

2020 Noticing -Draft 03-17-20						
Application Type - Legislative Public Body	Reviewing/Approval Body	Posting of Property (Minimum Deadlines) 1	Mailing Notification 2	Citizen Review Session	Newspaper	Notes
1 Unless otherwise directed by the Community Development Director, when an application requires a site posting that the applicant use a sign that is 6 square feet in size (2' x 3') at 6' tall in front yard and along any other yard with street frontage, not placed in the right-of-way. A larger 16 square-foot sign (4' x 4') is required for Major and Intermediate Special Use Permit applications. Town staff will prepare sign spec sheets applicant can bring to a sign vendor.						
2 Recommend mailing notification radius may be lowered for properties outside the Town limits to match typical mailing radius for that community (300' Phoenix, 300' Maricopa County, 750' Scottsdale). The applicant may use the Town's mailing radius distance or the neighboring jurisdiction mailing radius for the application type for properties outside Town limits, whichever is lower. The Community Development Director may require a modified mailing radius based on the potential impact of the application request.						
Appeal – Zoning Ordinance, Admin Decision	Board of Adjustment	Yes, 15 days prior to hearing (A.R.S)	Yes, 1,500' radius, 15 days prior to the hearing (Town policy)	No	Yes, 15 days prior to hearing (A.R.S)	Suggest no changes, except the lower radius on properties not in PV limits; Any earlier notice besides the hearing can be discussed with Council
General Plan, Major Amendment	Planning Commission Town Council	Yes, 15 days prior to hearing (Town policy, if applies to specific area)	Yes, 2,000' radius 15 days prior to hearing (Town policy, if applies to a specific area)	Yes, notice 10 days before session, Session 10 days before PC hearing, 1,500' radius, or as approved in the Citizen Review Plan (General direction in A.R.S. and Town Code)	Yes, 15 days and not more than 30 days prior to hearing, display ad (A.R.S and Town Code, display ad by policy)	Suggest no changes, except the lower radius on properties not in PV limits; Any earlier notice can be discussed with Council or as part of the update to the 2012 GP
General Plan, Minor Amendment	Planning Commission Town Council	Yes, 15 days prior to hearing (Town policy, if applies to specific area)	Yes, 1,500' radius 15 days prior to hearing (Town policy, if applies to a specific area)	Yes, notice 10 days before session, Session 10 days before PC hearing, 1,500' radius (Town policy)	Yes, 15 days prior to hearing (Town policy)	Suggest no changes, except the lower radius on properties not in PV limits; Any earlier notice can be discussed with Council or as part of the update to the 2012 GP
General Plan, Text Amendment	Planning Commission Town Council	Yes, 15 days prior to hearing (Town policy, if applies to specific area)	Yes, 1,500' radius 15 days prior to hearing (Town policy, if applies to a specific area)	Yes, notice 10 days before session, Session 10 days before PC hearing, 1,500' radius (Town policy)	Yes, 15 days prior to hearing, display ad (Town policy)	Suggest no changes, except the lower radius on properties not in PV limits; Any earlier notice can be discussed with Council or as part of the update to the 2012 GP
Zoning Ord, Text Amendment	Planning Commission Town Council	Yes, 15 days prior to hearing (Town Code requires 7 days if applies to a specific area)	Yes, 1,500' radius 15 days prior to hearing (Town policy, if applies to a specific area)	Yes, notice 10 days before session (PCWS) via newspaper ad, Town hall, Town website (Town Code)	Yes, 15 days prior to hearing, display ad (A.R.S.)	Suggest no changes, except the lower mailing radius on properties not in PV limits, unless directed otherwise by Council
Hillside, Remove Designation	Hillside Committee Town Council	Yes, 7 days prior to hearing (Town policy)	Yes, 1,500' radius 15 days prior to hearing (Town policy)	No	No	Suggest no change to the 1,500' mailing radius, except the lower radius on properties not in PV limits; Any earlier notice can be discussed with Council
Rezoning	Planning Commission Town Council	Yes, 15 days prior to hearing (A.R.S)	Yes, 1,500' radius 15 days prior to hearing (Town policy)	Yes, notice 10 days before session, Session 10 days before PC hearing, 1,500' radius (1,000' by Town Code)	Yes, 15 days prior to hearing, display ad (A.R.S. and Town Code)	Suggest no change to the 1,500' mailing radius, except the lower radius on properties not in PV limits; Any earlier notice can be discussed with Council; Consider a Town Code text amendment on the 7 days posting requirement to match A.R.S. 15 days
Roadway/Easement Vacation	Town Council	Yes, 15 days prior to hearing, 3 locations (Town policy)	Yes, adjoining lots 15 days prior to hearing (Town policy)	No	No	No changes suggested
Special Use Permit, Major & Intermediate	Planning Commission Town Council	Yes, 15 days prior to hearing (A.R.S using rezoning standard)	Yes, 1,500' radius 15 days prior to hearing (Town policy)	Yes, notice 10 days before session, Session 10 days before PC hearing, 1,500' radius (1,000' by Town Code)	Yes, 15 days prior to hearing, display ad (A.R.S. and Town Code)	Suggest no change to the 1,500' mailing radius, except the lower radius on properties not in PV limits; Any earlier notice can be discussed with Council; Consider a Town Code text amendment on the 7 days posting requirement to match A.R.S. 15 days
Variance	Board of Adjustment	Yes, 15 days prior to hearing (A.R.S)	Yes, 1,500' radius, 15 days prior to the hearing (Town policy)	No	Yes, 15 days prior to hearing (A.R.S)	Suggest no changes, except the lower radius on properties not in PV limits; Any earlier notice besides the hearing can be discussed with Council
Annexation	Town Council	Posting in 3 places within the annexation area at least 15 days before the public hearing within the waiting period and the hearing to adopt the annexation ordinance (A.R.S is 6 days and no posting at hearing of the annexation ordinance)	Notice to agencies of blank petition (A.R.S); Notice to property owners within annexation area of public hearing within waiting period 15 days before the hearing (A.R.S. is 6 days); Notice to property owners within 500' of the annexation area within PV limits of public hearing within waiting period 15 days before the hearing (No noticing in A.R.S. and Town Code/Zoning Ordinance); Same noticing for the public hearing to adopt the annexation ordinance (A.R.S. requires no mailing notice)	No	Yes, at least 15 days before the end of the waiting period after file blank petition (A.R.S)	No requirement in Town Code/Zoning Ordinance or by Town policy); Consider mailing notice outside annexation area and at adoption of annexation ordinance not in A.R.S.; Consider defining process in the Town Code

Application Type - Administrative Public Body	Reviewing/Approval Body	Posting of Property (Minimum Deadlines) 1	Mailing Notification 2	Citizen Review Session	Newspaper Ad	Notes
Conditional Use Permit	Planning Commission	Yes, 15 days prior to meeting (Town Policy, Town Code is 7 days)	Yes, 1,000' radius 15 days prior to hearing (Town policy)	No	Yes, 15 days prior to meeting (Town Zoning Ordinance)	Consider changing the mailing radius policy to 1,000' instead of 1,500' since some CUPs deal with height with wireless antennas, lower radius on properties not in PV limits applies - greater than the prior 500' radius; Any earlier notice can be discussed with Council
Hillside, New Structures	Hillside Committee	Yes, 7 days prior to meeting (Town Zoning Ordinance)	Yes, 1,500' radius prior to meeting (Town Zoning Ordinance)	No	No	Suggest no changes, except the lower mailing radius on properties not in PV limits
Plat, Final	Town Council (Planning Commission review under certain conditions)	No	Yes, 500' radius prior to action meeting (Town policy)	No	No	Consider changing the mailing radius policy from the current 1,500' back to the 500' radius as done previously, any lower radius on properties not in PV limits applies
Plat, Preliminary	Planning Commission (Town Council approval under certain conditions)	No	Yes, 500' radius prior to action meeting (Town policy)	No	No	Same as Final Plat
Special Use Permit, Minor	Planning Commission	Yes, 15 days prior to action meeting (Town policy)	Yes, 1,000' radius 15 days prior to hearing (Town policy)	No	No	Consider changing the mailing radius policy to 1,000' instead of 1,500' since these applications deal with non-residential applications, lower radius on properties not in PV limits applies - greater than the prior 500' radius; Any earlier notice can be discussed with Council
Subdivision Sign	Town Council	No	Yes, properties within plat 15 days prior to action meeting (Town policy)	No	No	No changes suggested
Non-Administrative Land Modifications:	Planning Commission and/or Town Council	No	Yes, 500' radius 15 days prior to action meeting (Town policy)	No	No	Suggest no changes to the current 500' mailing radius policy for lot line adjustment/combo with deviation, lot split ≤ 2.5 net acres, and lot split > 2.5 net acres with deviation, except lower radius on properties not in PV limits applies; Planning Commission to discuss if any change is necessary of the current 1,500' mailing radius for a SUP non-administrative land modification
▪ Lot Line Adjustment/Combo with Deviation from Town Standards						
▪ Lot Split (≤ 2.5 Net Acres)						
▪ Lot Split (> 2.5 Net Acres) with Deviation from Town Standards						
▪ Modification to SUP Plat						
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Administrative Relief – Zoning Ordinance	Community Development Director	No	Yes, adjoining lots 15 days before decision (Town Code requires 5 days)	No	No	No changes suggested
Administrative Land Modifications:	Community Development Director/Town Engineer	No	No	No	No	No changes suggested
▪ Lot Line Adjustment						
▪ Lot Combo						
▪ Easement Modifications						
▪ Lot Split (> 2.5 Net Acres)						
Special Use Permit, Managerial	Town Manager, with Council review process	No	Yes, adjoining lots (Town policy)	No	No	No changes suggested