

PROJECT APPLICATION AND CASE REVIEW PROCESS

1. PRE-APPLICATION MEETING WITH STAFF:

The petitioner may schedule and attend a pre-application meeting with the City staff to discuss, in general, the application procedures and requirements. If an interpreter is needed, it is the responsibility of the applicant to provide one. Please call the Planning and Zoning Department at **(928) 341-8563** or email to **P&Z@sanluisaz.gov** to schedule your appointment.

2. SUBMITTAL OF APPLICATION:

A list of deadlines for the various meetings can be obtained from the Planning and Zoning Department. You or your representative must submit your completed application **PRIOR TO** the deadline date. However, because the meetings may be limited in the number of cases heard, you will be scheduled to the next available meeting.

3. STAFF RESEARCH/ PUBLIC NOTIFICATION:

The Planning and Zoning staff will perform background research and will contact various agencies and departments to ask for comments about the application. Also, property owners within 300 feet may be notified and a legal advertisement may be placed in the Yuma Daily Sun for the public at large.

4. CITIZEN REVIEW MEETING:

As a prerequisite to the Planning and Zoning Commission public hearing, the application must be presented to the public at the "Citizen Review" meeting. See accompanying sheet for guidelines.

5. FINAL STAFF REPORT:

Once the Final Staff Report is completed, a copy is made available to the applicant prior to the hearing meeting where it will be presented. Upon request, any member of the public or the media may also examine the report. Reports can be sent to you by e-mail if you provide us with your e-mail address.

6. PUBLIC HEARING:

A Public Hearing is held by the Planning and Zoning Commission to review your application. At the hearing, the Commission reviews the reports and recommendations of staff and listens to public input from all concerned parties. The Commission makes a recommendation, to the City Council, either to approve, approve with conditions, or deny the application.

7. CITY COUNCIL DECISIONS:

City Council reviews the reports and recommendations from Staff/Planning and Zoning Commission and listens to public input from all concerned parties. The City Council is authorize to: 1) approve, 2) approve with conditions, or 3) deny the application.



Citizen Review Meeting Guidelines

Purpose of Meeting

The purpose of the Citizen Review Meeting is to provide adjacent landowners and other potentially affected citizens an opportunity to ask questions and express any issues or concerns that they may have with the proposed rezoning or specific plan application prior to the public hearing.

Applicability

The Zoning Administrator shall hold a Citizen Review Meeting. It shall be held at least 1 week prior to the Planning and Zoning Commission Meeting at which the application will be presented.

Citizen Review Meetings shall be in accordance to A.R.S. § 9-462.03 prior to the Planning and Zoning Commission public hearing, all rezoning and specific plan application (s) that require a public hearing must first be presented to the public at a "citizen review" public meeting.

Notice of Meeting

The City of San Luis will post the meeting notice at City Hall and send notification letters to property owners within 300 feet. The notices shall include date, time, and place of the meeting and shall include a general explanation of the application.

Time and Location of the Meeting

The Citizen Review Meeting will be held at 6:00 p.m. The meeting shall not be scheduled on a holiday. A holiday is defined as a legal holiday recognized by the City of San Luis and Federal Government of the United States.

The meeting shall be held at one of the following locations:

Citizen Review Meeting will be held at the Council Chambers of the City of San Luis, 1090 E. Union Street, San Luis, Arizona; or other publicly accessible locations approved by the Zoning Administrator or designee.

If no attendees arrive within 20 minutes of the start time, or those in attendance have already provided their opinions/concerns, the meeting may be adjourned.

Meeting Agenda & Process

The Zoning Administrator conducts the Citizen Review meeting and prepares the meeting agenda. The agenda and process shall incorporate the following:

Citizen Review Meeting Agenda

(Project Name and Case Number)
(Meeting Location, Date and Time)

1. Introductions and Meeting Expectations

The Zoning Administrator opens the meeting introducing self and the development/agent, and outlines meeting agenda and expectations. Those in attendance are asked to sign the sign-in sheet. Expectations of the meeting are:

- The Applicant makes a presentation describing the proposed project.
- Neighbors ask questions, express concerns, make suggestions.
- The applicant tries to resolve issues at the meeting or through a revised site design.
- Unresolved issues/concerns will be identified in the staff report to the Planning & Zoning Commission.
- Resolution of significant issues may not be possible.

2. Presentation by Applicant

The Applicant presents details about what is being proposed.

- Maps, drawings and plans are helpful and should be used.
- City staff will provide location map of the site.
- Neighbor's questions should be held until the end of the applicant's presentation.

3. Questions and Discussion with Neighbors

Neighbors are invited to ask questions and discuss the proposed project. This can be a "listening post" format or "formal audience/presenter" format— it is the Applicant's choice. In discussion with Neighbors, ask the following.

- What concerns does the neighbor have about the project?
- Why is that a concern?
- What alternatives can be proposed to resolve the concern?

The case planner makes note of concerns, discussion and significant issues. The Applicant responds to the questions and input.

If possible, resolution to specific issues should be worked out at this meeting.

4. Concluding Comments

Thank everyone for attending the citizen review meeting and remind them:

1. that written comments may be submitted to staff;
2. to sign in on the sign-up sheet, and,
3. the date, time and place of the Planning and Zoning Commission meeting and that verbal comments on the project are accepted at the time.

5. Meeting Adjourns



Application Submittal Checklist

1. Completed Land Use Application Form with all necessary signatures.
2. A Narrative Statement of your request.
3. Proof of Ownership (Deed or Title Information).
4. Letter of Authorization from property owner (s) if represented by a third party.
5. Application Fees are not refundable even if the application is not approved. Fees adopted on 05-22-24 by Resolution No. 2306 are as follows:

General Plan	
To amend map (Minor Amendment)	\$800 plus \$100 per acre
To amend map (Major Amendment)	\$900 plus \$100 per acre
To amend text (Major Amendment)	\$800 per Chapter plus cost of outside review if necessary
Zoning	
Residential	\$800 for first acre plus \$100 per additional acre
Commercial/Industrial	\$700 for first acre plus \$40 per additional acre
Rezoning following Annexation within 6 months of annexation	No Charge within first 6 months. After that regular fees apply
Appeal of Zoning Interpretation	\$400
Reversion of rezoning due to inaction or non-compliance with conditions	\$200
Zoning Text Amendment	\$800 per Chapter
Conditional Use Permit	
Residential	\$600
Commercial/Industrial	\$1000
Misc. Applications	
Certificate or Written Verification of Zoning	\$100

6. Site Plan– Three (3) sets of proposed site plans and one electronic copy. Electronic copy of site plans, photos and any exhibits. Email as an attachment to P&Z@sanluisaz.gov

For Site Plan detailed requirements please refer to **Section 18.15.030(F)** of the Zoning Ordinance.

The City reserves the right to waive some of the above submittal material if found to be unnecessary for a particular application. Conversely, the City reserves the right to require additional information and material, and to require the submission of studies in order to adequately review the request.