



CITY OF KINGMAN SUBDIVISION ORDINANCE TEXT AMENDMENT APPLICATION

In accordance with the adopted rules and regulations of the Kingman Planning and Zoning Commission, the following procedures shall be followed, and the following information shall be included in all applications to amend the text of the City of Kingman Subdivision Ordinance.

1. **APPLICATION PROCEDURE:** Prior to making formal application for a subdivision ordinance text amendment, the applicant is encouraged to review their proposal with a member of the City of Kingman Planning and Economic Development Department staff. This meeting is designed to determine if the applicant's proposal will conflict with any provisions on the City's Zoning Ordinance, General Plan, or other City studies. The staff member will discuss the appropriate amendment language. Please call the Kingman Planning and Economic Development Department at (928) 753-8130 to schedule a meeting.
2. **FILING REQUIREMENTS:**
 - ✓ One (1) original signed application form (attached).
 - ✓ One (1) original signed Proposition 207 waiver form (attached). This is optional.
 - ✓ Application Fee: \$960.00.
3. **REVIEW PROCESS:** Upon receipt of the application, in accordance with ARS §9-835, an administrative review is conducted to determine the completeness of the application. The maximum time frame to complete this administrative review is ten (10) working days. The applicant and/or designated representative shall be notified by telephone/mail/or e-mail of any deficiencies in the application.

Once the administrative review is complete, Planning staff shall forward a copy of the application to the following agencies for evaluation and recommendations: Engineering Department, City Surveyor, Fire Department, Public Works Department, utility companies, and other agencies who may be concerned. Planning staff shall review the rezoning application and supportive information for completeness and conformance with the Zoning Ordinance Regulations.

All departments and agencies shall have ten (10) working days from the date of receipt of the information to complete their review. Agencies shall submit their evaluation report to the appropriate staff member. No reply by an agency within the time limit specified shall be deemed as having no objection to the request.

4. **PLANNING AND ZONING COMMISSION ACTION:** Planning staff will present a written report concerning the subdivision ordinance text amendment request to the Planning and Zoning Commission. The applicant, or designated representative, should be present to explain the text amendment request. Persons for or against the proposed text amendment request will be given the opportunity to be heard. The Planning and Zoning Commission will discuss the case and recommend approval or denial of the request. The Commission could also continue a request to gather more information or for another legitimate reason.

5. **CITY COUNCIL ACTION:** Any Planning and Zoning Commission recommendation, regardless of vote, is forwarded to the City Council for a second public hearing. The time and place of the City Council meeting will be announced at the Planning and Zoning Commission meeting, and is included in the initial public notice. City Council meetings are held the first and third Mondays of the month, unless there is a State and/or Federal holiday. In that event the meeting shall be held the following day. The City Council meeting held on the first Monday of each month is the meeting for action on zoning related cases.
6. **COUNCIL PUBLIC HEARING and ACTION:** The applicant, or their designated representative, should be present. Persons for or against the proposed subdivision ordinance text amendment are heard.
7. **SUBSEQUENT ACTION:** An ordinance amending the text of the Subdivision Ordinance is prepared and considered by the Council if the Planning and Zoning Commission recommends approval of the request. If a denial is recommended the Council may uphold the denial. The Council may also direct that an ordinance be prepared for City Council action at their next regularly scheduled meeting. After Council approval action, said ordinance affecting change will be published and become effective in thirty (30) days. If denied, another subdivision ordinance text amendment application for essentially the same request will not be accepted for one (1) year.
8. **COUNCIL DECISION:** The decision of the City Council on the subdivision ordinance text amendment is final, unless a referendum petition is filed on an approved ordinance, in accord with Arizona Revised Statute procedures. Any referendum on an approved ordinance stays implementation of the text amendment until the final decision by the voters in an election.
9. **INFORMATION SUBMISSION: ALL REQUIRED INFORMATION AS NOTED IN THE FIRST PAGE OF THIS MATERIAL SHALL BE SUBMITTED. LACK OF REQUIRED INFORMATION WILL DELAY THE HEARING OF THE REQUEST.**



CITY OF KINGMAN
SUBDIVISION ORDINANCE TEXT AMENDMENT APPLICATION
FORM
CASE # SB-_____

Application Date:

Subdivision Ordinance Section Proposed to be Amended:

Proposed Text Amendment (You may attach additional pages containing the proposed text language and related information):

APPLICANT NAME:

Mailing Address:

City/State/Zip:

Phone Number:

Email:

Signature:

ITEMS FROM THE "SUBDIVISION ORDINANCE TEXT AMENDMENT APPLICATION PROCEDURES" SHALL ALSO BE SUBMITTED WITH THIS APPLICATION.

Planning and Zoning Division

Permit Application Processing Time Frames Per ARS 9-835

Request	Administrative Time Frame	Substantive Time Frame
Major General Plan Amendment	10-working days	125-working days
Minor General Plan Amendment	10-working days	95-working days
Preliminary Plat	10-working days	95-working days
Preliminary Plat Extension	10-working days	80-working days
Parcel Map (Minor Lot Split)	10-working days	65-working days
Final Plat	10-working days	95-working days
Zoning Text or Zoning Map Amendment	10-working days	80-working days
Conditional Use Permit	10-working days	80-working days
Variance	10-working days	50-working days