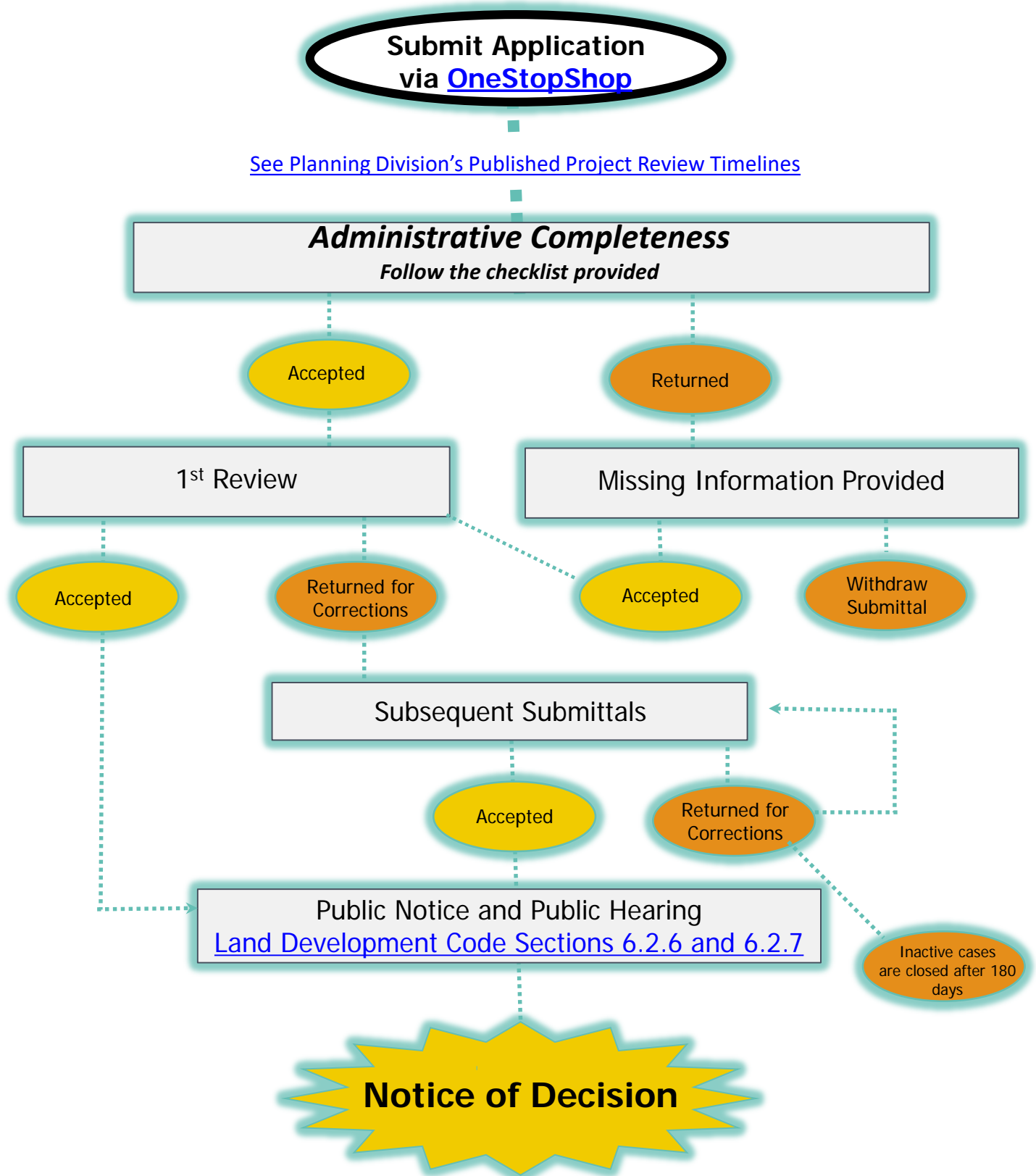


Zoning – Conventional / Planned Area Development Overlay



Zoning – Conventional / Planned Area Development Overlay

- Prior to submitting an application for Rezoning, an applicant must complete the Neighborhood Meeting and Pre-Application meeting review process.
- All applications to amend the text of the Zoning Code, a zoning ordinance, or the Official Zoning Map shall be subject to a citizen review process. The citizen review process shall at a minimum consist of a neighborhood meeting or a work study session of the Planning Commission.
- Applicants requesting modifications may be required to provide additional written notice to adjacent properties, describing how said properties would be specifically impacted by such modifications.
- Amendments to rezone may be initiated by the Town or by formal application by the property owner or an agent authorized in writing for an amendment to the Official Zoning Map or a zoning ordinance governing the property.
- Prop 207 Waiver (Diminution in Value)
 - Title Report – If the title report is more than a month old, it will not be considered current.
 - Proof of signatures rights will be needed for LLC's or Corporation's.
- Rezoning requests will be heard by the Planning Commission and the final decision will be made by Town Council. Scheduled meeting dates can be found on the [Town Public Meeting dates](#) calendar.
- Useful Links on Gilbert's Planning & Development webpage:
 - [Development Fee Schedule](#)
 - [Planning Division Project Review Timelines](#)
 - [General Plan Character Area Map](#)
 - [Zoning and Land Development Code](#)
 - [Zoning Map Noting Overlay Zoning Districts](#)

Submittal Formatting, Required Materials and Checklist:

- Submit electronic copy of ALL required items on checklist. (No larger than 11” x 17”)
- Purge images of unnecessary blocks and layers (single layer) and ensure there are no security/read-only restrictions on documents.
- Save each exhibit as a separate PDF per document naming below.

Document Naming:

- Property Owner Authorization
- Project Narrative
- Parcel/Aerial Map
- Proposition 207 (Diminution in Value) Waiver Form with Exhibits
- Pre-Application Meeting Comments and Responses
- Neighborhood Meeting Materials
- ALTA Survey (for undeveloped properties)
- Zoning Exhibit
- Legal Description (to centerline of street(s))
- Development Plan (required for PAD overlay only)
- Phase Plan (if applicable)
- Traffic Impact Analysis/Study (if required by Town)
- Non-Per Capita Water Conservation Form
- Neighborhood Environmental Design Analysis (Santan Freeway Overlay District)
- Public Hearing Neighborhood Notice
- Housing Impact Statement

Checklist

Property Owner Authorization

- [Signed Letter of Authorization from property owner.](#)

Project Narrative

Rezoning

- Project Narrative should be typed in a 12pt font and no more than 5 pages in length
- Description of proposed project;
- Description of proposed base zoning districts and uses; and
- Information on how the project complies with the General Plan and any other adopted plans or zoning requirements

Only required for PADS

- Analysis of proposed zoning deviations/modification and justification for the request.

Parcel Map/Aerial Map

- Maricopa County Assessor Parcel Map (8.5” x 11” –Highlight project area and provide parcel number (s))
- Aerial with Parcel Boundary

- Proposition 207 Waiver with Exhibits**
 - Notarized [Proposition 207 Waiver](#) (Diminution in Value) with required exhibits
 - Exhibit A – Title Report (current)
 - Exhibit B – Legal Description & Map of Site
 - Exhibit C – Requested action setting forth any modifications, changes, deletions, or additions.
- Pre-Application Meeting Comments and Responses**
 - Responses to the comments from the Pre-Application Meeting
- Neighborhood Meeting Material**
 - Neighborhood Notice Letter; sign in sheet from meeting, map & property owner information within 300 ft. (660 ft. if in Santan Character area) for neighborhood mailing and the Neighborhood Meeting Minutes
- ALTA Survey (for undeveloped properties)**
- Zoning Exhibit**
 - Vicinity Map;
 - Graphic scale, north arrow, exhibit date;
 - Black and white line drawing of proposed zoning district gross boundaries (drawn to centerline of the ROW);
 - Adjacent rights-of-way and easements showing existing (use solid lines) and future improvements (use dashed lines);
 - Availability of public utilities;
 - Adjacent zoning districts, adjacent properties, and structures within 300 feet;
 - Project data table including: gross and net acres; density (based on gross acres); current and proposed base zoning district(s) and General Plan classification(s); and percent of total acreage in each base zoning district
- Legal Description**
 - Metes and bounds description of the property including total gross acreage to centerline of ROW, sealed and signed by a Registered Engineer or Surveyor;
- Development Plan (for a PAD overlay)**
 - Vicinity Map;
 - Graphic scale, north arrow, exhibit date;
 - Conceptual site plan and/or layout;
 - Adjacent rights-of-way and easements showing existing (use solid lines) and future improvements (use dashed lines);
 - Proposed points of access to streets and adjacent properties;
 - Project phasing, if applicable
 - Off-site improvements, if any; and
 - Modified development standards (i.e., setbacks, height, lot coverage and dimensions) showing both proposed and existing standards;

- Phasing Plan (if applicable)**
 - Parcels designated with each phase;
 - Off-site and On-site improvements with each phase; and
 - Open space areas with each phase;
- Traffic Impact Analysis/Study (if required by Town)**
 - The Town Traffic Engineer may require a Traffic Impact Analysis/Study to determine the impacts of the request.
- Non-Per Capita Water Conservation Form**
 - Make sure to complete [Rezoning](#) Non Per Capita Water Conservation form for your project.
- Neighborhood Environmental Design Analysis (if applicable)**
 - Required for all noise sensitive uses located in the Santan Freeway Overlay District.
- Public Hearing Neighborhood Notice**
 - Please refer to Section 6.2.6.D of the [Land Development Code](#) for requirements;
 - A parcel map highlighting properties within 300 feet, Homeowners Associations and neighborhoods within 1000 feet of the property, and the typed names and address of all property owners identified on parcel map (<http://mcassessor.maricopa.gov/>);
 - Neighboring properties whose property rights are negatively impacted by the proposed project require a separate comprehensive notice detailing the proposed changes and how it impacts their property.
- Housing Impact Statement (Pursuant to [ARS9-462.01 \(J\)](#))**
 - Applicant to provide Housing Impact Analysis. The analysis should include information describing the average cost to construct proposed housing units (less [Town development/impact fees](#)), state if the units will be for sale or rent, and provide potential alternative design(s) and or construction methods to make the proposed units most/less costly to construct.
 - For a proposed rezoning, the analysis should include less restrictive options to achieve the zoning outcome for available housing units created by the proposed development.
 - For non-residential zone changes, provide a statement addressing the proposed zoning/uses impacts on the surrounding area and established development standards.

Frequently Asked Questions for OneStopShop Online Portal

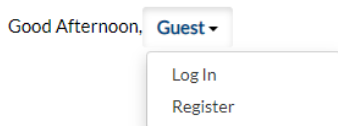
Where can I find instructions on how to use the OneStopShop portal?

There are training guides and videos on the One Stop Shop page on the Town of Gilbert website (<https://www.gilbertaz.gov/departments/development-services/one-stop-shop>). Topics covered are How to Register, How to Apply for a Plan, How to View Plan Markups and Resubmit Revised Exhibits, How to Retrieve Pre-Application Comments as well as many more.

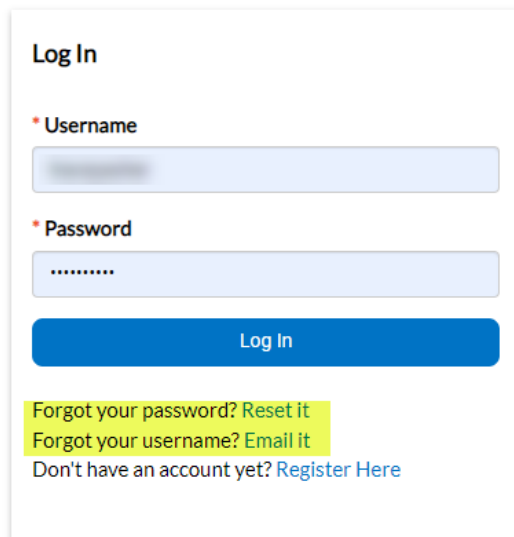
What do I do if I forgot my username and/or password?

If you forgot your username or password, do not create a new account as you will not be able to retrieve records or make payments on items under the original account. Instead, you can retrieve both your login and password at the login page.

In the top right corner, Click on **Guest** and then **Log In**.



From this screen you can either reset your password or have your username emailed to you.

A screenshot of the OneStopShop portal's login page. The page is titled "Log In". It features two input fields: "Username" and "Password". Below the "Password" field is a blue "Log In" button. At the bottom of the form, there are three links: "Forgot your password? Reset it", "Forgot your username? Email it", and "Don't have an account yet? Register Here".

Why isn't the plan or invoice that I initially applied for showing on my dashboard?

If you cannot access your plans or invoices after logging in, either you have more than one account or the applications for the plans were created by another user. To see if you may have another account, follow the steps above to retrieve your username and password. If someone else applied for the plan, they can add you as a contact on that record which will allow you access.