



## PROCEDURE AND APPLICATION FOR A COMPREHENSIVE PLAN AMENDMENT PRE-APPLICATION MEETING

A Pre-Application Meeting is required prior to applying for a Special Use Permit, Zoning Regulations Amendment, Rezoning, Comprehensive Plan Amendment, PAD Overlay District, Wireless Communication Facility and Industrial Use Permit. A formal application for these processes will not be accepted until a project has been through this meeting.

To schedule a pre-application meeting you must:

Applications must be submitted digitally in multi-page PDF format via the online submittal portal at <https://citizenaccess.pinalcountyz.gov/CitizenAccess/Default.aspx>

- A. Please contact the Planning Division for more information
- B. Submit the applicable fees made payable to Pinal County in accordance with the adopted fee schedule:
  - a. Pre-application meeting for a wireless communication facility = **\$140.00**
  - b. Pre-application meeting for all other requests = **\$490**

\*\* Pre-Application Meetings are held on the second and fourth Tuesday of each month. Complete applications must be received 14 working days prior to the desired meeting date to be scheduled for that day.

\*\*\* If Substantial changes are proposed to the project between the “Pre-application meeting” and formal application submittal, staff may require an additional “Pre- application meeting(s)” subject to the fees outlined in Section B.

COMMUNITY DEVELOPMENT  
Planning Division



FOR A **COMPREHENSIVE PLAN AMENDMENT** PRE-APPLICATION MEETING IN UNINCORPORATED PINAL COUNTY  
(All Applications Must Be Typed or Written in Ink)

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**Comprehensive Plan Amendment & Property Information:**

(Feel free to include answers and to these questions in a Supplementary Narrative, when doing so write see narrative on the space provided)

1. Parcel Number(s): \_\_\_\_\_

2. Total Acreage: \_\_\_\_\_

3. Current Land Use Designation: \_\_\_\_\_

4. Requested Land Use Designation: \_\_\_\_\_

5. Why is this Comprehensive Plan Amendment being requested? (You must provide a summary of the anticipated development on this page, if not provided, the application cannot be processed.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Discuss any recent changes in the area that would support your application. \_\_\_\_\_

\_\_\_\_\_

7. Explain why the proposed amendment is needed and necessary at this time. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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INV#: \_\_\_\_\_ AMT: \_\_\_\_\_ DATE: \_\_\_\_\_ CASE: \_\_\_\_\_ Xref: \_\_\_\_\_

COMMUNITY DEVELOPMENT  
Planning Division

I certify the information included in this application is accurate, to the best of my knowledge. I have read the application and I have included the information, as requested. I understand if the information submitted is incomplete, this application cannot be processed.

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Name of Applicant	Address	Phone Number
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Signature of Applicant	E-Mail Address
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Name of Agent/Representative	Address	Phone Number
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Signature of Agent/Representative	E-Mail Address
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**The Agent/Representative has the authority to act on behalf of the landowner/applicant, which includes agreeing to stipulations. The agent will be the contact person for planning staff and must be present at all hearings. Please use attached Agency Authorization form, if applicable.**

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Name of Landowner	Address	Phone Number
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Signature of Landowner	E-Mail Address
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**If landowner is not the applicant, then applicant must submit a signed notarized consent form from the landowner with this application. Please use attached Consent to Permit form, if applicable.**

## APPLICATION CHECKLIST

FOR A PROPOSED COMPREHENSIVE PLAN AMENDMENT IN UNINCORPORATED  
PINAL COUNTY

- A. **Submit** a completed “Comprehensive Plan Compliance Checklist”
- B. **Submit** the Non-Refundable fees outlined on page one of the Application.
- C. Submit all documentation outlined in this packet in multi-page PDF format\*.
- D. Submit a project narrative that sufficiently describes the proposal through the use of graphic and text; the narrative may contain the “Comprehensive Plan Compliance Checklist”
- E. Signature at the end of the “**Checklist**” stating you have reviewed and addressed all areas within it.

*\*Your application must be submitted digitally via the online submittal portal site at <https://citizenaccess.pinalcountyz.gov/CitizenAccess/Default.aspx>*

*Please call or email the Planning Division for more information.*

I certify that I have submitted all the required information listed above, and I understand that this application for a pre-application meeting cannot be processed until all required information is submitted.

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Signature

Date