



Planning Commission Application Information

We hope the following information will assist you with our application process:

• **APPLICATION SUBMITTAL: 22 DAYS PRIOR TO MEETING DATE**

- **PLEASE CHECK WITH STAFF REGARDING APPLICATION FEES**
- This fee is paid at time of submittal.

• **MEETINGS ARE HELD THE 3rd TUESDAY OF EACH MONTH**

PLEASE WORK WITH STAFF REGARDING REQUIRED INFORMATION FOR SUBMISSION OF AN APPLICATION.

**Town of Clarkdale
Community Development Department-890 Main Street - 928-639-2500**

**TOWN OF CLARKDALE
ZONE CHANGE APPLICATION
P.O. Box 308, Clarkdale, AZ 86324
928-649-2500**

Purpose of a Zone Change: Pursuant to Arizona Revised Statutes (A.R.S.) 9-462.01 Town Council may, from time to time as public necessity, convenience, general welfare and good zoning practices requires, change the boundaries of zone, district, hereinafter referred to as zone changes or re-zoning or amend, change, repeal or supplement the regulations herein established. Zone changes or amendments may be initiated by the Town Council or by the Planning Commission on its own motion or by an application of the owner of any property within the area proposed to be changed or a request can be made by a citizen for an amendment.

Regulations regarding zoning amendments are contained in Section 13-2 of the Town of Clarkdale Zoning Code. All amendments which change the boundaries of any zoning district or change the text of the Zoning Ordinance must conform to the adopted General Plan of the Town of Clarkdale. Any re-zoning ordinance, if adopted, shall further the implementation of, and not be contrary to, the goals policies, and applicable elements of the General Plan. A re-zoning conforms to the land use element of the General Plan if it proposes land uses, densities, or intensities within the range for the subject property as stated in the General Plan or any amendment thereto.

The following Land Use Goals from Chapter 2 of the General Plan shall be addressed by any zone change application:

- Goal 2.1 Provide a balance of land uses and meaningful guidelines for the use of lands
- Goal 2.2 Encourage appropriate Economic Development Opportunities
- Goal 2.3 Support housing programs to meet the needs of all residents
- Goal 2.4 Preserve and protect the natural environment, open spaces and scenic resources in Clarkdale
- Goal 2.5 Ensure that all development meet the Town's Sustainability standards (attached with this application).

Required Meetings: The Planning Commission shall hold a public hearing on any re-zoning case. Notice of the item and place of the hearing including a general explanation of the matter to be considered and a general description of the area affected shall be given at least fifteen (15) days before the hearing. The Planning Commission makes a recommendation on the zone change to the Town Council.

Pursuant to A.R.S. 9.462.04.7.D, Town Council will review the zone change request in a public meeting. If opposition to the zone change request has been expressed prior to the Council meeting, the Council shall hold a public hearing to consider the re-zone request. Notice of the item and place of the hearing including a general explanation of the matter to be considered and a general description of the area affected shall be given at least fifteen (15) days before the hearing.

Council Decision: Any zone change approved by Town Council shall not be effective for at least thirty (30) days after final approval by Council.

*****A pre-application meeting with staff is required prior to submittal of a zone change application.*****

Forms, regulations and the 2012 Clarkdale General Plan are available on our website:

www.clarkdale.az.gov

Please complete the following. Print or type. All blanks must be completed. If not applicable, write "N/A"):

INFORMATION:

Property Address: _____ Assessor's Parcel #: _____

Existing Zoning: _____ Existing Use: _____

Proposed Zoning: _____ Proposed Use: _____

Applicant Name: _____ Applicant's Phone #: _____

Applicant's Mailing Address: _____

Applicant's Email: _____

Applicant's Relationship to Property Owner: _____

Property Owner(s) Name and Address: (Identify partners, corporation officer; specify ownership interest: fee, option, etc.)

CONTACT PERSON (if different from Applicant above)

Name: _____

Mailing Address: _____

Phone #: _____

Email: _____

The contact person will be the **only** person notified of meeting schedules.

OWNER CERTIFICATION:

I certify that I am an owner of the property referenced above, and the information and exhibits herewith are true and correct to the best of my knowledge. I am acting with the knowledge and consent of all persons in interest and understand that without the consent of all persons in interest the requested action cannot lawfully be accomplished. I give my permission for authorized officials of the Town of Clarkdale to enter the premises described in this application.

Signature: _____ Date: _____

Name (Printed): _____ Telephone #: _____

Mailing Address: _____ Town: _____ State: _____ Zip Code: _____

Email: _____

STAFF USE ONLY

Application Accepted By: _____ Date: _____ Time: _____

Fee Received: _____ Projected Planning Commission Date: _____

SUPPORTING MATERIALS

Completed applications will be scheduled for a public hearing 6-8 weeks from the submittal date.

This application shall be accompanied by the following: (incomplete application submittals shall not be reviewed and will be returned to the applicant)

1. Payment of the Application Fee: (in the amount determined by resolution of the Town Council)

Note: Application fees are not refundable.

2. Letter of Intent – Provide a description of the reasons for the proposed zoned change including the following:

- Discuss how the proposal conforms to the 2012 Clarkdale General Plan.
- Discuss the present and future impacts of the proposed re-zoning to the adjacent properties and surrounding neighborhoods.
- Discuss the impact of the proposed zoning on existing vehicular access and traffic patterns. Staff may require a Traffic Impact Analysis as part of the submittal.
- If the property includes any existing structures, discuss the proposed future uses of the structures.
- If the property is undeveloped, provide details on the proposed development of the property including a tentative timeline.
- Discuss any infrastructure improvements necessary to complete this project.
- Discuss any community benefits proposed to off-set the impact of the requested re-zoning.

SUSTAINABILITY VALUES

As stewards of our resources, we serve as role models for others and keepers of the land for future generations. The people of the Town of Clarkdale are committed to creating and maintaining a healthy, vibrant and sustainable community.

This document provides guiding principles for development in the Town. Great value is placed on creative and innovative methods for meeting the principles of these guidelines.

Siting – Take advantage of the natural resources and consider the impact of building placement.

1. Orientation – for example, in the Southwest, a north/south orientation & overhangs providing shade are desirable
2. Topography – keep ridgelines intact & minimize grading
3. Wildlife – encourage preservation of the natural habitat
4. Plant life – preserve/transplant native, non-invasive species & remove invasive species.
5. Open spaces – clustering development in order to preserve open space is a valued practice
6. View protection – expansive landscape views are a valued benefit in the community; therefore preservation & enhancement is encouraged

Water Management – Recognize that water is an extremely limited resource; efficient and effective management of that resource is critical.

1. Use catchment basins
2. Include a graywater system
3. Install a rainwater harvesting system
4. Storm water management – (see National Green Building Standard, page 16, 403.5)
5. Washes – while dry much of the year, the washes are the primary drainage for stormwater runoff and there may be rules and impacts to be considered before making any changes. Development must comply with state and federal requirements.
6. Swimming pools – Community use pools are preferred over individual private pools.

Infrastructure – Design project infrastructure to have minimal impact on the environment.

1. Connecting to existing Systems – trails, bikeways, sidewalks, consider wildlife paths & crossings
2. Utilities – we encourage connecting to the town municipal water & wastewater system, encourage installation of power lines underground
3. Parking – we encourage screened and covered parking
4. Road Connection – we value interconnectivity between subdivisions and multiple points of ingress and egress for neighborhoods
5. Street Layout. (Design of street must comply with adopted standards.)

Green building – Incorporate current technologies to support sustainable design.

The design character of any area of The Town of Clarkdale should be enhanced and strengthened by new development. Building design should be consistent with the Town of Clarkdale's vision of maintaining small town character as expressed in its architecture and overall community design. Building design should consider the history, the distinctive qualities of the surrounding context, and incorporate those qualities in its design. Building design should be sensitive to the evolving context of the area over time.

1. Energy
2. Alternative methods of transportation including foot traffic
3. Driveways & parking

4. Air quality
5. Innovative practices

Design Principles – Plan projects to fit into existing infrastructure and have minimal impact.

1. Ensure adequate traffic circulation through coordinated street systems with relation to major thoroughfares, adjoining subdivisions, and public facilities;
2. Promote development that incorporates multimodal transportation options;
3. Protect significant, as determined by the Town, natural areas and scenic assets;
4. Achieve individual property lots of reasonable utility and livability;
5. Secure adequate provisions for water supply, drainage, sanitary sewers, and other health/environmental requirements;
6. Encourage projects that incorporate efficient uses of renewable energy sources, including but not limited to, solar, geothermal and wind;
7. Ensure consideration for adequate sites for schools, recreation areas, and other public facilities;
8. Promote the conveyance of land by accurate legal description; and to provide the logical procedures for the achievement of this purpose;
9. Minimize detrimental impacts to the environment by encouraging site designs that protect and enhance the natural features and environmental quality of a site;
10. Encourage landscaping that limits water and energy use and preserves existing natural vegetation;
11. Encourage the preservation of existing wildlife habitat; and
12. Encourage the substitution of effluent for potable water when possible.

Construction: Incorporate the following best practices

1. Energy efficiency
2. Indoor environmental quality
3. Resource efficiency – quality of construction materials
4. Waste minimization – focuses on preventing the creation of waste through source reduction, re-purposing, recycling and donation.
5. Vegetation removed during construction should be mulched and returned to the site.
6. Consider a passive solar energy design
7. Encourage the use of energy and water efficient appliances and kitchen/bathroom fixtures.

Maintenance & Restoration – Minimize environmental impact

1. Design & construction practices are implemented that enhance the durability of materials and reduce in-service maintenance.
2. Upgrade all systems when possible to meet the highest possible energy efficient standards.

Landscape Standards – Develop a landscape plan that conserves resources by incorporating the following:

1. Use of site design that retains and directs rainwater to landscape areas.
2. Retention, to the greatest extent practical, of existing natural trees and shrubs on the site.
3. Transplanting of existing native vegetation that cannot be retained into new landscape area.
4. Use of an effective irrigation system that senses soil moisture.
5. Design of irrigation system that avoids overspray and overflow.
6. Include a target shut-off date for the irrigation system.