

**NAVAJO COUNTY
PUBLIC WORKS DEPARTMENT
PLANNING & ZONING**

P.O. Box 668, Holbrook, Arizona 86025 (928) 524-4100 Fax:(928) 524-4122

ZONE CHANGE APPLICATION

(Revised 3-16)

ZONE CHANGE APPLICATION CHECKLIST

- ___ 1. All information requested on the Zone Change application shall be complete and ownership legally notarized where indicated, attach a copy of the recorded deed or sales contract.

- ___ 2. Two (2) copies site plan, drawn to scale, and a recorded legal description of the property, if not in a recorded subdivision. (See sample site plan and requirements).

- ___ 3. A letter of intent expressing your reasons for the proposed zone change or special use permit and how it will be beneficial to the area, including an explanation of your plans and purpose describing the use and a schedule for its development.

- ___ 4. Notification letters will be sent to all property owners within three hundred feet (300') of the subject property by regular including the applicant.

- ___ 5. A Zone Change amendment filing fee of \$400 + \$10 per acre, for each separate Zoning District requested. (non-refundable)

- ___ 6. If applicable, notification to and submittal of a permit or notice by the Navajo County Health Department as to allowance of intent.

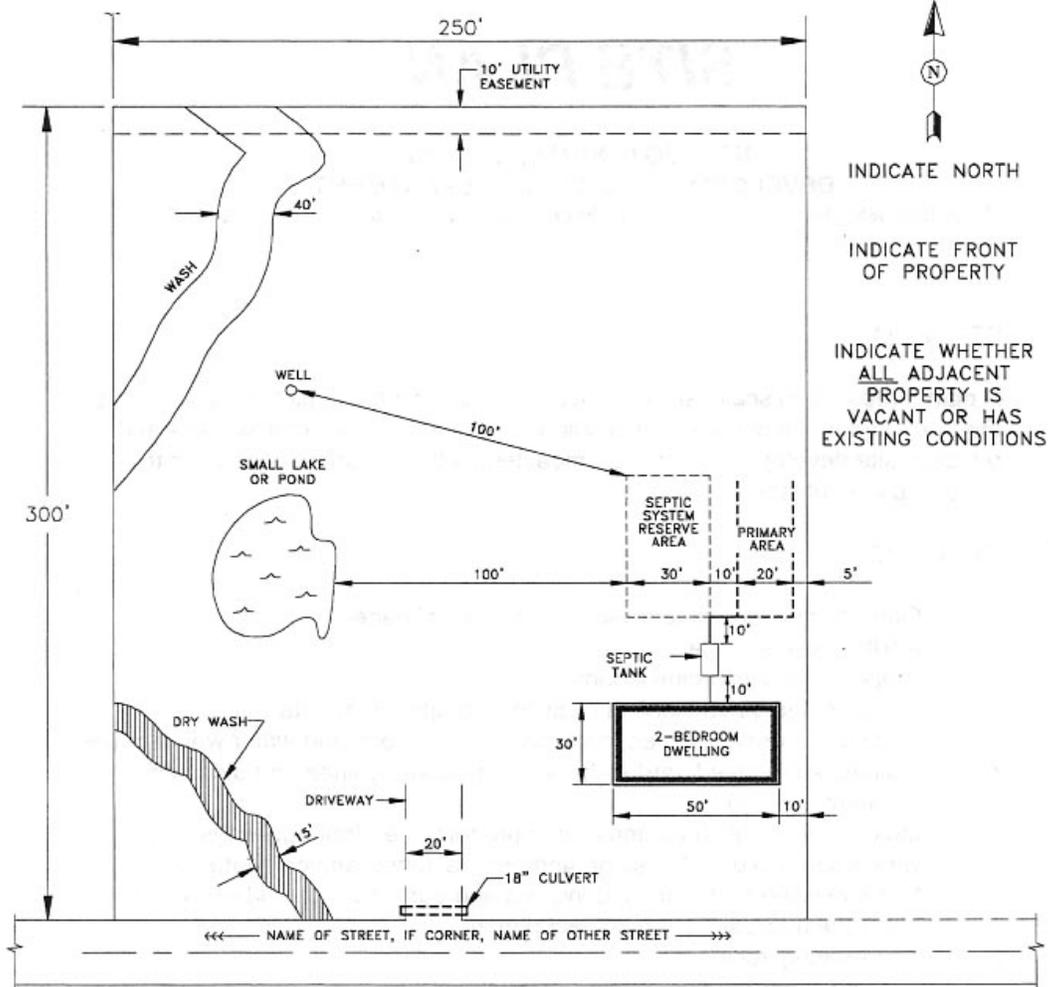
- ___ 7. If applicable, notification to and submittal of a letter of serviceability from all necessary utilities, (water, electric, sanitation, etc.)

- ___ 8. All information concerning the zone change or special use permit must be submitted to this department at least six weeks before the Planning & Zoning Commission meeting, which is held on every third Thursday of the month, to allow for Staff review, legal notification and posting. Scheduling for public hearings before the Navajo County Planning & Zoning Commission and the Board of Supervisors will be based on all information and documents being in place in our files.

EXAMPLE SITE PLAN

Date: _____ Owner's Name: _____ Parcel No: _____

Address: _____



N
↑
INDICATE NORTH

INDICATE FRONT OF PROPERTY

INDICATE WHETHER ALL ADJACENT PROPERTY IS VACANT OR HAS EXISTING CONDITIONS

SITE PLANS MUST INCLUDE THE FOLLOWING INFORMATION:

1. The location and dimensions of all proposed improvements.
2. The location and dimensions of all cultural features on or adjacent to the property. This includes all property lines and their measurements, streets, buildings, water wells, septic systems, easements, right-of-ways, driveways, underground and overhead utilities, fences, and drainage, irrigation, and water storage structures.
3. The location and approximate dimensions of all watercourses and water bodies on the property or within 500 feet of the proposed improvements. This includes rivers, streams, creeks, washes, arroyos, lakes, ponds, etc...