Zoning Ordinance Text Amendment
Application Checklist

- ❑ The application must be executed by the owner(s) of the subject property or an authorization letter executed by the owner(s) of the subject property shall be provided stating that the applicant is authorized to represent the property owner(s) in this application.

- ❑ One (1) digital copy of the entire application. Each document needs to be saved on a cd in .pdf format in accordance with the following the naming convention:
    1. Owner Authorization Letter [ZOTA-OAL.PDF]
    2. Completed Application Checklist [ZOTA-CKLST.PDF]
    3. Narrative [ZOTA-N.PDF]
    4. Existing Provision document [ZOTA-EP.PDF]

- ❑ Two (2) copies of a Project Narrative providing a description of what is being proposed on the property, including:
    1. The reason for the amendment;
    2. How the amendment will impact the quality of development within the community;
    3. Data on how the proposed amendment compares to zoning code provisions in other Phoenix metro cities and towns;
    4. Documentation indicating inconsistencies in terms of the Ordinance or problems and/or conflicts in implementation of specific sections of the Ordinance that will be resolved by the amendment;
    5. Whether amendment is needed to respond to changes in the law, statutory or case law;
    6. Whether amendment is needed to address zoning and/or development issues or to improve processes for addressing such issues;
    7. Whether amendment will to promote implementation of goals and objections of the City's General Plan; and,
    8. Any other factors related to the impact of the amendment on the general health, safety or welfare of the citizens of the City and the general public.

- ❑ Two (2) copies of a document containing a copy of the existing provision from the Zoning Ordinance and the proposed modified or repealed language and/or standard that the applicant wishes to propose to the Zoning Ordinance.

- ❑ Application Fees: $2,500