



# Maricopa County

Planning & Development Department  
Department Directive

Department Directive:  
DD-2013-01  
Supersedes:

Effective: 1-31-2013

Initiator: Matt Holm

Director: *Debra Stark*

**Purpose:** To establish minimum community participation and notification requirements for General Comprehensive Plan Amendment (General Amendment) applications.

## References:

- Maricopa County Comprehensive Plan
- Maricopa County Comprehensive Plan Amendment Guidelines

## Policy/Procedure:

The Maricopa County Comprehensive Plan and the Maricopa County Comprehensive Plan Amendment Guidelines explain the circumstances by which amendments to the comprehensive plan and/or applicable county area plan are required. When an amendment is required, the Maricopa County Comprehensive Plan Amendment Guidelines then identify the criteria for what constitute *Major Amendments* and what constitute *General Amendments* in conformance with Arizona Revised Statute §11-805.

Maricopa County recognizes that community participation is an important part of the planning process, particularly from those that surround the area that is the subject of the amendment to the comprehensive plan and/or specific area plan. Therefore, to help promote community participation – and to supplement state statutory requirements for public hearing notice – Maricopa County requires the following notification with respect to General Amendments:

### Notice of Application

Within 30 calendar days following official General Amendment application, the applicant shall send notice of application to each real property owner, as shown on the last assessment of the property, located within 300 feet of the perimeter of the area that is the subject of the proposed General Amendment. For consistency, the notice of application shall be in the form and manner approved for use in unincorporated Maricopa County; a copy of which will be provided to the applicant. Also within 30 calendar days following official application the applicant shall provide a copy of the notice of application to the Planning and Development Department, along with the names, addresses, and parcel numbers to which the notice of application was sent. The applicant is responsible for the accuracy of the information contained in the notice of application; incorrect information and/or data may result in application processing delays.

### Notice of Public Hearing

At least 15 calendar days and not more than 30 calendar days prior to public hearing by the Maricopa County Planning and Zoning Commission (Commission), the applicant shall send notice of public hearing to each real property owner, as shown on the last assessment of the property, located within 300 feet of the perimeter of the area that is the subject of the proposed General Amendment. For consistency, the notice of public hearing shall be in the form and manner approved for use in unincorporated Maricopa County; a copy of which will be provided to the applicant. At the time such notice of public hearing is distributed to the real property owners, the applicant shall provide a copy of the notice of public hearing to the Planning and Development Department, along with the names, addresses, and parcel numbers to which the notice of public hearing was sent. The applicant is responsible for the accuracy of the information contained in the notice of public hearing; incorrect information and/or data may result in hearing delays.

In accordance with state law separate public hearings by the Commission and Board of Supervisors are held to consider the merits of the proposed General Amendment. Notice of such hearings is published in a manner consistent with state law.

This directive establishes the minimum requirements for public participation and notification as it relates to General Amendments to the comprehensive plan and/or applicable area plan. Applicants are encouraged to supplement these requirements with additional outreach techniques such as community and individual meetings and/or extended area notification if they deem it necessary or productive.