction City Code, Volume II, Land Development Code, § 1-16-6 (H) (1) (a) for more information.)

The city council makes the final decision on all rezoning requests. If sufficient valid Protest Petitions have been filed against a rezoning request, then the rezoning must receive a minimum of three-fourths favorable vote from the council in order to pass. If rezoning is denied, or withdrawn after the commission hearing, the commission may not consider the same application for one year except in the case of changed circumstances.

Once the rezoning has been approved, it is valid for 24 months or the time stipulated in the schedule of development if the rezoning is for Planned Development. If substantial development has not taken place prior to the end of the approval period, the city may take action to revert the property to its former zoning classification.



*City of Apache Junction*  
Development Services Department  
**Rezoning Application**



**Exhibit A: Rezoning Application**

**SITE INFORMATION**

SITE ADDRESS/LOCATION 1562 N IDAHO RD ASSESSORS PARCEL NO 100-31-001A  
GROSS AREA: 2.50 AC NET AREA 1.87 EXISTING ZONING RS-GR  
LEGAL DESCRIPTION OF PROPERTY: (found on County Tax Bill Notices or Warranty Deed) SEE ATTACHED

**BRIEF DESCRIPTION OF THE PROJECT PROPOSED FOR REZONING:**

THIS REQUEST IS TO REZONE 2.5 ACRES OF LAND LOCATED AT THE SWC OF TEPEE ROAD AND  
IDAHO ROAD FROM RS-GR TO RM-1 WITH A PD OVERLAY FOR 12 SINGLE-FAMILY DETACHED  
RESIDENTIAL UNITS.

**APPLICANT INFORMATION**

Property Owner(s) BRAD YOUNG, SIG-AZ, LLC  
Address 4365 E PECOS RD. SUITE 140 GILBERT, AZ 85295  
Phone Number 480-455-9867 Fax Number \_\_\_\_\_ Email brad@betterchoicetohomes.com

Applicant Contact Person/Project Manager DENNIS ROBERTS, ATWELL  
Address 4700 E SOUTHERN AVE MESA, AZ 85206  
Phone Number 480-586-2117 Fax Number \_\_\_\_\_ Email dennisroberts@atwell-group.co

Architect/Engineer CHRIS JONES, RVI PLANNING + LANDSCAPE ARCHITECTURE  
Address 120 S ASH AVE TEMPE, AZ 85281  
Phone Number 480-994-0994 Fax Number \_\_\_\_\_ Email cjones@rviplanning.com

For Dept Use only	Case Number _____
PLN Number _____	Date Submitted: _____
Approved By: _____	Date Approved: _____

## Exhibit A: Rezoning Application Continued


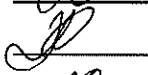
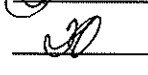

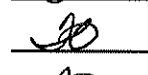
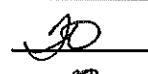
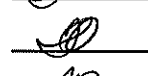
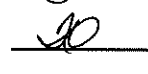
List all existing improvements/development on the property:

THE PROPERTY IS CURRENTLY VACANT/UNDEVELOPED LAND WITH A FEW EMPTY  
CONCRETE PADS FORMERLY USED FOR MODILE HOMES.

OWNERS SIGNATURE: \_\_\_\_\_

DATE: 6-5-19

### Submittal Documents (must be originals)

	Applicant*	Staff*
1. <b>Exhibit A:</b> Application Form		_____
2. <b>Exhibit B:</b> Owner Certification (notarized)		_____
3. <b>Exhibit C:</b> Site Plan Checklist Applicable site plans, elevations, etc. (15 copies of each)		_____
4. <b>Exhibit D:</b> Mailing Label Certification (notarized) and Mailing labels (with Pinal County parcel map)	_____	_____
5. <b>Exhibit E:</b> Public Participation Plan w/sample letter		_____
6. <b>Exhibit F:</b> Legal Advertising Fees signature		_____
7. <b>Exhibit G:</b> Signed and notarized Proposition 207 Waiver		_____
8. Narrative Of Proposed Request		_____
9. Fees		_____
10. Electronic PDF of all plans	_____	_____

Keep **Exhibit E (1):** Affidavit For Posting Rezoning Case. This form will be turned in when the sign is posted at the site after the Public Hearing date has been assigned.

\* Please initial that the document(s)/form(s) are included with the application.



## Exhibit B: Ownership Certification

If multiple pages are needed, please make additional copies

I/We certify that:

I/We are the owner(s) of the property described in this application for a rezoning and have submitted copies of deeds or title reports as proof of ownership.

I/We have read the application instructions and have truthfully completed this application. I/We understand that this rezoning request is conditional upon time requirements, that the filing and investigation fee is non-refundable, and that the city has the option of either approval or denial of this request following conduct of a public hearing.

I/We, being the owner(s) of the property in this application, have appointed \_\_\_\_\_  
Dennis Roberts as my/our representative agent. I/We have authorized him/her to do whatever is necessary to have this request considered favorably by the city of Apache Junction and agree that all correspondence in relation to this matter should be delivered to him/her.

PLEASE PRINT

Brad Young

Property Owner Name

4365 E Pecos Rd Suite 140

Street Address

Gilbert, AZ 85295

City, State, Zip

  
Signature

480-455-9867

Telephone

Property Owner Name

Signature

Street Address

City, State, Zip

Telephone

STATE OF ARIZONA )

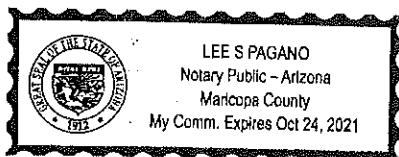
) SS

COUNTY OF PINAL )

The foregoing instrument was acknowledged before  
me this 5<sup>th</sup> day of June, 2019.

  
Notary Public

My Commission Expires: 10/24/2021



## Exhibit C: Site Plan Checklist

The **Site Plan** shall include the following:

- ☒ Proper dimensions and drawn to scale.
- ☒ North arrow and scale.
- ☒ Copy of plat of survey, if necessary. — *underlying*
- ☒ Location of the property.
- ☒ Property lines and dimensions, easements, alleys and adjacent private streets.
- ☒ Existing and future road rights-of-way adjacent to project site.
- ☒ Location of existing and proposed utilities.
- ☒ Location of existing and proposed power lines and poles adjacent to project site.
- ☒ Location of existing and proposed street lights adjacent to project site.
- ☒ Footprint of existing and proposed buildings and accessory structures.
- ☒ Location and height of existing and proposed walls and fences.
- ☒ Building/structure setbacks from front, rear and side lot lines.
- ☐ ~~N/A~~ Existing and proposed parking spaces and internal traffic circulation/loading areas.
- ☒ Location of walkways and sidewalks.
- ☐ ~~N/A~~ Location of bicycle parking.
- ☒ Location of driveway openings.
- ☒ Site visibility triangle (for corner lots only).
- ☐ ~~N/A~~ Existing and proposed location of refuse/dumpster area(s).
- ☐ ~~N/A~~ Existing and proposed location of outside storage area(s), if any.
- ☐ ~~N/A~~ Existing and proposed location of outside product display area(s), if any.
- ☐ ~~N/A~~ Existing and proposed location of outside areas to be used for repair or manufacturing.
- ☐ ~~N/A~~ Location of loading areas and/or docks, if any.
- ☒ Location of required ADA accessibility improvements. *Curb Ramps*
- ☐ ~~N/A~~ Footprint of adjacent buildings/structures, driveways and lot lines.
- ☐ ~~N/A~~ Location of freestanding sign(s).
- ☐ ~~N/A~~ Location of existing and proposed exterior light poles.
- ☒ Location of existing and proposed drainage, wash and retention areas, if any.
  - ☒ Project data table that includes:
    - ☒ Gross and net site area
    - ☒ Existing zoning of property
    - ☒ Lot coverage (i.e., area of parking and building footprints)
    - ☒ Gross floor area of existing and proposed buildings.

## Exhibit C: Site Plan Checklist Continued

- ☒ Project density (i.e., residential units/acre)
- ☒ Date of site plan preparation and revisions; and signature and seal of the design professional.
- ☒ Fifteen (15) printed copies of the plan and one (1) 8.5" x 11" digital version of plan.

### Architectural/Building Design Plans shall include the following:

- ☐ Proper dimensions and drawn to scale.
- ☐ All exterior sides/facades of existing and proposed buildings/structures.
- ☐ Exterior color, building materials and textures (colored rendering preferred).
- ☐ Location and appearance of roof mounted HVAC equipment and screening.
- ☐ Location of existing and proposed building mounted lights.
- ☐ Date of site plan preparation and revisions; and signature and seal of the design professional.
- ☐ Fifteen (15) printed copies of the plan and one (1) 8.5" x 11" digital version of plan.

### Floor Plans shall include the following:

- ☐ Proper dimensions and drawn to scale.
- ☐ General location of building walls, interior rooms, stairs, doors and windows.
- ☐ Date of site plan preparation and revisions; and signature and seal of the design professional.
- ☐ Fifteen (15) printed copies of the plan and one (1) 8.5" x 11" digital version of plan.

### Landscape Plan shall include the following:

- ☒ Proper dimensions and drawn to scale.
- ☒ Location of existing and proposed landscaping.
- ☒ Landscape schedule that includes planting name, number and size.
- ☒ Planting details and notes.
- ☒ Berm/planting bed locations and contours if different than existing grade.
- ☒ Site visibility triangle (for corner lots only).
- ☒ Location, design and height of existing and proposed walls and fences.
- ☐ ~~N/A~~ Location and description of recreational uses, shade structures and trails.
- ☐ ~~N/A~~ Screening for ground located HVAC equipment, electrical boxes and refuse containers.

## Exhibit C: Site Plan Checklist Continued

- ☒ Date of site plan preparation and revisions; and signature and seal of the design professional.
- ☒ Fifteen (15) printed copies of the plan and one (1) 8.5" x 11" digital version of plan.

*N/A* Signage Plan shall include the following:

- ☐ Proper dimensions and drawn to scale.
- ☐ Location of existing and proposed exterior wall signs and freestanding signs.
- ☐ Sign height and sign area dimensions for each proposed and existing sign.
- ☐ Proposed exterior sign colors and materials.
- ☐ Sign program for multi-tenant buildings.
- ☐ Explanation of sign illumination, if any.
- ☐ Fifteen (15) printed copies of the plan and one (1) 8.5" x 11" digital version of plan.

*N/A* Lighting Plan shall include the following:

- ☐ Proper dimensions and drawn to scale.
- ☐ Location of existing and proposed exterior light poles.
- ☐ Location of ground lighting fixtures.
- ☐ Design cut sheets and specifications of existing and proposed fixtures and poles.
- ☐ Date of site plan preparation and revisions; and signature and seal of the design professional.
- ☐ Fifteen (15) printed copies of the plan and one (1) 8.5" x 11" digital version of plan.

## Exhibit D: Information for Mailing Labels

- Labels should be Avery Address Labels #5160 or comparable, approximately 1" x 2-5/8" each, 30 labels to a sheet.
- Labels shall include all property owners within a 300 feet radius of subject property:

- Label Sample:

Line 1:	100-01-001A	<i>[Assessor Parcel No.]</i>
Line 2:	John Doe	<i>[Name]</i>
Line 3:	123 Elm St.	<i>[Address/PO Box]</i>
Line 4:	Apache Junction, AZ 85118	<i>[City/State/Zip]</i>

- Please print or type all information on the labels.

NOTE: Property owner information must be obtained from the Pinal County Assessor's records. The list must be notarized as per the next page.

**Exhibit D: Information for Mailing Labels Continued**

I/We, Brad Young,

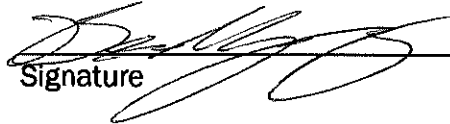
hereby certify that this is a complete list of property owners within 300 feet of the property proposed for rezoning or other permit approval as obtained from the Pinal County Assessor's Office on: (date obtained)  
June 12, 2019.

I/We further certify that this list is not older than thirty (30) days at the time of filing of said application.

PLEASE PRINT

BRAD YOUNG, SIG-AZ, LLC

Property Owner Name

  
Signature

4365 E PECOS RD., SUITE 140

Street Address

GILBERT, AZ 85295

City, State, Zip

480-455-9867

Telephone

Property Owner Name

Signature

Street Address

City, State, Zip

Telephone

Agent Name

Signature

Street Address

City, State, Zip

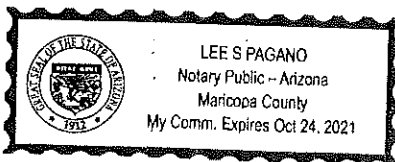
Telephone

STATE OF ARIZONA )

) SS

COUNTY OF PINAL )

The foregoing instrument was acknowledged before  
me this 19<sup>th</sup> day of June, 2019.



  
Notary Public

My Commission Expires: 10/24/2021

## Exhibit E: Public Participation Process

Intent: Pursuant to Arizona Revised Statutes, any public hearing request for a General Plan amendment, rezoning, specific plan and planned development shall follow the Public Participation Process and prepare a public Participation Plan. A Public Participation Plan for rezoning request shall be required. These requests require a complete application through the Development Services Planning and Zoning Section. A complete application requires compliance with a multi-phase process:

- A. Pre-Application Meeting: A pre-application review by the Planning and Zoning staff is required prior to application of any request for a rezoning.
- B. Public Hearing Application: Planning and Zoning staff will evaluate an application for completeness. A complete application shall contain at least the following information:
  - 1. An Application form.
  - 2. An Applicant's Public Participation Plan.
  - 3. Statement the application complies with the Major Amendment requirements where applicable.
  - 4. Any additional information specified by the Development Services Director.
  - 5. An application fee and any other required fee.
- C. Applicants Public participation Plan
  - 1. Applicant's Public Participation Plan and Final Report shall include:
    - a. Report cover page.
    - b. Description of the project and possible impacts
    - c. How the applicant will inform the public about the proposed project and allow for public input.
    - d. Issues that were raised through citizen contact.
    - e. How the applicant will address issues raised by staff and the public.
    - f. Applicants are not precluded from incorporating additional elements into their public participation program.
- D. Implementation of Public Participation Plan: Prior to the first public hearing on the application, applicant must have implemented their Public Participation Plan.
  - 1. Applicants shall perform a public notification process. The method and area of notification will be determined by the case planner. At a minimum, notification shall include:
    - a. Property owners within the public hearing notice area of 300 feet.

## Exhibit E: Public Participation Process Continued

- b. Nearest school district(s)
  - c. The head of any homeowners association or registered neighborhood group within the public notice area.
  - d. Other interested parties who have requested that they be placed on the interested parties' notification list maintained by the Planning and Zoning staff.
2. Applicants shall hold a neighborhood meeting or perform a project notification, as determined by the case planner.

### E. Applicant's Public Participation Final Report:

- 1. Applicants shall provide a written report for approval on the results of their citizen participation effort prior to the notice of public hearing. This report will be attached to the Planning and Zoning staff's public hearing case report.
- 2. At a minimum, the Public Participation Final Report shall include the following information:
  - a. Details of techniques the applicant used to involve the public, including:
    - 1) Dates and locations of all meeting where citizens were invited to discuss the proposal.
    - 2) Content, dates mailed, and number of mailings, including examples of letters, meeting notices, newsletters, and other publications.
    - 3) The location of residents, property owners, and interested parties receiving notices, newsletters, or other publications.
    - 4) The number of people that participated in the process.
    - 5) Summary of concerns, issues, and problems expressed during the process including:
      - a) The substance of the concerns, issues, and problems.
      - b) How the concerns were addressed or resolved.

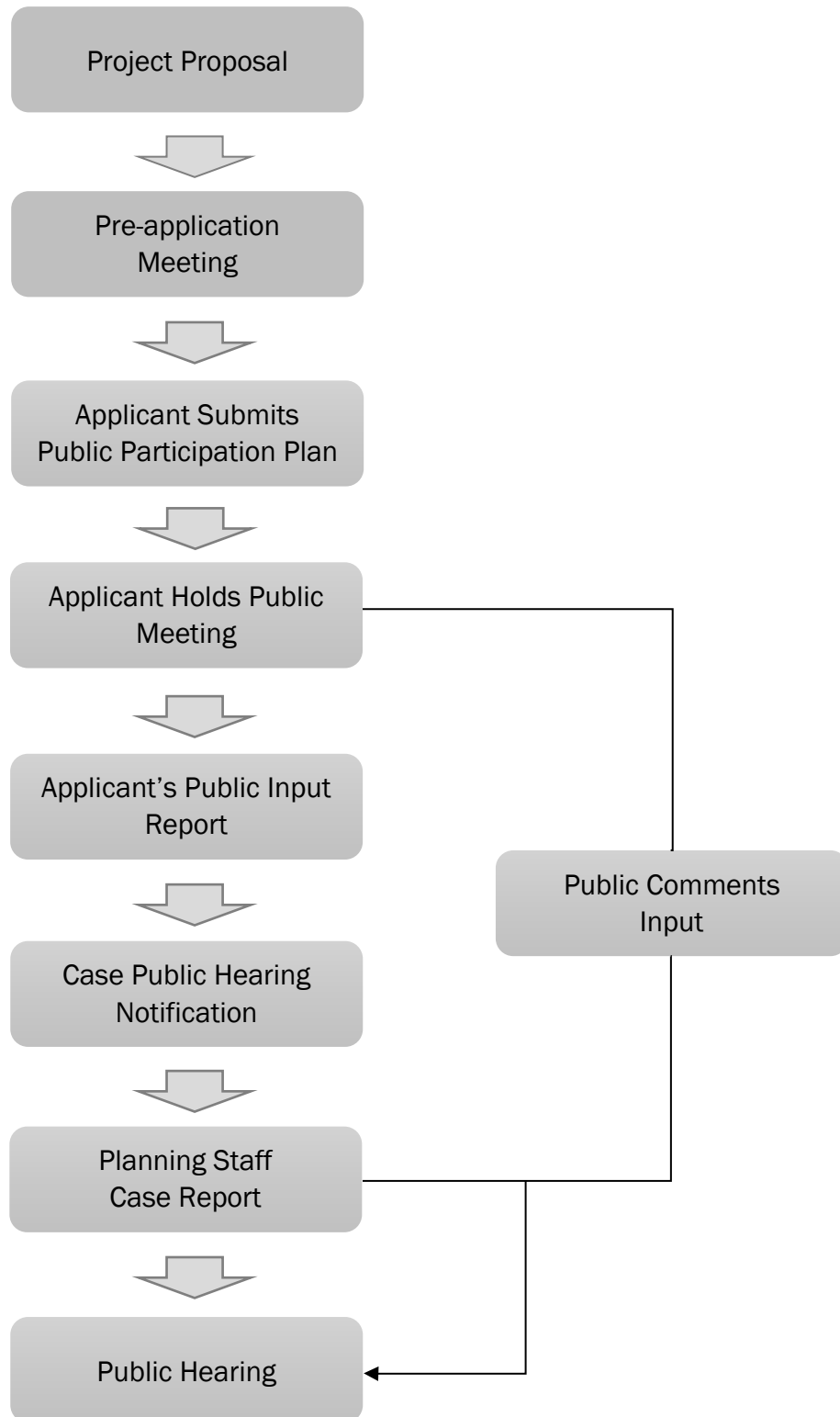
### F. Site Posting Requirements:

- 1. The applicant for a rezoning will erect, not less than 15 days prior to the first public hearing date, a sign on the subject property providing notice of the nature of request, date, time, and place of the scheduled hearing.
  - a. The size, format, placement, and procedure shall be described by the Development Services Department (See **Exhibit E (1)**).



## Exhibit E: Continued

### Development Proposal Public Review Process Flow Chart



**Exhibit E (1):  
Affidavit for Posting Notice**

Case Number \_\_\_\_\_

Project Name \_\_\_\_\_

Project Location \_\_\_\_\_

Site Posting Date \_\_\_\_\_

Applicant Name \_\_\_\_\_

Agent Name \_\_\_\_\_

Sign Company Name \_\_\_\_\_

Applicant Phone Number \_\_\_\_\_

Applicant Email \_\_\_\_\_

I confirm that the site has been posted by me or my agent for the case listed above as required by the City of Apache Junction and a photo and/or map of the sign posting location on the property is attached.

Applicant Name \_\_\_\_\_

Applicant Signature \_\_\_\_\_

Date of Sign Posting \_\_\_\_\_

STATE OF ARIZONA            )  
  ) ss.  
COUNTY OF PINAL         )

Acknowledged and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_  
20\_\_\_\_.

\_\_\_\_\_  
(NOTARY PUBLIC)

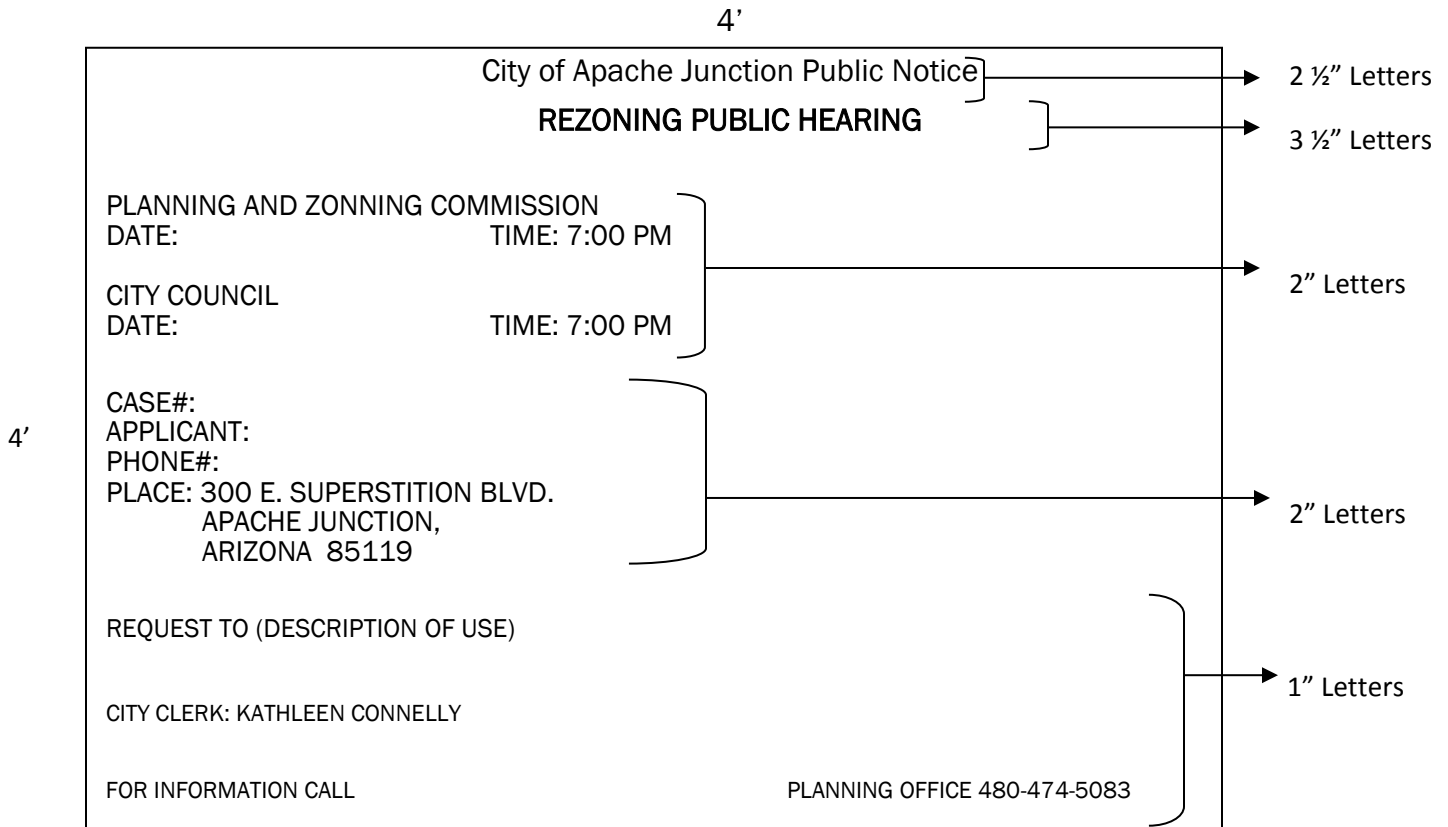
My Commission Expires: \_\_\_\_\_

## Exhibit E (1): Continued

### SIGN POSTING:

The applicant is responsible for posting and maintaining a 4' x 4' Plywood or Aluminum sign. Provide a notarized affidavit of sign posting with photo of sign and date of posting at least 15 days prior to the Public Hearing.

### Criteria for Posting Sign:



- Applicant must remove sign within 10 working days after the city council Public Hearing.
- Height of sign must be 6 feet from finished grade to the top of the sign (Wooden Stakes to be used) **FONT SHOULD BE HELVETICA AND LETTERS CAPITALIZED.**
- **COLORS: Body must be white and lettering to be flat black**

### Sign Companies Reference:

(Or of your choice)

Ray's Printing & Awards  
386 S. Ironwood Dr.  
Apache Junction, AZ 85120  
480-982-3087

Steve Leach Signs  
1085 N. Ironwood Dr.  
Apache Junction, AZ 85120  
480-982-4044

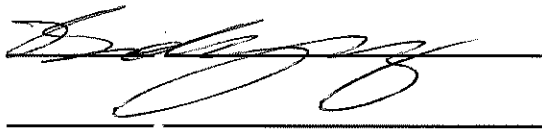
## Exhibit F: Legal Advertising Fees

Arizona Revised Statute 9-812b states "in cases of laws or ordinances enacted on behalf of a private person, he shall pay the expense of publication, and may designate the newspaper." Chapter 4, Fees, Article 4-4, Planning, Zoning Review and Subdivision Fees, Section C of the City Code states that "all legal advertising and legal publication costs exceeding (\$500.00) per case shall be charged to and paid by the applicant."

A deposit of five hundred dollars (\$500.00), over and above the application fee, is required to cover the anticipated cost of advertising or publications. If the advertising and/or publication cost exceeds the five hundred dollars (\$500.00) deposit, the applicant shall be responsible for the overage before final consideration of their application. If the advertising and/or publication cost is less than five hundred dollars (\$500.00), the remainder shall be reimbursed to the applicant.

Your signature below signifies you agree with the above and this form shall act as a receipt.

Signature(s)



Date

6-5-19

## Fees for Rezoning

Rezoning	\$825 + \$50/acre to \$5500 maximum
Rezone to Planned Development	\$925 + \$50/acre to \$5500 maximum
Major amendment to planned development	\$925 + \$50/acre to \$5500 maximum
Minor amendment to planned development	\$250
Continuance of rezoning case by applicant.	\$250
Legal advertisement cost (minimum cost)	\$500

## Exhibit G: Proposition 207 Waiver

### Proposition 207 Claim Waiver Attachment

If multiple owners need to sign the waiver,  
make additional copies.

