

RESOLUTION R24-11-26

EXHIBIT A

§ 154.151 APPLICATION SUBMITTAL (ADMINISTRATIVE COMPLETENESS REVIEW)

(A) *Applications.* Completed applications shall be submitted to the **Community** Development **SERVICES** Department on a form and in such a manner as established by the Zoning Administrator.

(B) *Application schedule.* In accordance with A.R.S. § 9-835, the **Community** Development **SERVICES** Department shall publish an application schedule, which prescribes the necessary deadline for submitting specified application types in advance of being reviewed by the appropriate decision-making body pursuant to this chapter or the A.R.S.

(C) *Authority to file applications.* Any of the following persons or entities may submit an application:

- (1) The owner of the property;
- (2) An agent representing the owner, duly authorized to do so in writing by the owner.

(D) *Payment, waiver and refund of application fees.*

(1) *Schedule of fees.* The city shall establish fees for all applications and permit types. The fee schedule shall be adopted by resolution of the Council. Payment of the fee is required in order for an application to be complete. No application or permit shall be processed without payment of the applicable fee.

(2) *Fee waiver or deferral.* No fee shall be required when the applicant is the city.

(3) *Refund of fees.* Recognizing that filing fees are utilized to cover city costs of public hearings, mailing, posting, transcripts, and staff time involved in processing applications, no refunds shall be issued due to a disapproval of an application.

(E) *Application completeness review.* Each application filed with the **Community** Development **SERVICES** Department shall be initially processed as follows:

(1) *Completeness review.* The Zoning Administrator shall review an application for completeness and accuracy before it is accepted as being complete and officially filed. The Zoning Administrator will consider an application complete when:

(a) All necessary application forms, documentation, exhibits, materials, maps, plans, reports and other information specified in the application form, and any additional information required by the Zoning Administrator have been provided and accepted as adequate.

(b) All necessary fees have been paid and accepted.

(2) *Notification of applicant.* If the application is determined to be complete, the application shall then be processed according to the procedures set forth in this chapter. If an application is determined to be incomplete, the Zoning Administrator shall provide written or electronic notice to the applicant along with an explanation of the application's deficiencies **WITHIN THIRTY DAYS OF RECEIVING THE APPLICATION**. No further processing of an incomplete application shall occur until

the deficiencies are corrected in a resubmittal. **THE MUNICIPALITY SHALL FOLLOW THE PROCEDURES PRESCRIBED IN A.R.S. § 9-835(E) UNTIL THE APPLICATION IS ADMINISTRATIVELY COMPLETE. THE CITY SHALL DETERMINE WHETHER A RESUBMITTED APPLICATION IS ADMINISTRATIVELY COMPLETE WITHIN FIFTEEN DAYS AFTER RECEIVING THE RESUBMITTED APPLICATION. AFTER DETERMINING THAT THE APPLICATION IS ADMINISTRATIVELY COMPLETE, THE CITY SHALL APPROVE OR DENY THE APPLICATION WITHIN ONE HUNDRED EIGHTY DAYS. FOR EXTENUATING CIRCUMSTANCES, THE ZONING ADMINISTRATOR MAY GRANT A ONE-TIME EXTENSION OF NOT MORE THAN THIRTY DAYS.**

(3) *Expiration of application.* If a pending application is not deemed complete within six months after the first filing with the **Community** Development **SERVICES** Department, the application shall expire and be deemed withdrawn. Thirty days prior to that date the planning staff shall notify the applicant in writing that the application will become inactive.

(4) *Extension of application.* The Zoning Administrator may grant **A THIRTY-DAY EXTENSION** ~~one-six-month-extension~~ upon written request of the applicant. After expiration of the application, and extension, if granted, a new application, including applicable fees, plans, exhibits and other materials will be required to commence processing of a new project application on the same property.

(F) *Additional information.* After the application has been accepted as complete, the Zoning Administrator and/or any decision-making body may require the applicant to submit additional information in order to evaluate fully whether an application complies with the requirements of this chapter, state, or federal law.

(G) *Concurrent applications.* When a project requires approvals under more than one section of the zoning code, the individual applications may be processed concurrently at the option of the Zoning Administrator and with the approval of the applicant; provided, however, rezoning applications may not be approved simultaneously with major general plan amendments. Rezone applications can only be approved sequentially after major GPA adoption; the rezone application will be cancelled if the major GPA is not adopted. Minor GPAs may be processed concurrently with other applications. The concurrent processing of applications shall be in all cases at the applicant's risk.

(H) *Referral of application.* At the discretion of the Zoning Administrator, or where otherwise required by this chapter, A.R.S., or federal law, an application filed in compliance with this chapter may be referred to any public agency that may be affected by or have an interest in the proposed land use activity.