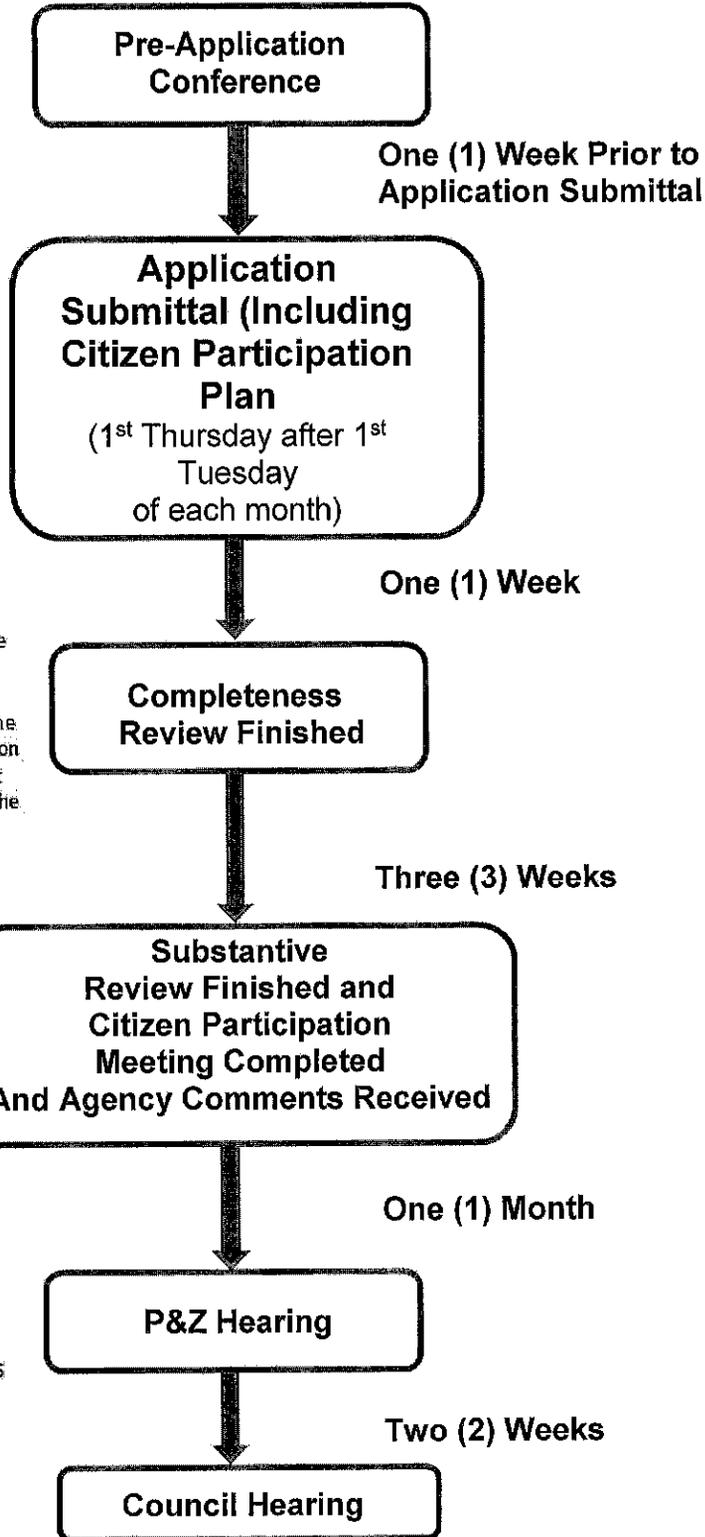


# Major General Plan Amendment Process Flow Diagram

(Note: These timeframes apply unless the applicant and Town mutually agree to an extension pursuant to A.R.S. §9-835(1).)



If deficiencies are found, written or electronic notice is provided to the applicant and the administrative review timeframe (and the overall timeframe) is suspended from the date the notice is issued until the date the municipality receives the missing information from the applicant. If the missing information is not received by the Town within 15 days of the notice, the Town may consider the application withdrawn.

The Town may make one comprehensive written or electronic request for corrections. If it does, the substantive review timeframe and the overall timeframes are suspended until the day the applicant provides the corrections.

# Permit & License Application Process

1

Customer receives application, Bill of Rights, Time Frames & Checklists online or at Town

2

Customer submits complete Application and Fees to Front Counter Representative

3

Staff reviews for initial completeness and accepts application within established time

4a

Town accepts application & provides Substantive Review within overall time frame.

4b

Town rejects incomplete application within Completeness Review time frame—notice of deficiencies issued to applicant

5a

Town approves application and issues electronic or written approval to applicant

5a

Town denies application OR mutually agree to subsequent re-submittal(s). All subsequent reviews occur within 25% of the overall time

6

Town issues a written or electronic notice granting or denying a license to applicant. If denied, written notice shall include justification for denial with specific references and an explanation of applicants right to appeal the denial including deadline to submit protest and contact information for questions on appeal process.

## Town of Dewey-Humboldt Permit (License) Permitting Time Lines

Pursuant to ARS 9-835, the Town establishes overall permitting time frames during which the Town will either grant or deny each type of permit (license) that it issues. The time frame includes an administrative completeness review period to accept or reject the application, and a substantive review period to provide a technical review of the request. The Town shall approve or deny the request within the overall time frame listed below, however, should the Town extend the review period for additional submittal(s), said extension shall not exceed 25% of the overall time frame.

*Please note: These are projected time frames only and may change due to workload and staffing considerations.*

Application Type	Administrative Completeness Review	Substantive Review	Total Time Frame
Addressing Request	10 days	20 days	30 days
Administrative Review Application	10 days	20 days	30 days
Special Event Permit	10 days	20 days	30 days
Minor Land Division Application	10 days	20 days	30 days
Sign Permit Application	10 days	20 days	30 days
Temporary Sign Application	10 days	10 days	20 days
Variance Application	10 days	20 days	30 days
Use Permit Application	30 days	60 days	90 days
Zone Map Change Application	30 days	60 days	90 days
Zone Text Change Application	30 days	60 days	90 days
Major General Plan Amendment	30 days	60 days	90 days
Minor General Plan Amendment	30 days	60 days	90 days
Planned Area Development Application	30 days	60 days	90 days
Preliminary Plat Application	20 days	30 days	50 days
Sketch Plan Application	10 days	20 days	30 days
Final Plat Application	20 days	30 days	50 days
Final Plat Amendment/Abandonment Application	20 days	30 days	50 days

## REGULATORY BILL OF RIGHTS

During the Fiftieth Legislature, First Regular Session, the Arizona Legislature passed Senate Bill 1598. This "Regulatory Bill of Rights" went into effect on July 20, 2011 (with full implementation on December 31, 2012). The rights afforded private regulated parties under the new law are provided below.

### **ARS 9-832. Regulatory bill of rights**

TO ENSURE FAIR AND OPEN REGULATION BY MUNICIPALITIES, A PERSON:

- Is eligible for reimbursement of fees and other expenses if the person prevails by adjudication on the merits against the Town in a court proceeding regarding a Town decision as provided in section 12-348.
- Is entitled to receive information and notice regarding inspections as provided in section 9-833.
- Is entitled to have the Town not base a licensing decision in whole or in part on licensing conditions or requirements that are not specifically authorized as provided in section 9-834, subsection A.
- May have the Town approve or deny the person's license application within a predetermined period of time as provided in section 9-835.
- Is entitled to receive written or electronic notice from the Town on denial of a license application that:
  - Justifies the denial with references to the statute, ordinance, and code or authorized substantive policy statements on which the denial is based as provided in section 9-835.
  - Explains the applicant's right to appeal the denial as provided in section 9-835.
- Is entitled to receive information regarding the license application process at the time the person obtains an application for a license as provided in section 9-836.

- May inspect all ordinances, codes and substantive policy statements of the Town, including a directory of documents, at the office of the Town or on the Town's website as provided in section 9-837.
- Unless specifically authorized, may expect the Town to avoid duplication of other laws that do not enhance regulatory clarity and to avoid dual permitting to the maximum extent practicable as provided in section 9-834.
- May file a complaint with the Town concerning an ordinance, code or substantive policy statement that fails to comply with this section.
- As provided in section 9-834, is entitled to have the Town not request or initiate discussions about waiving any of the rights prescribed in this section.

Town of Dewey-Humboldt  
Community Development Department  
General Plan Amendment Process

**Amendment Process**

There will be an annual review period for Major Amendments to the Plan. All proposed Major Amendments will be heard together, at one time. To ensure that the document and map continue to reflect a common understanding of community values, the amendment process will include early notification and ongoing public participation. Other agencies outside the Town will be asked to review and comment on all proposals.

**Major Amendments:**

Any Major Amendment to the plan will have a formal public hearing by the Planning and Zoning Commission. Once the Commission has made a recommendation to the Town Council, a formal public hearing will be held by the Town Council. A Citizen Participation Plan must be submitted and followed for both Major and Minor General Plan Amendments.

Hearings will be advertised and posted at Town Hall and in public buildings throughout the Town. Members of the public will be invited to speak at the hearings.

**Criteria defining Major Amendments:**

- Any change that increases the density or intensity of a single parcel of land that is greater than thirty (30) acres in size.
- Any change where there is an observed cumulative impact that increases the density and/or intensity of an area comprised of multiple parcels of land that exceed thirty (30) acres in total size.
- Any change to an arterial or collector street depicted on the General Plan Circulation map (other than minor shifting or realignment to accommodate site conditions).
- Any text amendment that substantially alters the intent of the General Plan.

**Exception for Major Amendments:**

Any amendment to the General Plan Land Use Map that is initiated by a property owner and results in a decrease in land use intensity will not be considered to be a major amendment.

**Considerations for Major Amendments:**

- The following factors will be considered in all major plan amendments:
- The potential impacts of the amendment to the General Plan and to the Town, include significant alterations to land use, the circulation system, drainage patterns, impacts on adjacent land uses, and/or infrastructure requirements.

- The benefits to the Town resulting from the amendment.
- Changes in conditions to adopted Town policy that may justify the amendment.
- The availability of alternate sites for the proposed development.

**Minor Amendments:**

Minor Amendments require only one Planning and Zoning Commission hearing, and applications for Minor General Plan Amendments may be submitted at any time during the year.

**Criteria defining Minor Amendments:**

All proposed changes that are not classified as Major Amendments shall be considered a Minor Amendment, e.g., minor text changes and map adjustments or corrections that do not impact the land use balance of the General Plan.

**Criteria for Reviewing Minor Amendments:**

- The proposed amendment meets the intent and purpose of the General Plan's Goals and Policies.
- Approval of the amendment will provide an overall improvement to the General Plan's goals, policies, and anticipated land uses.
- The amendment will not negatively impact the community as a whole.
- A property owner may not circumvent the need for a Major General Plan Amendment by subdividing property into smaller parcels and then rezoning individually.
- The proposed amendment would fix an oversight, inconsistency, or a land use inequality within the Town.
- The proposed amendment would bring the General Plan up-to-date due to major changes which have occurred since adoption.

**Both Major and Minor General Plan amendments require the submittal of a Citizen Participation Plan and demonstration**

**General Plan Amendment/zoning Change Relationship:**

Often times applications for re-zoning of properties would result in properties that fail to comply with the General Plan. In these instances it is necessary to process a General Plan Amendment prior to the approval of a change to the Zoning designation.

Major General Plan amendments have the same Public Hearing requirements as for the zoning change, therefore it is reasonable to consider tandem processing of the two. Minor General Plan amendments follow the same course as zoning change up through the Planning Zoning Advisory Commission Public Hearing as well. At each of the Public Hearings, consideration and vote on the General Plan amendment request must precede the consideration and vote on the Zoning Change request, although they can and should both be considered on the same agendas for efficiency.

# TOWN OF DEWEY-HUMBOLDT

## DEVELOPMENT APPLICATION

**PROJECT DESCRIPTION:**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> General Plan Amendment - Major | <input type="checkbox"/> General Plan Amendment – Minor | <input type="checkbox"/> Pre-Application   |
| <input type="checkbox"/> Community Master Plan          | <input type="checkbox"/> Major Use / Site Plan          | <input type="checkbox"/> Preliminary plat  |
| <input type="checkbox"/> Commercial Design Review       | <input type="checkbox"/> Annexation                     | <input type="checkbox"/> Zoning Clearance  |
| <input type="checkbox"/> Conditional Use Permit         | <input type="checkbox"/> Abandonment                    | <input type="checkbox"/> Rezone            |
| <input type="checkbox"/> Land split (3 parcels max)     | <input type="checkbox"/> Lot Combine                    | <input type="checkbox"/> Variance          |
| <input type="checkbox"/> Area Plan / Amendment          | <input type="checkbox"/> Final Plat / Amendment         | <input type="checkbox"/> Land Use District |
| <input type="checkbox"/> Other _____                    |   |  |

**LEGAL DESCRIPTION:**

Property Address: \_\_\_\_\_

Number of Lots / Units Proposed: \_\_\_\_\_

Assessor's Parcel Number: \_\_\_\_\_ Parcel Size (Acres): \_\_\_\_\_

Existing Land Use District: \_\_\_\_\_ Proposed Land Use District: \_\_\_\_\_

Plat Name: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Tract: \_\_\_\_\_

**DESCRIBE UTILITIES AVAILABLE TO PROPERTY:**

- |                                      |   |                                      |
|--------------------------------------|---|--------------------------------------|
| <input type="checkbox"/> Water _____ | <input type="checkbox"/> Gas _____      | <input type="checkbox"/> Sewer _____ |
| <input type="checkbox"/> Phone _____ | <input type="checkbox"/> Electric _____ | <input type="checkbox"/> Cable _____ |

Describe Public Access to Property:

\_\_\_\_\_

**FEES**

Base Fees: \_\_\_\_\_ Other Fees: \_\_\_\_\_ Other Fees: \_\_\_\_\_ Subtotal: \_\_\_\_\_ Total: \_\_\_\_\_

*APPLICANT / CONTACT INFORMATION:	OWNER INFORMATION:
Name: _____	Name: _____
Address: _____	Address: _____
Phone: _____	Phone: _____
Email: _____	Email: _____

\_\_\_\_\_  
Signature of owner or representative

\*If application is being submitted by someone other than the owner of the property under consideration, a letter of authorization or other corresponding information must be provided.

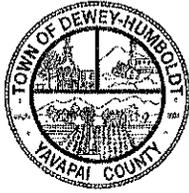


instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

\_\_\_\_\_  
Notary Public

My Commission Expires:



## **PUBLIC PARTICIPATION PLANS AND REPORTING GUIDELINES**

---

### **Introduction:**

The purpose of the Citizen Participation Plan is to ensure early and effective citizen participation in the land use entitlement process and to afford potentially affected citizens an adequate opportunity to learn about such applications. Citizen Participation Plans and Citizen Participation Reports are required for applications for the following:

- Use Permits
- Variance
- Rezoning and PAD Overlay
- General Plan Amendments

Citizen Participation Plans are due at the time the formal application is submitted and describe what are going to do to contact citizens and tell them about your project. At least one neighborhood meeting is required to be held prior to the public hearing.

Citizen Participation Reports document the results following the implementation of the plan.

### **Citizen Participation Plan**

Because the level of citizen interest and area of involvement may vary depending upon the nature of the application, location, and size, the applicant shall consult with the Zoning Administrator to determine the target area for notification. At a minimum, the Citizen Participation Plan shall include at least the following:

1. A notification target area including at least:
  - A. Property owners within the public hearing notice area;
  - B. The head of any homeowners association or community or neighborhood within at least 1000 foot radius of the project site, unless a greater distance is required by the Zoning Ordinance;
  - C. Other interested parties who have requested to be placed on the interested parties notification list maintained by the Zoning Administrator; and
  - D. Those residents, property owners, interested parties, political jurisdictions and public agencies that may be affected by the application; and
  - E. Any other parties that may be determined by the Zoning Administrator.
  
2. The Plan shall include the following information:
  - A. How interested and potentially affected persons will be notified of the application;
  - B. How interested and potentially affected persons will be informed of the substance of the changes, development, or amendment proposed;

- C. How interested and potentially affected persons will be provided an opportunity to discuss the proposal with the applicant and express any concerns, issues, or problems they may have with the proposal in advance of the public hearing (such as neighborhood meetings, phone contacts, or door-to-door visits);
- D. The applicant's schedule for implementation of the Citizen Participation Plan;
- E. How the applicant will keep the Zoning Administrator informed on the status of implementation of the plan.

**Citizen Participation Report**

- 1. The Citizen Participation Report shall be provided to the Zoning Administrator prior to the notice of public hearing being mailed, published and posted. The Zoning Administrator will provide the report to the Planning and Zoning Commission and the Town Council prior to any public hearing or action on the proposal.
- 2. The Citizen Participation Report shall include the following information:
  - A. Details of techniques the applicant used to involve the public, including:
    - i. Dates and locations of all meetings where citizens were invited to discuss the applicant's proposal;
    - ii. Content, dates mailed, and numbers of mailings, including letters, meeting notices, newsletters and other publications;
    - iii. Where residents, property owners, and interested parties receiving notices, newsletters or other written materials are located;
    - iv. The number of people who participated in the process;
    - v. A summary of citizen concerns, issues and problems expressed during the process including the substance of the concerns and how the applicant addressed or intends to address them; and
    - vi. Citizen concerns that the applicant is unwilling or unable to address and the reasons why.
  - B. Copies of comment letters, petitions, and other pertinent information received from the residents and other interested parties.

***Failure to comply with the Citizen Participation Plan and Report provisions herein may result in postponement, rescheduling or denial of an application.***

**Considerations for preparing Citizen Participation Plans and Reports:**

- 1. Start to develop the Citizen Participation Plan prior to the Pre Application Meeting.
- 2. Note that the Citizen Participation and Property Owner Notification are two separate requirements. Do not limit citizen contacts to property owners within 300 feet of the boundary of the proposed change: Consider also the neighborhoods' residents who may be directly or indirectly impacted.
- 3. If the application is for family-oriented housing, include the appropriate school district on the contact list.
- 4. Hold at least one neighborhood meeting. Give the contacts at least a full week notice prior to holding the meeting. Hold the meeting within a half-mile of the site if possible. Have sign-in sheets and have someone take notes. Always invite Town of Dewey-Humboldt staff to the neighborhood meetings.



## Notice of Inspection Rights

Company/Permit Holder/Notification Recipient: \_\_\_\_\_

Address: \_\_\_\_\_

Permit/License No.: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_ Time: \_\_\_\_\_ am/ pm

Inspector(s): \_\_\_\_\_ Phone: \_\_\_\_\_

Type of Inspection: \_\_\_\_\_

The legal authority granting this inspection is the Town of Dewey-Humboldt Town Code.

The Inspector(s) listed above were present at the above location at the date and time stated. Upon entry to the premises, the inspector(s) met with me, presented photo identification and explained the purpose of this inspection:

- Necessary for issuance of a permit
- Determine compliance with a permit and/or Town Code requirements.

I understand that as related to this inspection:

- I may accompany the inspector(s) on the premises, except during confidential interviews.
- I have the right to copies of any original documents(s) taken from the premises by the inspector(s) if the Town is permitted by law to take the original document(s).
- I have the right to a split or duplicate of any sample taken by the inspector(s) if the split or duplicate of the sample, where appropriate, would not prohibit an analysis from being conducted or rendered inconclusive.
- I have the right to copies of any analysis performed on samples taken during the inspection by the inspector(s).
- Each person whose conversation with the inspector(s) is tape-recorded will be informed that the conversation is being recorded.

- Each person interviewed by the inspector(s) will be informed that statements made may be included in the inspection report.
- An appeal of a final decision by the Town based on the result of the inspection may be brought in accordance with the applicable right of appeal provisions set forth in the Dewey-Humboldt Town Code and/or by way of a special action lawsuit in Yavapai County Superior Court.

If I have any questions regarding the inspection or the process or rights to appeal the decision based on the inspection, I may contact \_\_\_\_\_, at (928)-\_\_\_\_\_ or by email at \_\_\_\_\_@dewey-humboldt.net.

I acknowledge that I am the regulated person or on-site representative of the regulated person and that I have read this Notice and am now informed of my inspection rights. If I decline to sign this form, the Town inspector(s) may still proceed with the inspection.

\_\_\_\_\_  
Signature of Regulated Person on On-Site Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Regulated Person or On-Site Representative

**Note to Inspector:** If the regulated person or on-site representative of the regulated person is not at the site or refuses to sign this Notice, please indicate below.

- Regulated person or on-site representative not on site
- Regulated person or on-site representative refused to sign Notice but was informed of the information in this Notice either verbally by me or by reading this Notice.

\_\_\_\_\_  
Inspector



instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

\_\_\_\_\_  
Notary Public

My Commission Expires: