

OC Rezoning Application Instructions



City of Sedona
Community Development Department
102 Roadrunner Drive Sedona, AZ 86336
(928) 282-1154 • www.sedonaaz.gov/cd

The following instructions and attached application are applicable to properties within the Schnebly Community Focus Area (CFA), when the property owner is requesting to rezone property to the Oak Creek Heritage Area (OC District).

The City of Sedona Community Development Department will assist property owners with the rezoning process as this is a new district applicable only to the Schnebly CFA.

See the Land Development Code, Section 8.6 (Ordinance Amendments – Rezoning) for specific requirements.

PROJECT SCHEDULING

Project schedules will vary depending on sufficiency of information, complexity of project, and Planning & Zoning Commission schedule. Potential project scheduling will be reviewed during the pre-application meeting.

Pre-Application Meeting

- Applicants are required to schedule a pre-application meeting with Staff prior to submitting an application.
- The following will be reviewed during the pre-application meeting: project scheduling, submittal requirements, and review procedures.

Application Submittal

- A submittal meeting is required.
- Only complete applications will be accepted. Deferred submittals are not permitted.

Public Meetings

- Public meetings, including, but not limited to work sessions and public hearings will be scheduled and noticed as required after Staff and agency review is complete and the applicant has indicated they wish to move the application forward.
- A public notice will be posted on the property at least 15 days prior to the hearing date. Once the notice is posted, it is the applicant's responsibility to maintain the sign. Staff will remove the posting after the hearing has been completed.

APPLICATION REQUIREMENTS

OC District Rezoning applications are unique as Community Development staff will assist with the application submittal and review process. Typically, the following items are the responsibility of the property owner whereas with an OC rezoning, the following application requirements are being shared between the applicant and the city.

Required at time of submittal:

- 2 paper copies of the entire submittal packet
- 1 digital copy of all documents

TO BE PROVIDED BY THE APPLICANT:

- Application Form**
 - Letter of Authorization to file from the current property owner (if the property owner is not the applicant)
- Legal description of the property**
- A.L.T.A. Survey showing all easements on the subject property**
- Any other information required, as determined by Staff, based on the scope of the project**

TO BE PROVIDED BY THE COMMUNITY DEVELOPMENT DEPARTMENT:

- Letter of Intent**
- Context Plan/Map**
- Mailing labels and a vicinity map for all property owners within 300 feet.**
- Letters of serviceability from all proposed utility connections**
- Citizen Participation Plan** (Summary of public noticing and the CFA Planning Process)
- Filing Fees.**
 - Zone change: \$2,200 base fee
 - Assumes one public hearing with the Planning and Zoning Commission and one public hearing with the City Council.
 - Additional charges may apply as follows: a) Zone change requests for all projects over 2 acres \$100.00 per additional acre or portion thereof.

**Oak Creek Heritage Area
Rezoning Application**



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Project Information	Request for Rezoning to the Oak Creek Heritage Area District		
	Zone Change from <input type="checkbox"/> RS-10, <input type="checkbox"/> RS-18, <input type="checkbox"/> PD, or <input type="checkbox"/> SU to the Oak Creek Heritage Area (OC) District		
Property Owner Information	Name		Primary Phone
	Email		Alt. Phone
	Mailing Address		City/State/ZIP
Office Use Only	<i>Received by</i>		<i>Date Received</i>

Parcel Information: Please list each parcel and site address if applicable.

Parcel Information	Parcel No. (APN)		Site Address
	Parcel No. (APN)		Site Address
	Parcel No. (APN)		Site Address
	Parcel No. (APN)		Site Address
	Parcel No. (APN)		Site Address
	Parcel No. (APN)		Site Address
	Parcel No. (APN)		Site Address
	Parcel No. (APN)		Site Address

Additional Contact Information: Please complete the following for all companies/individuals authorized to discuss the project with the City.

Contact #1	Company		Contact Name
	Project Role		Primary Phone
	Email		Alt. Phone
	Address		City/State/ZIP
Contact #2	Company		Contact Name
	Project Role		Primary Phone
	Email		Alt. Phone
	Address		City/State/ZIP

As owner of the property(ies) listed above, I (we) authorize this rezoning application and authorize the above listed people/entities to act as my (our) representatives in the rezoning process.

Print Name _____ Signature _____ Date _____