



## **CHANGE OF DENSITY OR ZONING DISTRICT PLANNED AREA DEVELOPMENT APPLICATION PROCEDURES**

The zoning ordinance of Bullhead City was adopted to permit a reasonable and appropriate use of land within the city limits. The objectives of the ordinance are to protect property values by not allowing incompatible uses to locate near existing developments and to provide for and encourage the orderly growth of the community.

Occasionally changes in zoning classification are justified due to changes in circumstances or conditions. Rezoning requests are evaluated on their consistency with the Bullhead City General Plan Update, impact on adjacent properties, and how the request will affect the neighborhood.

### **PRE-APPLICATION CONFERENCE**

A pre-application meeting with a planner is recommended to familiarize you with procedures, requirements, rezoning feasibility, etc.

**AN APPLICATION WILL NOT BE ACCEPTED UNLESS ALL OF THE INFORMATION REQUESTED HEREIN IS PROVIDED AT THE TIME OF SUBMITTAL.**

**ALSO PLEASE KEEP IN MIND THAT IF THE SITE PLAN SUBMITTED WITH YOUR APPLICATION DOES NOT ADEQUATELY AND CLEARLY ADDRESS THE ITEMS SET FORTH BELOW, THE COMMISSION MAY POSTPONE YOUR REQUEST UNTIL THE DEFICIENCIES ARE CORRECTED TO THEIR SATISFACTION.**

### **MATERIALS REQUIRED FOR A ZONING MAP CHANGE – PLANNED AREA DEVELOPMENT PLAN**

- APPLICATION - print or type the information requested.
- WRITTEN STATEMENT - a letter or report, depending on the complexity of your proposal. The burden of proof is on you to show how your proposal meets the requirements and why it should be granted. Be as thorough as possible.
- PRELIMINARY DEVELOPMENT PLAN - submittal must be received by the Development

Services Department a minimum of ninety days prior to the Planning and Zoning Commission hearing at which you wish to appear. Further, a request for approval on the submittal will not be routed to the Commission until all required items have been successfully addressed.

- Fifteen 24" X 36" folded copies with required supporting data and two copies of any other required reports and plans (i.e. drainage and grading). These copies will be routed to the Development Review Committee members. Additional copies will be requested once the Plan has been approved by staff.
- Scale may be no more than 1" = 100'.
- The following checklist must be completed and the information included on all plan:
  - Name of project.
  - Location of project by section, township, and range; reference by dimension and bearing to a section corner or quarter section corner.
  - Name, address, and phone number of developer.
  - Name, address, and phone number of engineer, surveyor, landscape architect, or land planner preparing plan.
  - Title, scale, north point, and date of preparation including dates of any subsequent revisions.
  - A location map which shows the relationship of the project to existing community facilities which serve or influence it, including main traffic arteries; public transportation lines; shopping centers; elementary and high schools; parks and playgrounds and churches. The map must also contain a title, scale, north point and date.
  - Location of existing physical and natural conditions.
  - Topography by contours related to USGS survey datum, or other datum approved by the Engineering Department, shown on the same map as the proposed project layout. Contour interval must be such as to adequately reflect the character and drainage of the land. Such map must be on a scale of one-inch equals one hundred feet with two-foot contour interval.
  - Location of water wells, streams canals, irrigation laterals, private ditches, washes, lakes, or other water features. Also direction of flow, location and extent of area subject to inundation whether such inundation is frequent, periodic, or occasional.
  - Location widths, and names of all existing platted streets, railroads, utility right-of-way of public record, public areas, permanent structures to remain including water wells and

municipal corporation lines within or adjacent to the tract.

- A report outlining the recommendations of a qualified professional engineer regarding development problems of soil stability, erosion control, sedimentation, and/or flooding.
  - Preliminary grading plan provided at a horizontal scale of 1" = 200' with contour intervals not to exceed 4', which depicts the existing character drainage of the land, and also the character of that proposed.
  - By note, the existing zoning classification of the subject tract and adjacent tracts.
  - By note, the acreage of the tract.
  - Boundaries of the tract to be subdivided must be fully dimensioned.
  - Street layout, including location, width and proposed names of public streets, alleys, crosswalks, and easements, and connections to adjoining platted tracts.
  - Typical lot dimensions (scaled); dimensions of all corner lots and lots of curvilinear sections of streets; each block and lot numbered individually; total number of lots.
  - Location, width, and use of easements.
  - Designation of all land to be dedicated or reserved for public use with use indicated.
  - Proposed multi-family, commercial or industrial uses clearly designated when applicable together with existing zoning classification and status of zoning change, if any.
  - A preliminary hydrology report and plans explaining the proposed design and function of the storm water collection system and retention system, including preliminary drainage calculations and storm drainage systems, their compatibility with existing systems, and the timing and/or phasing of installation. Approximate size and location of the above may be required on the plat by the Engineering Department.
- TRAFFIC IMPACT ANALYSIS - developers of all projects which are the subject of a zoning map change request and which generate five hundred or more vehicle trips per day based on the multipliers listed in the Bullhead City Procedures Manual shall submit a traffic impact analysis of the project site and its vicinity for approval prior to such zoning map change request being placed before the planning and zoning commission and/or city council for consideration. A professional registrant in accordance with the specifications set forth in the Bullhead City Procedures Manual shall prepare the traffic impact analysis.
- LEGAL DESCRIPTION - include a metes and bounds description or reference to a recorded project.

- ❑ ASSESSOR'S PARCEL NUMBER - include the assessor parcel number for the subject lots.
- ❑ FILING FEES – Please refer to the Planning and Zoning Department Fee Schedule. Fees are non-refundable and must be paid when the application is submitted.

### **NOTIFICATION**

Property owners within 300 feet of the property in question will be notified by the Development Services Department by first class mail, from the list submitted by the applicant, at least 15 days prior to the hearing. Secondly, notice is published in a newspaper of general circulation and the property is posted at least 15 days prior to the hearing.

### **PLANNING AND ZONING DIVISION RESPONSIBILITIES**

- Reviews the preliminary development plan submitted and also distributes the submittal to other departments and agencies as necessary.
- Summarizes the recommendations of the reviewing offices and presents them to the Development Review Committee.
- Prepares a report of the findings of the committee and presents it to the developer and to the Planning and Zoning Commission for public hearing.
- At the public hearing of the Commission may approve with conditions, reject, or, in special circumstances, forward its recommendations to the city council for action on the preliminary development plan.

### **PUBLIC HEARING**

You will be notified by mail of the time and place of the public hearing. A copy of the staff recommendations will be available at the Development Services Department on the Thursday, 8 days prior to the hearing.

At the public hearing the staff will make a brief explanation, with their recommendations, of your request to the Planning and Zoning Commission. ***After the staff report, you or your representative will have the opportunity to present your request and attendance is mandatory. The request may be postponed or denied if someone is not present.***