



## City of Tolleson Development Services

### Tolleson Zoning Request Submittal Checklist

**Project:** \_\_\_\_\_

**Developer:** \_\_\_\_\_

**Consultant:** \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_

**Pre-App Meeting:** A Pre-application meeting with City staff prior to making a formal submittal is encouraged. In doing so the applicant can discuss with staff issues such as the development concept, the review and approval process, and the submittal requirements. [TCC 12-4-83(A)] An initial Pre-App meeting will be provided at no fee.

A Concept Plan is required to be submitted to staff at least 15 days prior to the Pre-App meeting (TCC 12-4-83 (B)). The Concept Plan is to contain, at a minimum, the information noted in TCC 12-4-83 (C) plus other information as may be necessary for staff to evaluate the proposal & provide appropriate input.

**NOTICE:** Zoning Requests are approved by the City Council, with the recommendation of the Planning and Zoning Commission, after a public hearing by both bodies. The public hearings and actions require a 30-day public notice. Final submittals of complete and accurate documents must be received by staff at least 7 days prior to the deadline for public notice for the desired council meeting, as determined by the clerk. Applications and supporting documents deemed not to be complete and accurate will not be processed for the requested council meeting. Staff will work with the applicant to reschedule to a subsequent meeting date once the submittal is determined to be complete and accurate.

<b>Applicant Chk</b>	<b>TOL Chk</b>	<b>Required Submittal Items</b>
_____	_____	<u>Application:</u> [TCC 12-4-83 (B)]
_____	_____	Fully completed
_____	_____	Information is correct & accurate
_____	_____	Signed by appropriate parties
_____	_____	<u>Fees</u> [TCC 12-4-83 (B)]
_____	_____	(NO review to start until ALL fees have been received.)
_____	_____	Fee calculations are complete AND correct
_____	_____	Fee has been received.
_____	_____	<u>PROP 207 Waiver</u>
_____	_____	(MUST be submitted for ANY Zoning action.)
_____	_____	Prepared completely and accurately
_____	_____	Signed & "notarized/attested" by property owner(s)
_____	_____	<u>Owner's Letter of Authorization</u>
_____	_____	Included
_____	_____	Signed/dated
_____	_____	<u>General Plan Amendment (If required)</u>
_____	_____	<ul style="list-style-type: none"><li>• Applicant to review Tolleson General Plan 2024 Chapter 2 to determine if an amendment to the General Plan is required and, if so, is it a major or a minor amendment. Applicant is to provide the necessary supporting documents.</li></ul>

Exhibits

- Zoning Map with proposed re-zoning graphically shown in context to the balance of the City.
- Zoning Map Detail of area under consideration blown up showing:
  - limits of property owned by applicant;
  - limits of current zoning district(s);
  - limits of areas to be rezoning graphically and acreage of areas to be rezoning noted and noting the rezoning action(s) requested.
- Drawing(s) showing graphically, and in words, the limits of the current zoning district as it relates to the subject parcel.
- Legal description(s), with drawing(s), describing the proposed limit(s) of the(ose) area(s) requested to be rezoned. (If multiple legals/drawings are involved they are to be denoted, sequentially, as "Re-Zoning Exhibit (# or letter)" , Sheet # of #.)
- Conceptual Site Plan and supporting document [TCC12-4-169 (A)(2)]  
(See Site Plan Checklist for details for this type of submittal)

Documents submitted in support of the application are to be prepared according to the following standards:

- ALL documents are to be prepared/submitted on 8.5"x11" or 11"x17" paper, unless an approved substitute has been approved by the City Engineer.
- Scale of any drawings are to be an appropriate scale for the use intended or as required by law (Maximum scale 1" = 100').
- Documents are to be orientated as follows, unless approved otherwise by the City Engineer:
  - 8.5"x11" - portrait
  - 11"x17" - landscape
  - 24"x36" - landscape (requires approval of the City Engineer to be included in the submittal package)

(NOTE: Each sheet in the legals counts as a "sheet" for fee calculation purposes.)

OPTIONAL: Narrative describing why the request is being made. (8.5"x11" - portrait).

(NOTE: For fee calculation purposes the first two pages are included in the base fee, each "pair" of the remaining pages count as a "sheet" in the fee calculations.)

**ALL submittals to be made electronically ONLY. Contact the Development Services Customer Services Team ([DevelopmentServices@tolleson.az.gov](mailto:DevelopmentServices@tolleson.az.gov)) for access to the City's paperless submittal/review system.**

**Fees must be paid by check, money order, or other method approved by the Finance Department. During the Covid-19 crisis the front lobby to the City Hall is closed to the public. There is a drop box located just next to the front door that is checked several times a day. Payments can be dropped off there; be sure to notify the Development Services Customer Services staff when a payment has been dropped off. Delivery of payments by USPS or other commercial delivery service is acceptable.**