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**OFFICIAL RECORDS OF  
PINAL COUNTY RECORDER  
LAURA DEAN-LYTLE**

When recorded return to:  
Clerk, Pinal County Board  
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**ORDINANCE NO. PZ-C-001-10**

**AN ORDINANCE OF THE BOARD OF SUPERVISORS OF PINAL COUNTY, ARIZONA,  
RELATING TO ZONING AND AMENDING THE PINAL COUNTY DEVELOPMENT SERVICES  
CODE, TITLE 2 (COUNTY ZONING ORDINANCE),**

**WHEREAS**, the Board of Supervisors on February 10, 2010, approved the codification of all Development Services ordinances, and the codification as the Pinal County Development Services Code became effective on March 13, 2010;

**WHEREAS**, Ordinance No. 61862, as amended, is the Pinal County Zoning Ordinance as codified in Title 2 of the Pinal County Development Services Code;

**WHEREAS**, the county zoning ordinance is in need of revision to provide uniform laws and processes for the submittal and review of site plans.

**BE IT ORDAINED BY THE BOARD OF SUPERVISORS OF PINAL COUNTY, ARIZONA:**

**SECTION 1.** Pinal County Zoning Ordinance, title 2 of the Pinal County Development Services Code ("PCDSC"), is amended by adding chapter 2.200, "Site Plans and Reviews," to establish the position of site plan review coordinator; identify different types of site plans for different types of development and/or zoning activities; list content requirements; establish a specific site plan review process and a commercial site plan review process, including criteria for exceptions; and establish authority for preparation of a site plan review development guideline manual to provide information and guidelines for review of site plans and to display forms for various county application processes and Chapter 2.200 shall read as follows:

**Chapter 2.200  
SITE PLANS AND REVIEWS**

**2.200.010 PURPOSE.**

To protect the health, safety and welfare of County residents by requiring the developer to provide site design and fully detailed information relating to planning, zoning and civil engineering aspects of proposed development, including but not limited to drainage, storm waters, soil analysis, fissures and traffic analysis, and sufficient information to assure that the zoning requirements of this title and other County ordinances, regulations, policies, and manuals related to land use and public health, safety, convenience and general welfare are met.

**2.200.020 SITE PLAN REVIEW COORDINATOR.**

The position of Site Plan Review Coordinator is hereby established to determine whether a proposed development requires a site plan review, to determine the appropriate review process, and to assist in coordinating the review process.

**2.200.030 SITE PLAN TYPES.**

Site design and detailed information are required for all development in one of three forms:

- A. Preliminary site plan
- B. Individual site plan
- C. Specific site plan

#### **2.200.040 MINIMUM CONTENT.**

All site plans shall contain:

- A. Sufficient information and detail on any special site constraints. Special constraints or considerations include, but are not limited to, flooding, traffic, slope, fissures, subsidence and soil conditions which may affect development of the site;
- B. Sufficient information to show that all information required in this chapter and other conditions of this title are met;
- C. Sufficient information to show compliance with all applicable county ordinances, regulations, policies, manuals and checklists provided by applicable county departments; and
- D. Explanations of how developer will address impacts of the development on drainage, storm waters and on-site and off-site traffic.

#### **2.200.050 PRELIMINARY SITE PLANS.**

- A. A preliminary site plan shall accompany applications requesting a zone change, a planned area development overlay district, industrial use permit or a special use permit and shall contain all information required under the individual sections of this title dealing with these request processes or as required by the applicable application form.
- B. Compliance to the preliminary site plan, as approved by the supervisors, is considered a condition of approval and part of the supervisors' action, unless otherwise stated by the supervisors.

#### **2.200.060 INDIVIDUAL SITE PLANS.**

An individual site plan shall accompany applications for a compliance review, a business use permit, mobile home permit, mechanical, plumbing, electrical permit (MPE), group home permit and any other requests as deemed necessary by the county on individual lots. An individual site plan shall contain the following applicable map elements and supporting information.

- A. Map elements.
  1. Location of parcel boundaries and dimensions
  2. Location and size of all structures
  3. Points of ingress and egress
  4. Adjacent public rights-of-way
  5. Location of public and private easements
  6. Building setbacks
  7. Location of all washes
  8. North arrow and scale accepted to the county.
- B. Additional data. Additional data may be required under other county ordinances, rules, regulations and policies.

#### **2.200.070 SPECIFIC SITE PLANS.**

- A. Prior to the issuance of a zoning clearance, building permit, installation permit, or permit or approval for systems, plans or reports regarding sanitation, drainage or flood control, a specific site plan is required for the following types of development:
  1. Office
  2. Commercial
  3. Industrial
  4. Multi-family residential
  5. Churches
  6. Schools
  7. Change of use
  8. Mobile home and RV parks
- B. Exceptions. Specific site plans are subject to a Specific Site Plan Review Process or a Commercial Site Plan Review Process, unless:
  1. The subject development meets all of the following criteria:
    - a. It does not involve an additional use;
    - b. It does not involve a more intense change in use;

- c. The structure or addition is 200 square feet or less in size;
    - d. It does not increase occupancy or require additional parking; and
    - e. There are no known fissures, washes, flooding issues, or formerly used defense sites (FUDS).
  - 2. Developments that meet the above criteria are still required to contact air quality, building safety, environmental health, planning & development and public works departments for additional requirements.
  - 3. Special event permits and temporary use permits are not subject to the specific site plan review or the commercial site plan review processes.
- C. Relationship to other process.
- 1. A specific site plan does not replace any plans or subdivision plats that may be required as part of another application process.
  - 2. Approval of a specific site plan shall not be used to circumvent the subdivision plat process required by the county's subdivision regulations.
  - 3. Where the subdivision plat process is required, no site plan may be approved prior to final plat approval.
- D. Departmental responsibilities: Each department within development services (air quality, building safety, environmental health, planning and development, and public works) is responsible for providing a representative at all pre-application meetings and providing any necessary comments and/or information regarding the development project to the applicant and the site plan review coordinator. These departments are responsible for providing complete and timely reviews according to processing time schedules set forth in the site plan review development guideline manual.
- E. Site plan review development guideline manual.  
The planning and development department shall prepare a manual for the purpose only of providing information and guidelines for review of site plans and displaying the forms for the various county application processes dealing with land use to aid the applicant and the county departments in reducing processing times and streamlining the review processes for multiple applications on a single development project. The planning and development department may revise the forms, guidelines and timelines as needed. Such revisions are not amendments to this title and shall not effect any change in the title itself. This title governs over the manual.
- F. Specific site plan review process:
- 1. Departmental review criteria. Criteria for review of site plans are, including but not limited to, the following:
    - a. Conformance with existing zoning and/or planned area development (PAD) overlay district on subject property and conditions and plans or plats that are part of the approved zoning if no zone change and/or PAD overlay district are being requested with the site plan review.
    - b. Conformance with proposed zone change and/or PAD overlay district if such are being requested along with the site plan review.
    - c. Compliance with this title and other applicable county ordinances and regulations.
    - d. Consideration of:
      - (1) compatibility with adjacent uses
      - (2) major street or route location
      - (3) access to site
      - (4) traffic analysis
      - (5) parking layout
      - (6) access to utilities
      - (7) grading requirements
      - (8) Drainage
      - (9) Floodplains
      - (10) Sanitation

- (11) domestic water availability
  - (12) Buffers
  - (13) Landscaping
  - (14) Lighting
  - (15) fissures;
  - (16) adjacent conditions; and
  - (17) any other information deemed necessary by the County
2. Optional conceptual pre-application meeting: This meeting for the purpose of discussing applicant's development concept is optional and requires minimal submittals which are a completed application and 8 ½" x 11" or 11" x 17" copies of the conceptual site
  3. Required pre-application/preliminary review meeting: At this meeting applicant and county staff will discuss the applicant's proposed development and the application requirements of each county department within development services for submittal of a completed formal application for specific site plan review. Submittals required for this meeting are as follows:
    - a. Completed application
    - b. 24" x 36" copies of the preliminary specific site plan following the submittal requirements and submittal examples provided in the site plan review development guideline manual for non-residential developments.
    - c. 11" x 17" copies of the architectural site plan (drawn to an engineer's scale), clearly showing the actual measurements of all four sides of the building(s) to the property line;
    - d. Copies of a Traffic Impact Analysis (with additional copies as specified in the manual) ; and
    - e. Copies of a Drainage Report (with additional copies as specified in the manual).
  4. Formal application process. Prior to submittal of completed applications for building permit, installation permit or permit or approval for systems, plans or reports regarding sanitation, drainage or flood control, submit a formal application for site plan review as follows:
    - a. Submittals:
      - (1) Completed application;
      - (2) Application fee;
      - (3) Copies of 24" x 36" Specific Site Plan (with additional copies as specified in the manual) in the format required by the County and on CD in a format as specified in the manual, with the following:
        - (a) 11" x 17" architectural site plan (drawn to an engineer's scale, clearly showing the actual measurements of all four sides of the building(s) to the property line (with additional copies as specified in the manual);
        - (b) Onsite Grading & Drainage and Utility Civil Sheets;
        - (c) Offsite improvement plans such as paving, water and sewer line extensions;
        - (d) Landscaping sheets; and
        - (e) Lighting Plan and Photometrics
    - (4) Studies:
      - (a) Copies of the final drainage report with CD in a format as specified in the manual (with additional copies as specified in the manual)
      - (b) Copies of the final traffic impact analysis with CD in a format as specified in the manual (with additional copies as specified in the manual); and
      - (c) Geotechnical report with CD in a format as specified in the manual
    - (5) A.L.TA./A.C.S.M. Land Title Survey certified by a registered land surveyor registered in the State of Arizona; and
    - (6) Any other information deemed necessary by the County.
    - (7) Completed Association Acknowledgement Form if site consists of two or more parcels and will have shared access, shared drainage, and/or shared parking.
    - b. Incomplete applications shall not be processed.
    - c. An incomplete application that is not remedied within three months from notification of the deficiency shall cause the file to be closed.
    - d. The specific site plan may take more than one review. The Specific Site Plan may be returned to applicant for modifications or more information requested from application. If the requested modifications are not made or requested information provided within one

year from the date of the request, the file will be closed; and any submittal after such closure will require the initiation by application of a new process.

- e. Contents of specific site plan: The specific site plan should address the following:
  - (1) If no zone change and/or PAD overlay district are being requested simultaneously with the site plan review, whether the development project is in conformance with existing zoning and/or planned area development (PAD) overlay district on the subject property and conditions and plans or plats that are part of the approved zoning
  - (2) If applicable, conformance with proposed zone change and/or PAD overlay district being requested simultaneously with the site plan review.
  - (3) Compliance with this Ordinance and other applicable County ordinances and regulations related to land use and/or conserving and promoting public health, safety, convenience and general welfare.
  - (4) Compatibility with adjacent uses
  - (5) Major street or route location
  - (6) Access to site
  - (7) Traffic analysis
  - (8) Parking layout
  - (9) Access to utilities
  - (10) Grading requirements
  - (11) Drainage
  - (12) Floodplains
  - (13) Sanitation
  - (14) Domestic water availability
  - (15) Buffers
  - (16) Landscaping
  - (17) Lighting
  - (18) Fissures
  - (19) Adjacent conditions

- G. Commercial site plan review process: This process allows applicant to work with County staff to coordinate multiple application processes on a single development project, such as but is not limited to zone change, planned area development overlay district zone, industrial use permit, special use permit, specific site plan review and subdivision platting.
  - 1. Pre-Application Meeting: At this meeting applicant and County staff will discuss the applicant's proposed development and the multiple application processes required for applicant's development project and the submittal requirements for the multiple applications.
  - 2. Pre-application submittals: Prior to scheduling a pre-application meeting, submit the following:
    - a. A completed application for a pre-application meeting on the form provided by the County.
    - b. Scaled site drawings for the proposed project on 8 ½"x11" or 11"x17" paper in the format required by the County and providing at the minimum the following information:
      - (1) Provide name of project, address, zone classification and parcel number;
      - (2) show and label all existing buildings and structures and proposed buildings and structures, including type and use, dimensions and square footage;
      - (3) show pertinent existing structures such as streets, curb, sidewalks, driveways, fire hydrants, power poles, etc., within the subject property and right-of-way;
      - (4) show any existing streets and easements on or adjacent to the subject property;
        - (a) show setbacks to building(s);
        - (b) show any existing or proposed septic systems;
        - (c) show proposed retention basin; and
        - (d) label adjacent property by use (residential, office, commercial, or industrial).
  - 3. Formal application process:
    - a. Schedule Meeting for review of completed multiple applications pertaining to applicant's development project.

b. Submittals for Multiple Applications:

- (1) Completed applications for all application processes pertaining to applicant's development project together with the information required with each application.
- (2) Completed Association Acknowledgement Form if site consists of two or more parcels and will have shared access, shared drainage, and/or shared parking.
- (3) Site plan as required under Specific Site Plan Review in PCDSC

H. Appeal.

1. Upon final denial of a site plan, applicant may appeal the denial to the Supervisors.
2. The appeal shall be made in writing and filed with the Planning Director within fifteen (15) days from the issuance date of the denial of the site plan that is being appealed. The written appeal shall set forth the particulars and reasons for the appeal, accompanied by the appropriate processing fee as set forth in the adopted Planning and Development Services Fee Schedule.
3. Hearing on the appeal shall be at such times as may be set by the Supervisors, and upon not less than fifteen (15) days or more than thirty (30) days notice to the applicant and appropriate County officials.

**SECTION 2.** This ordinance shall take effect 31 days from and after the date of its adoption.

**PASSED AND ADOPTED** by the Board of Supervisors, Pinal County, Arizona, this 18<sup>th</sup> day of August, 2010.



A handwritten signature in black ink, appearing to read "Pete Rios", is written over a horizontal line.

PETE RIOS, Chairman of the Pinal County Board of Supervisors

ATTEST:

A handwritten signature in black ink, appearing to read "Shirley C. Mayo", is written over a horizontal line.  
Clerk of the Board

APPROVED AS TO FORM:

JAMES P. WALSH, PINAL COUNTY ATTORNEY

By: A handwritten signature in black ink, appearing to read "Patricia A. Smith", is written over a horizontal line.  
Deputy County Attorney