

TOWN OF QUARTZSITE, ARIZONA



DEVELOPMENT PROCEDURES HANDBOOK

AUGUST 8, 2023
Ordinance No. 23-05

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2023

Development is an ongoing process in our community as people seek to improve their living standards and create new economic opportunities. In order to guide the development process in a transparent and fair manner, the Town of Quartzsite has adopted a development procedure handbook. This handbook provides a set of rules and regulations that developers and residents must follow when undertaking any development activity within the Town.

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ARTICLE I – DEFINITION OF TERMS

| | |
|--|--|
| Section 1. Appeal | To appeal an administrative decision of the code official concerning the zoning ordinance, follow Town Code Article 92.07 <i>Administrative Appeals</i> . |
| Section 2. Applicant | The owner, mortgagee or authorized lessee of the property which is the subject of these procedures; or an authorized official on behalf of the Town. |
| Section 3. Conditional Use | A process before the P&Z Commission to review particular uses as listed in the zoning ordinance that may include use stipulations. |
| Section 4. Development Review Committee | A committee chaired by the Community Development Department and consisting of the following town staff members: Town Manager, Police Chief, Quartzsite Fire District, Public Works Director and Town Engineer (when applicable) |
| Section 5. Lot Combination | To combine two or more adjacent parcels into one parcel requires the review and approval of the Development Review Committee. Requires a survey plat that must be recorded with the La Paz County Recorder. |
| Section 6. Minor land division | The required process to accomplish a land split; or the division of land into two (2) to five (5) lots when a new street is not involved; or the division of land into more than two (2) parts when the boundaries of such property have been fixed by a recorded plat. |
| Section 7. Flood Elevation Certificate | An administrative tool of the National Flood Insurance Program (NFIP) that is used to provide elevation information necessary to ensure compliance with community floodplain management ordinances. |
| Section 7. General Plan | A planning document developed with extensive community participation every ten years that is the basis for the Town Zoning Code, Zoning Map, and public infrastructure plans. |
| Section 8. Property Line Adjustment | To move the location of a property line in a platted subdivision provided the remaining parcels meet all zoning requirements. Requires a survey plat that must be recorded with the La Paz County Recorder. |
| Section 9. Rezoning | A process to change the zoning of a parcel of land that requires a Citizen Review Meeting and P&Z Commission review before final Town Council consideration. |
| Section 10. Site Plan | A drawing or sketch that shows relevant dimensions of buildings, structures, driveway access, public utilities, and property setbacks that shall be included in a permit application packet. |
| Section 11. Subdivision | A division of a lot, tract or parcel of land into six (6) or more lots, tracts, or parcels for the purpose of sale or development. |
| Section 12. Vacation | To rescind an easement and/or right-of-way dedication. |
| Section 13. Variance | A modification of the literal provisions of the Zoning Ordinance granted by the Board of Adjustment upon a finding that strict enforcement of the Ordinance would cause undue hardship owing to circumstances unique to the individual property for which the variance is granted. |

ARTICLE II – APPLICATION PROCEDURES

Section 1. Lot Combination and Property Line Adjustment.

Paragraph 1. The applicant shall submit the applicable application, attachments, and fees to the Town Community Development Department using the forms and instructions provided by the Town to initiate the review and approval process.

Paragraph 2. The Town will review the information to ensure that all submittal requirements have been made. The applicant will be notified in writing of any deficiencies within five (5) working days. The application will not be processed until it includes all submittal requirements.

Paragraph 3. The Community Development Department **may** refer the application to the Development Review Committee (DRC) if the project involves modification or expansion of existing roadways, public utilities or a significant increase in traffic.

- A. The Community Development Department shall schedule a DRC meeting to be held within five (5) working days of the submittal of the completed application.
- B. The applicant must be present at the DRC review meeting to present and explain the application. If the applicant does not attend the meeting, the application will not be considered.
- C. All Development Review Committee recommendations, practical concerns and technical requirements shall be in writing and shall be presented to the applicant at the first DRC meeting. If any Town department does not present written comments at this meeting, the Community Development Department will notify the applicant that the subject department has no concerns or comments. The subject department will not be able to develop comments or concerns later in the process without a written authorization from the Town Manager.
- D. If more than one (1) year elapsed between the DRC decision date and the time when all concerns are met or a written statement is provided, the application must be reviewed again by the DRC to ensure that the prior issues, concerns and technical requirements are still applicable.

Paragraph 4. Upon approval, the Community Development Department shall cause an original survey plat or Right of Way Vacation to be signed and recorded with the La Paz County Recorder.

Section 2. Building Permit

Paragraph 1. The applicant shall submit a completed Building Permit Application form with applicable attachments to the Community Development Department to initiate the process. The Department will review the submitted documents prior to determining the building permit fee which may take up to 24 hours to calculate.

Paragraph 2. The applicant shall consult with the Community Development Department for general information regarding requirements for building plans and any special considerations pertaining to the site, such as floodplain determinations. A detailed site plan should be brought in for more complex projects to show the concept of the site development and potential flood zone issues.

A. The building plans will then be reviewed by the Town Staff or referred to a third-party plan review consultant if necessary. A separate agreement between the applicant and the third-party plan review consultant is required.

Paragraph 3. The building permit is issued by the Community Development Department upon approval of the application, building plans and payment of the required fees.

Section 3. Rezoning and Conditional Use Permit

Paragraph 1. The applicant shall submit a combination zoning application with attachments, and fees to the Community Development Department to initiate the process.

Paragraph 2. The applicant is required to follow the requirements of Section 6 – Citizen Review Process. The Community Development Department will advise and assist the applicant through the Citizen Review process.

A. The Applicant shall send written notice of the public hearing to all property owners within the property and within three hundred (300') feet of the request (list of names and addresses to be provided by the Town. Stamped, addressed envelopes to be provided by the applicant) and, at least fifteen (15) days before the public hearing the Community Development Department shall:

- a. publish a legal notice of the public hearing; and
- b. post a notice of the public hearing on the town's website and at all other official locations for posting public notices within the town; and
- c. place a copy of the public hearing notice on the property.

B. The Community Development Department shall prepare a staff report for the Planning and Zoning Commission, which shall, at a minimum, review the extent to which the proposal is consistent with the general plan, other town regulations, policies and procedures, and a determination of compliance. The staff report shall be forwarded to the Planning and Zoning Commission and the applicant a minimum of five (5) days prior to the Commission meeting. The report shall contain a summary and copy of the written comments received from the reviewing departments and the Citizen Review meeting report.

Paragraph 3. The Planning and Zoning Commission shall hold a public hearing concerning the application and make a recommendation at a regularly scheduled or special meeting. Any decision by the Planning and Zoning Commission shall be made and recorded by motion.

Paragraph 4. The Community Development Department shall not forward the application in final form to the Town Council until all concerns of the Planning and Zoning Commission have been met unless the applicant submits a detailed written statement to the Town Council explaining why the conditions or concerns are not or cannot be met. Upon compliance, the Community Development Department shall schedule the application for the next available Town Council meeting.

Section 4. Minor Land Divisions

Paragraph 1. An application for a minor land division shall be submitted to the Community Development Department of the Town of Quartzsite prior to any deeds related to a minor land division are submitted to the La Paz County recorder's office. Any deed being recorded for such minor land division shall bare the signature of the Community Development Director as the reviewing authority.

Paragraph 2. The applicant shall submit a combined zoning application form with applicable attachments, and fees to the Community Development Department according to Town Subdivision Code Chapter 154.8.3 to initiate the process.

Paragraph 3. For minor land divisions a Citizen Review Meeting, public hearing by the Planning and Zoning Commission or Town Council is not required.

Paragraph 4. The Development Review Committee shall approve or disapprove applications for minor land divisions according to Town Code Chapter 154.8.

A. The applicant will have the option of amending the application to satisfy all of the issues raised by the DRC or submit a letter of appeal to the Town Council which will explain which of the concerns are not being satisfied and why.

B. Upon approval of the above, the applicant shall cause the original minor land division plat to be signed by the Community Development Director prior to being recorded with the La Paz County Recorder.

Section 5. General Plan Amendment or Zoning Code Text Amendment

Paragraph 1. General.

The Council may, from time to time as the public necessity, convenience, general welfare or good zoning practice requires, change the district boundaries or amend, change, repeal or supplement the regulations herein established in the Town Zoning Ordinance.

Paragraph 2. Petitions For General Plan Amendments. (Zoning Article XVIII General Plan Adoption and Amendments)

A. Town initiated amendments. The town council or planning and zoning commission may, by motion, initiate an amendment to the map or text of the general plan.

B. Property owner-initiated amendments. A property owner or agent authorized in writing by the property owner may apply for an amendment to the general plan map or text governing his property.

Paragraph 3. The commission may on its own motion propose any amendments to the Zoning ordinance text and map as authorized by Zoning Code Article XV Zone Changes or Amendment.

Paragraph 4. Timing of General Plan Amendments.

A. Major amendments. Applications for major amendments shall be filed no later than May 31 of each calendar year in order to be considered in that year, unless a later date is established by motion of the council. All applications for major amendments to the general plan shall be presented at a single hearing during the calendar year in which they are filed.

B. Minor amendments. Applications for minor amendments may be filed at any time.

Paragraph 5. The applicant shall submit a written request detailing the requested amendment and fees. to the Community Development Department.

Paragraph 6. The Community Development Department will review the information to ensure that all submittal requirements have been met. The applicant will be notified in writing of any deficiencies within five (5) working days. The application will not be processed until it includes all submittal requirements.

Paragraph 7. The Community Development Department shall refer the application to the Development Review Committee and shall schedule the completed application for a Development Review Committee meeting to be held within five (5) working days of the submittal of the completed application.

Paragraph 8. The applicant must participate in the review meeting to present and explain the application. If the applicant does not participate in the meeting, the application will not be considered.

Paragraph 9. All Development Review Committee recommendations, practical concerns and technical requirements shall be in writing and shall be presented to the applicant at the Development Review Committee meeting. If any Town department does not present written comments at this meeting, the Community Development Department will notify the applicant that the absent department has no concerns or comments. The absent department will not be able to develop comments or concerns later in the process without a written authorization from the Town Manager.

Paragraph 10. The applicant will have the option of amending the application to satisfy all the issues raised by the Development Review Committee or submit a letter addressed to the Town which will explain which of the concerns are not being satisfied and why.

Paragraph 11. As soon as the Community Development Department receives an amended application, if applicable, and/or letter of explanation, both of which combined address all of the issues raised by the Development Review Committee, the application shall be scheduled for the next available Planning and Zoning Commission meeting, except that if the application is for a rezoning ordinance, specific plan amendment or a major general plan amendment, prior to scheduling a public hearing at a planning and zoning commission meeting, the applicant shall comply with the Citizen Review requirements set forth in these procedures.

Paragraph 12. The Community Development Department shall prepare a staff report for the Planning and Zoning Commission, which shall, at a minimum, review the application for consistency with and conformance to the general plan and for compliance with other town regulations, policies and procedures. The staff report shall be forwarded to the planning and zoning commission and the applicant a minimum of five (5) days prior to the commission meeting. The report shall contain a summary and a copy of the written comments received from the reviewing departments and a citizen review report, if applicable.

Paragraph 13. The Planning and Zoning Commission shall hear the application at public hearing and make recommendation at a regularly scheduled or special meeting. Any decision by the Planning and Zoning Commission shall be made and recorded by motion.

Paragraph 14. The Community Development Department shall not forward the application in final form to the Town Council until all concerns of the Planning and Zoning Commission have been met unless the applicant submits a detailed written statement to the Town Council explaining why the conditions or concerns are not or cannot be met. Upon compliance, the Community Development Department shall schedule the application for the next available Town Council meeting.

Paragraph 15. The Town Council shall hear the application at public hearing and make a decision on the application at a regularly scheduled or special meeting. The Town Council may approve, approve with conditions, or deny the application request.

Paragraph 16. General plan amendments shall be adopted by resolution of the town council. Approval of

a major general plan amendment requires the affirmative vote of two-thirds of the town council.
Paragraph 17. If the Town Council decides to approve the zoning request, the Town Attorney will be directed to prepare an ordinance approving the zoning request.

Paragraph 18. Upon approval, the Town Clerk shall cause the adopted ordinance or Resolution to be signed, published and recorded with the La Paz County Recorder.

Section 6. Citizen Review Process

Paragraph 1. A citizen review process shall be held prior to a public hearing on a rezoning ordinance, conditional use permit, specific plan amendment, major general plan amendment or zoning code amendment that imposes, removes, or modifies any land use regulation previously imposed.

Paragraph 2. Purpose.

- A. Provide for early and effective citizen participation in conjunction with applications and changes in regulations, to promote understanding mitigation of real or perceived impacts on the community.
- B. Provide an opportunity for citizens to communicate with applicants to resolve concerns at an early stage of the process.
- C. Facilitate ongoing communication between the applicant, interested citizens and property owners, council, planning commissioners and town staff throughout the application review process.
- D. Provide affected citizens of the town with an opportunity to learn about and comment on proposed text amendments to the zoning ordinance that impose, remove or modify a land use regulation prior to a public hearing on the matter.

Paragraph 3. Citizen Review Plan

- A. The Community Development Department has established a Citizen Review Plan and will assist the applicant in implementing the plan guidelines.
- B. The level of citizen interest and area of involvement will vary depending on the nature of the application and the location of the site. The target area for early notification shall include the following:
 - i. property owners within 300-feet of the subject property, measured from the property lines.
 - ii. other interested parties who have requested that they be placed on the interested parties' notification list maintained by the Community Development Department.
 - iii. those residents, property owners, interested parties, political jurisdictions and public agencies that may be affected by the application.

Paragraph 4. Citizen Review Meeting.

- A. The applicant shall conduct a citizen review meeting to explain the proposal at which persons interested in the project may ask questions and discuss their concerns about the project with the applicant.
 - i. The Town will take responsibility for seeing that a Public Notice is published in the local newspaper advertising the date, time, and location of the Citizen Review Meeting.

ii. The applicant may choose a location other than the Quartzsite Community Center for the meeting.

- B. Additional meetings: The Community Development Department may require an applicant to hold additional citizen review meetings if warranted by circumstances including, but not limited to:
- i. timeframe between the last meeting and the date of the submittal.
 - ii. if there have been substantial changes to the development proposal since the last citizen review meeting.

Paragraph 5. Citizen Review Report.

- A. The applicant shall provide a written report on the results of the citizen review within 5 days after the citizen review meeting and prior to any notice being mailed or posted for a public hearing. the report shall be sent to the Planning and Zoning Commission and Community Development Department with their materials to review for the public hearings and shall include at least the following information:
- i. means used by the applicant to involve the public;
 - ii. dates and locations of all meetings where citizens were invited to discuss the applicant's proposal;
 - iii. copies of letters, meeting notices, newsletters and other communications sent, dates mailed, and numbers of mailings or other means of communications;
 - iv. location of residents, property owners, and interested parties who received notices, newsletters, or other communications;
 - v. the number of people that participated in the process;
 - vi. Sign-in sheet indicating the names and address of those in attendance for tracking purposes;
 - vii. a summary of concerns, issues and problems expressed during the process, including how the applicant addressed or plans to address each concern expressed and, for those concerns not addressed, why the applicant is unwilling or unable to address them.

Section 7. Subdivision

Paragraph 1. According to Quartzsite Subdivision Code Chapter 154.3.1. Outline of Procedures and Requirements the preparation, submittal, review, and approval of all subdivision plats located inside the limits of the Town of Quartzsite shall proceed through the following progressive stages.

A. Stage 1: Pre-Application Conference

a. The pre-application conference stage of the subdivision process is an investigatory period that affords the sub-divider the opportunity to present their development intentions and obtain preliminary advice and assistance from the appropriate Town departments prior to the expense of preparing a preliminary plat. It also affords the Town the opportunity to conduct a cursory review of the proposed subdivision and give preliminary guidance at a time when potential land development points of conflict can be most easily resolved, subsequent relations improved, official action simplified, and undue expense and delay saved by the sub-divider.

B. Stage 2: Preliminary Plat Application

a. The preliminary plat stage of land and airspace subdivision includes detailed planning, submittal, review, and approval of the preliminary plat. This stage is intended to resolve all major issues pertinent to the land development according to the Town's policies, standards and requirements. To avoid delay in processing the application, the subdivider

shall provide the Town with all essential information in accordance with the procedures generally described in Section 154.3.3 of the Subdivision Code.

C. Stage 2a: Preliminary Plat Review and Recommendation

a. The Development Review Committee (DRC) shall review the preliminary plat and supporting documentation for compliance with the applicable requirements generally described in Town Subdivision Code Section 154.3.4.

D. Stage 2b: Preliminary Plat Approval

a. Review by Planning and Zoning Commission

i. The Commission shall hold a public hearing to review the preliminary plat and recommend to approve, approve with conditions, or deny said plat.

b. Town Council Review and Action

i. The Council shall hold a public hearing to review the preliminary plat and approve, approve with conditions or deny said plat.

c. Conditions of Preliminary Approval

i. The sub-divider or his agent, and his engineer shall be present at each meeting.

ii. The sub-dividers engineer may act as agent.

E. Stage 3: Final Plat Application

a. This stage includes the final design of the subdivision, engineering of the public improvements, and submittal by the sub-divider of the final reports and plans for all of the required subdivision improvements to the Town for approval; including the submittal of the final plat for review and action by the Town Council.

F. Stage 3a: Final Plat Review and Recommendation

a. After issuance of a receipt for the final plat, improvement plans, accompanying supplementary data, and filing fee, the Community Development Director shall review the plat for substantial conformity to the approved preliminary plat, Subdivision Ordinance and Town of Quartzsite Standards. If the submittal is complete, the Director shall distribute sets of the plans to the appropriate reviewing departments, agencies and utility companies as follows:

i. The Public Works Director, Development Review Committee and any appropriate agency or utility company shall conduct a plan check, an internal review of the final plat and improvement plans and if necessary, examine and approve any revisions required of the developer before forwarding the final plat and improvement plans and any review comments to the Community Development Director.

G. Stage 3b: Final Plat Approval

a. If the final plat is in conformance with the preliminary plat and all applicable regulations, the Community Development Director shall place the item on the agenda of the next scheduled meeting of the Council, for consideration and final approval.

H. Stage 4: Recordation of Plat

a. Following Town Council approval, the final plat shall not be recorded until all requirements of Subdivision Code Subsection 13.4 Assurance for Completion and Maintenance of Improvements have been met to the satisfaction of the Public Works Director and the Town Attorney.

Section 8. Vacating a Right-of Way

Paragraph 1. The applicant shall submit the applicable application, attachments, and fees to the Community Development Department using the forms and instructions provided by the Town to initiate the review and approval process.

Paragraph 2. A property survey is filed with the Community Development Department showing the original lot line, the new lot lines, square footage of each lot, any improvements on either lot, all setback dimensions and other information that is necessary to ensure that both new lots will conform to the provisions of the zoning code.

Paragraph 3. Any action considered by the Council relating to the revocation of all or part of a subdivision plat, whether lots or lots and rights-of-way, shall be referred to the Town Planning and Zoning Commission for evaluation of at least the following:

- a. Correlation of the Town General Plan.
- b. Correlation with proposed development in adjacent areas.
- c. Recommendation as to whether or not zoning changes should accompany such action.
- d. Effect of such action on existing development in areas affected by the proposed reversion or abandonment.
- e. Effect of such action on existing or proposed public utilities.

ARTICLE III. APPLICATION REQUIREMENTS SUMMARY

Section 1. Building Permit Application - Online

Section 2. Zoning Application Form

Section 3. Project Review Submittal Form - Online

Section 4. Preapplication Submittal Form

Section 5. Preliminary Subdivision Plat Application

ARTICLE IV. FEES

SCHEDULE 2 ~ BUILDING PERMIT FEES

SECTION 2~1 Building Permit, Electrical, Plumbing, and Grading Permit Fees are calculated through iWorq's as set forth in Table 1-A of the currently adopted applicable International Code.

SECTION 2~2 Manufactured Home / Mobile Home

Manufactured Home / Mobile Home / Park Model Set / Office Trailer Installation fee. \$360.00

SECTION 2~3 Building Valuation Data

A. Resolution No. 19-15 ICC Building Valuation Data is updated annually to iWorQ's.

SCHEDULE 10 ~ ZONING

SECTION 10~1 Zoning Request or General Plan Amendment \$ 250.00

SECTION 10-1a Publication of Citizens Review Meeting Notice \$ 250.00

SECTION 10~2 Conditional Use Permit \$ 250.00

SECTION 10-2a Temporary Use Permit \$ 250.00

SECTION 10~3 Variance \$ 250.00

SECTION 10~4 Appeal to Board of Adjustment or Planning & Zoning \$ 250.00

SECTION 10~5 Site Plan Review per plan sheet \$ 25.00

SECTION 10~6 Preliminary Site Plan Review* \$ 250.00

SECTION 10~7 Preliminary Subdivision Plat Review* \$ 250.00

SECTION 10~8 Vacation or Reversion to acreage \$ 500.00

SECTION 10~9 Final Site Plan Review* \$ 250.00

SECTION 10~10 Development Agreement \$ cost

SECTION 10~11 Final Subdivision Plat Review* \$ 250.00

SECTION 10~12 Minor Land Division / Lot Split / Combination \$ 250.00

SECTION 10~13 Wired Facilities in the Public Right of Way

A. Interstate Telecommunications Services Fee \$2.10 per liner foot
automatically adjusted annually for any CPI increase

B. Dark Fiber License Fee Same as above

C. Application fee for license \$2,500

D. Renewal Fee \$1,500

* **\$25 per lot over five (5) plus \$100.00 per sheet over one (1)**

* **Can be charged direct cost through a third-party agreement.**

ARTICLE V. CITIZEN REVIEW DOCUMENTS

Section 1. Citizen Review Plan

CITIZEN REVIEW PLAN

All applicants applying to rezone property within the Town of Quartzsite shall conduct a citizen review process prior to a public hearing on a Rezoning Ordinance, Conditional Use Permit, Specific Plan Amendment, Major General Plan Amendment or Zoning Code Amendment that imposes, removes or modifies any land use regulation previously imposed.

The level of citizen interest and area of involvement will vary depending on the nature of the application and location of the site. Applicants are responsible for mailing the meeting notice.

A. At a minimum, the target area for the meeting notice shall include the following:

1. All property owners within 300 feet of the subject property, measured from the property lines. Community Development will assist with preparation of the Owners mailing list.
2. Other interested parties who have requested that they be placed on the interested parties' notification list maintained by the community development department.
3. Those residents, property owners, interested parties, political jurisdictions and public agencies that may be affected by the application.

B. Applicant shall conduct a citizen review meeting at a location of their choosing to explain the proposal. The Community Center at 295 E. Chandler St. can be reserved. Interested citizens may ask questions and discuss their concerns about the project with the applicant.

1. Community Development may require the applicant to hold additional citizen review meetings if warranted by circumstances including, but not limited to:
 - a. The timeframe between the last meeting and the date of the submittal.
 - b. If there have been substantial changes to the development proposal since the last citizen review meeting.

C. The Applicant shall provide a written report on the results of the citizen review meeting within 5 days after the meeting and prior to any notice being mailed or posted for a Public Hearing. The report shall include at least the following information:

1. How the applicant reached out to involve the public: example (mail, phone, email, personal invitation).
2. Dates and locations of all meetings where citizens were invited to discuss the applicant's proposal.
3. Copies of letters, meeting notices, newsletters, and other communications sent, dates mailed, and numbers of mailings or other means of communication.
4. Location of residents, property owners, and interested parties who received notices or other communications.
5. Number of people that participated in the process.
6. Names and addresses of all those in attendance for tracking purposes.
7. A summary of concerns, issues and problems expressed during the process, that includes how the applicant addressed or plans to address each concern expressed.

Section 2. Citizen Review Meeting Letter

Re: Invitation to attend a Citizen Review Meeting

Dear Property Owner:

Applicant has applied to rezone approximately ___ acres generally described as the _____ area located east of _____ Avenue, south of _____ Street, and west of _____ from Current Zoning () to New Zoning ().

Please be advised that Applicant will hold a public meeting on _____ Month _____, 202_, at 7:00 p.m. to meet with interested residents to explain his proposal. The meeting will be held at the Quartzsite Community Center, 295 Chandler Street, Quartzsite, AZ.

The Quartzsite Planning and Zoning Commission will call for a Public Hearing on this matter within ten days after receiving a final written report from Applicant. The Commission hearing will be held at Quartzsite Townhall, 465 N. Plymouth Avenue, Quartzsite, Arizona.

In accordance with the Quartzsite Development Procedures Ordinance Article II, Section I, you are hereby notified, as a property owner within 300 feet of the proposed rezoning area, that you may file approval or protest of the proposed rezoning in writing to the Town at any time prior to the Planning and Zoning Commission meeting.

Further information on this item is available by calling Quartzsite Town Hall at (928) 927-4333 or by email at Thess@quartzsiteaz.org.

Sincerely,

Applicant Name

ARTICLE VI. CERTIFICATION BLOCKS

Paragraph 1. The final plat shall show all certificates and acknowledgements. They shall appear on the final plat or they may be combined on a separate Mylar of the same size as the final plat. Certificates and acknowledgements, which shall appear on final plats, may be prepared according to the format available from the Public Works Director. The notations that are standard on every final plat include, but are not limited to Assurance Statement, Conveyance and Dedication, Notary Acknowledgment, Town Approval, Department Approval, and Surveyors Certification.

**Section 1. Certification Blocks for Subdivisions
(LEGAL NAME OF SUBMISSION)**

Description:

A plat/site plan of a parcel of land in the town of Quartzsite, Arizona located in the ___ 1/4 ___ 1/4, Section _____, T _ N _ R _ E _ of the P.M. and more particularly described as follows:

Beginning at the(LEGAL DESCRIPTION) containing ___ acres.

Dedication:

Know all men by these presents, that we (Names of all the landowners) being the sole owners of the land described herein, have caused said land to be laid out and platted/site planned under the name of _____ and do hereby dedicate to the public forever all streets, alleys and utility easements as indicated hereon.

In witness whereof, we have hereunto set our hands and seals this ___ day of __, 20__

John Doe

Mary Doe

Notarial Certificate:

STATE OF ARIZONA, COUNTY OF LA PAZ,

The foregoing instrument was acknowledged before me by _____
this ___ day of _____ 20__ .

My commission expires _____

CERTIFICATION BLOCK (continued)

Surveyor's Certificate:

Witness my hand and seal.

I certify this plat/site plan accurately represents the results of a survey made by me or under my direct supervision and done in accord with applicable State of Arizona requirements.

_____ Arizona Reg. No. ____

Easement Approval:

Utility easements are adequate as shown and are hereby approved. Town Engineer's Approval:

Approved this the ___ day of _____, 20 __

Town Engineer _____

Planning and Zoning Commission Approval:

Approved this the ___ day of ___, 20__

Chairman, Quartzsite Planning & Zoning Commission

Mayor's Certificate

This is to certify that a plat/site plan of the above described property was approved by Ordinance No _____ of the Town of Quartzsite, passed and adopted on the _ day of _____ A.D. 20_ and that the Mayor of the Town of Quartzsite, as authorized by said ordinance, on behalf of the Town, hereby acknowledges and adopts the said plat/site plan upon which this certificate is endorsed for all purposes indicated thereon.

Mayor

Attest

Seal

Clerk and Recorder's Certificate

STATE OF ARIZONA, COUNTY OF LAPAZ

I hereby certify that this instrument was filed in my office at _____ o'clock _M this the ___ date of _____ A.D. 20__ and is recorded in plat book No. _____ page No. _____ No. __ Recorder's No. _____

Deputy

Recorder

Fees

ARTICLE VII. ASSURANCE FOR COMPLETION OF PUBLIC IMPROVEMENTS

Section 1. Applicability

Paragraph 1. Any person requesting public improvements including utilities, streets, walks, curbs and gutters, drainage facilities, paths, site grading, sprinkling systems and landscaping, as may be required through approval of a Subdivision, Site Plan, Rezoning or Building Permit application within the Town of Quartzsite shall give the Town full (100%) financial assurance that said improvements shall be completed to Town requirements, standards and specifications.

Paragraph 2. The applicant shall follow the procedures as shown in Town Code Chapter 154.4.1 and enter into a written agreement between the applicant, the Town of Quartzsite, and the financial institution, title insurance escrow company, bonding agent or other third party..

Section 2. Acceptable Forms of Financial Security

Paragraph 1. Such financial security shall be in the sum as the Town Engineer may estimate to be adequate for the completion of the required improvements. Such financial security shall be in the form of:

- A) *Surety Performance and Payments Bonds in compliance with ARS § 34-2222, or*
- B) *Escrow Account based upon a cash deposit, in a form acceptable to the Town Attorney, or*
- C) *Irrevocable letter of credit in a form acceptable to the Town Attorney.*
- D) *Property Escrow Account*

Section 3. Procedure

Paragraph 1. Development Plans which require approval by Town Council:

- A) Any person subdividing or developing lands within the Town of Quartzsite shall enter into a contract with the Town, which contract shall give the Town full assurance that all improvements shall be completed by the developer to Town standards.
- B) Any Subdivision Plat, Site Plan or Rezoning which requires approval by Town Council may be divide, into phases, each phase providing all necessary improvements. No Building Permit Certificate of Occupancy shall be issued for any segment of development until all utilities, storm drainage facilities, curbs and gutters, sidewalks, and aggregate base material have been installed per the approved Engineering plans on file with the Engineer Office of the Town, unless specifically approved by the Town Council.
- C) Up to 90% of said funds shall be released to the Developer as improvements are completed as determined by the Town Staff. and authorized by the Director of Finance. The Town of Quartzsite shall reserve a deposit often percent (10%) of the total estimated cost of public improvements for any one development or phase, and in no event shall any portion of the 10% be released until after all the improvements as installed have been finally accepted by the Town Council, by formal Resolution or Motion, which acceptance shall not be given until at least one (1) year after a written statement of construction acceptance in accord with Town Standards has been given the Developer.

E) It shall be the duty of the Developer to request both construction and final inspections, in writing, and the Town shall be under no obligation to release any funds until said inspections are made and the improvements found to comply with Town Standards. Any repairs required to be made at time of final inspection will be made by the Developer within 90 day of notice to repair or the cost thereof shall be withheld from the financial security and the Town will contract to have the repairs made. In the event that the cost of required repairs exceeds the financial security, the Developer shall be liable for such costs.

Paragraph 2. Development Plans which DO NOT require approval by Town Council:

- A) Such financial security shall be in the sum as the Town Staff may estimate to be adequate for the completion of the required improvements. Such financial security shall be in the form of: Cash deposit with the Town of Quartzsite, or; Guarantee from a Lender based upon a cash deposit, in form acceptable to the Town Attorney, or; Irrevocable letter of credit in a form acceptable to the Town Attorney.
- B) Upon completion of all necessary public improvements found to be in compliance with Town Standards, financial security may be released in whole or in part upon written request by the Developer to the Town Engineer, who is authorized to release same.

ARTICLE VIII. DEDICATIONS AND EXACTIONS

Section 1. Right of Appeal

Paragraph 1. Notwithstanding anything in this ordinance, or any Town ordinance, to the contrary, the Town shall not take, exact or require the dedication of any property without complying with the requirements of A.R.S. 9-500.12 et seq.

Paragraph 2. In the event any person believes that a dedication or exaction of property is being required by the Town to use, develop or improve land, in violation of A.R.S. 9-500.12 et seq., such person shall have a right to appeal the decision made by any official or agency of the Town to the Board of Adjustment. The appeal procedure will be in conformity with A.R.S. 9-500.12 et seq.

Paragraph 3. In order to provide notice of this ordinance and the appeal rights provided herein to all state property owners who apply to the Town to use, improve or develop their property, the policy provisions of Section 2 below will be provided to all property owners who apply to the Town for any use, improvement or development of their property.

Section 2. Town Policy Concerning Appeals from Required Dedications or Exactions

Paragraph 1. In addition to other rights granted to you by the US and Arizona Constitution; federal and state law and Town ordinances or regulations, you are hereby notified of your right to appeal any dedication or exaction which is required of you by an administrative agency or official of the Town as a condition of granting approval of your request to use, improve or develop your property.

Section 3. Appeal Procedure

Paragraph 1. The Board of Adjustment may hear and decide appeals in which it is alleged there is an error in an order, requirement or decision made by the Zoning Administrator in the enforcement of the Town Zoning Ordinance.

Paragraph 2. The Board of Adjustment may hear and decide appeals for variances from the terms of the Zoning Ordinance only if, because of special circumstances applicable to the property, including its size, shape, topography, location or surroundings the strict application of the zoning ordinance will deprive such property of privileges enjoyed by other property of same classification in the same zoning district.

Paragraph 3. Applications for any matter to be considered by the Board shall be filed with the Zoning Administrator on forms furnished for the purpose within thirty (30) days after the action appealed from and shall specify the grounds thereof.

Paragraph 4. The application to the Board of Adjustment shall be processed according to the procedures and timelines outlined in Article 14 of the Town Zoning Ordinance.

Paragraph 5. Upon filing an application for appeal, the appellant shall pay a filing fee to the general fund of the Town in accordance with a schedule established by resolution of the Council and posted in the office of the Zoning Administrator.

Paragraph 6. The Board of Adjustment must render their decision in a public meeting either at the first hearing or no later than their next regular meeting but in no event longer than thirty (30) days from the first hearing date.

Paragraph 7. The Board of Adjustment can reverse or affirm, wholly or partly, or modify the order, requirement or decision of the Zoning Administrator appealed from and make such order, requirement, decision, or determination as necessary.

Paragraph 8. The decision of the Board shall be final; provided, however, that any person aggrieved by a decision of the Board, or a taxpayer or a municipal officer may, at any time within thirty (30) days after the filing of the decision in the office of the Board, petition the court for a writ of certiorari for review of the Board's decision.

Section 4. Administrative Appeal

Paragraph 1. The availability of administrative appeal only applies to violations of Town Code ordinances Chapter 150.01 (Building Official), 150.02 (Building Permits), 150.20 (Abatement of Dangerous Buildings Code) and 150.21 (Residential Building Code).

Paragraph 2. Any notice of violation described in paragraph 1 above may be appealed to the code official for an administrative conference for review by filing a written appeal on the forms provided by the code official and accompanied by a non-refundable fee, as determined by resolution of the Council, within ten days after the date of service of the notice.

Paragraph 3. The application to the Zoning Administrator shall be processed according to the procedures and timelines outlined in Town Code Chapter 92.07.