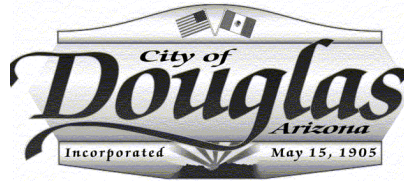


# Community Development Department

## PLANNING AND ZONING DIVISION



## REZONING APPLICATION

**BEFORE FILING THIS APPLICATION YOU MUST SCHEDULE A MEETING WITH COMMUNITY DEVELOPMENT DEPARTMENT TO DISCUSS YOUR APPLICATION REQUEST. THIS MEETING MUST OCCUR AT LEAST ONE WEEK PRIOR TO FILING THIS APPLICATION. STAFF WILL DETERMINE IF THIS APPLICATION IS NECESSARY AND PROVIDE YOU INFORMATION ON THE PLANNING DIVISION'S POLICIES AND PROCEDURES, AS NECESSARY.**

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED AT THE FRONT COUNTER. ALL APPLICATIONS SUBMITTED TO THE COMMUNITY DEVELOPMENT DEPARTMENT COUNTER MUST HAVE ALL FORMS AND DOCUMENTS COMPLETED AS STATED IN THE PACKET AND AS REQUESTED BY THE CITY.**

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### REZONING PROCESS

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1. **PREAPPLICATION MEETING** WITH PLANNING DIVISION
2. SUBMIT APPLICATION AND SUPPORTING DOCUMENTS WITH FEE TO THE PLANNING DIVISION
3. DEPARTMENT REVIEWS THE APPLICATION.
4. NOTIFICATION TO PROPERTY OWNERS AND PUBLIC, POSTED 15 DAYS PRIOR TO MEETING
5. STAFF RECOMMENDATION OF APPLICATION TO PLANNING AND ZONING COMMISSION
6. PLANNING AND ZONING COMMISSION MEETING AND RECOMMENDATION TO MAYOR AND COUNCIL.
7. MAYOR AND COUNCIL'S DECISION ON THE APPLICATION

## APPLICATION REQUIREMENTS

- A. Application form (1 copy) and filing fee. In addition, an ownership verification, application contact, and notification list must be submitted with the application. It is highly recommended that the applicant meet with City staff prior to filing the application.
- B. Copies (12) of a plot plan of the property in question drawn to scale. Where applicable, plot plans should show in detail those features being presented to the Board for consideration. Large size plot plans should be folded to approximately 8" X 11" in size. If large plot plans are utilized, **8" X 11" photographic reductions should be made of each large plot plan.** An 8" x 11" plot will be accepted in lieu of a larger scale drawing, if the plot plan can present sufficient detail and is easily readable.

### BASIC SITE PLAN REQUIREMENT

Vicinity Map, North Arrow, and Scale

Date of Plan and Revisions

Street Names and right-of-way Dimensions

Dimensions of Lot

Location and dimensions of all existing and proposed structures on the property

Gross Building Area

Dimensions Between all Structures and Property Lines and/or Fences

Dimensions Between all Structures on the Same Lot

Front, side and rear yard dimension.

Statue of Project (proposed or existing)

Additional Requirements/Items Required by the City

### NOTIFICATION LIST

The applicant needs to provide staff with mailing labels, obtained from the Cochise County Assessor's Office, identifying the land owners within a 300 feet radius of the subject property, measured from the perimeter of the site proposed for rezoning.

The City will mail letters, of the requested rezoning, to all property owners within 300 feet of subject site.

**City of Douglas**  
Community Development Department  

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425 10<sup>th</sup> street  
Douglas, AZ 85607  
(520) 805 - 4047

**APPLICATION FOR REZONING REQUEST**

APPLICATION #: \_\_\_\_\_

SUBMITTAL DATE: \_\_\_\_\_

ACCEPTED BY: \_\_\_\_\_

1. Applicant's Name, Address, Phone Number, fax, and email  
(Forwarding number if going to be out of town in the next 30 days)

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2. Property Owner's Name, Address, Phone Number, fax, and email

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3. Site Address or location description of property to be rezoned

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4. Parcel Number

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5. Existing Zone District \_\_\_\_\_ 6. Zone District Requested \_\_\_\_\_

7. Size of Parcel \_\_\_\_\_ 8. Size of Area to be Rezoned \_\_\_\_\_ initial ( )  
Attach Legal description of area to be rezoned if not an entire parcel

9. Existing Use(s) on Subject Property

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10. Intended Use(s) for Subject Property or Reason for Zone Change

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Additional Information

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Has there been a zone change request on this property before? \_\_\_\_\_ YES \_\_\_\_\_ NO

If so date \_\_\_\_\_

# City of Douglas

Community Development Department

425 10<sup>th</sup> street  
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## APPLICATION FOR REZONING REQUEST

APPLICATION #: \_\_\_\_\_

Processing Costs:  
\$250.00 Application Cost  
**Amount Paid** \_\_\_\_\_

## ITEMS REQUIRED FOR APPLICATION COMPLETION

Proof of Ownership \_\_\_\_\_  
Application cost paid \_\_\_\_\_  
Signed zone change application \_\_\_\_\_  
Site Plan (refer to page 2) \_\_\_\_\_  
Notification list (refer to page 2) \_\_\_\_\_

Planning and Zoning Meeting Date \_\_\_\_\_ time 5:15 p.m.

I, the undersigned, have reviewed the above information and found it to be correct. I also understand that all the above items are required for my application to be considered complete and for it to be scheduled on the agenda for the Planning and Zoning Commission and Mayor and Council

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date