



City Of Cottonwood General Plan Major Amendment Procedures and Requirements

As provided by statute (ARS §9-461.06.G), all proposed major amendments must be reviewed at a public hearing during the same calendar year they are filed. Any applicant considering a Major Amendment to the Plan text or Land Use Map is strongly encouraged to contact planning staff well in advance regarding specific application requirements and timing. The process for initiating a major amendment must begin in the early part of the year in order to allow adequate time in the process for review, public hearings and any delays.

STEP 1. Preliminary Meeting with Planning Director. Schedule preliminary meeting not later than April of each year.

An initial meeting is required with the Planning Director and/or with designated staff members to discuss the procedures and standards for proposing a Major Amendment to the Cottonwood General Plan. The review process is lengthy and thorough and the applicant must understand the requirements and commitment necessary to proceed. It shall be the burden of the applicant to prove that the change constitutes an improvement to the General Plan.

STEP 2: Code Review Board.

Submit complete application at least two weeks in advance of Code Review Board meeting by or before May 1st.

A complete application for Code Review Board is required for a proposed Major Amendment to the General Plan. This includes the application form, required fee, site plan, maps and other exhibits and supporting documentation, as necessary for staff to be able to review the proposal. A preliminary narrative report shall be submitted by the applicant describing the proposed uses along with a statement of how the proposed amendment meets the intent of the General Plan for that property. The preliminary review of the proposed amendment will include consideration of adequacy of planning concerns as described in the General Plan, as well as adequacy of infrastructure and related concerns by Building, Public Works, Fire, and Utilities Departments.

STEP 3. Formal Application.

Submit complete application by first week of June.

An application that does not address the preliminary technical requirements as determined through the Code Review Board will not be accepted for processing.

- Application Form: Original signatures only. Facsimile and copies not accepted.
- Application Fee: \$2,500 (non refundable). Make check payable to the City of Cottonwood.
- Project Narrative: Describe the proposed project, including uses, densities, square footage and other development aspects. The applicant must submit written documentation describing how the proposed amendment meets the goals and objectives of the General Plan for that area.
- Site Plan: Provide exhibits indicating proposed site plan.
- Vicinity Map: Provide a map depicting the proposed amendment boundaries and Land Use categories in relation to surrounding use, with surrounding Land Use categories indicated.
- Copies: Thirteen (13) copies of all submittal items including maps, narrative, and exhibits.

STEP 4. 60 Day Review Period. (Begin by mid-June)

At least sixty days before a major amendment to the General Plan is noticed pursuant to state statute, the Community Development Department shall transmit a summary of the proposal to the Planning and Zoning Commission and City Council. In addition, the City shall consult with, advise and provide an opportunity for official comment by public officials and agencies, the County, local school districts, state and federal public land management agencies, other appropriate government jurisdictions, public utility companies, civic, educational, professional and other organizations, property owners and citizens to secure maximum coordination of plans and to indicate properly located sites for all public purposes on the General Plan.

STEP 5. Public Notification and Posting. (As necessary based on P&Z Hearing date.)

Notice of time and place of hearings shall be given at least fifteen days and not more than thirty calendar days before the hearing.

Proposed major amendments must meet all public notification requirements, including site posting requirements on the property, publishing at least once in a newspaper of general circulation, notifying surrounding property owners and holding public hearings to consider input from interested persons.

Publication: Legal notice of each public hearing shall be published at least once in a local newspaper.

Site Posting: The property shall be posted by the applicant with a sign informing the public that an application has been filed. The posting shall include both P&Z and Council meeting dates. Staff will provide the applicant with additional instructions for site posting, size of sign and other details.

Mailings: Notice of the public hearings will be sent to all surrounding property owners by first class mail.

**STEP 6. Planning and Zoning Commission Public Hearing.
(Regular P&Z meeting third Monday of September)**

If the Commission requires more information or additional input, a second hearing may be scheduled for their regular meeting of October. In that case the Council meeting will be moved to November.

At least one public hearing shall be held by the Planning and Zoning Commission so as to provide the City Council with a recommendation for approval or denial of the request. The Commission will review all such proposals based on the goals, objectives and policies described in the General Plan.

STEP 7. City Council Public Hearing. (Typically third Tuesday in October)

- A. The adoption of any amendment to the General Plan shall be by resolution of the Cottonwood City Council. A two-thirds (2/3rd) vote of the entire membership of the Council is required for approval of major amendments.
- B. The Council may want to hold additional public hearings for more input or to consider revisions to proposed plans. The timeline allows for additional hearings in November and December. In order to comply with State Statutes, the Council must conduct the final hearing no later than December 31st in order to be able to provide a decision in the same year the application is filed.