



Chandler • Arizona
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Amendments to the General Plan

Application Procedure and Submittal Requirements

Important Note

Before filing an application for a General Plan Amendment, applicants must first schedule a meeting with a Planner to verify the need for an amendment and discuss the process.

**City of Chandler Development Services Department
Planning Division (480) 782-3050
www.chandleraz.gov**

Introduction

Amendments to the General Plan

The City of Chandler General Plan provides a shared vision of Chandler's future for City decision-makers, residents and others working with the City. It includes seventeen elements that, taken together, provide a blueprint for growth and development that will enhance the life of Chandler residents and businesses. All parts of the General Plan are related and should be collectively applied. For this reason, proposed amendments to the General Plan will be analyzed in a comprehensive manner.

Any change that does not meet the criteria defining "major" amendments will be considered a minor amendment. As defined on Pages 97-98 of the 2016 General Plan, a Major Amendment is any proposal that meets any one of these criteria:

1. Any change in a residential land use classification described in this General Plan to either another residential land use classification or a non-residential land use classification of 160 (quarter section) or more contiguous acres.
2. Any change in a non-residential land use classification of 40 or more contiguous acres to a residential land use classification. Any change in a non-residential land use classification of 40 or more contiguous acres to a mixed-use development that contains an integrated residential component does not constitute a major amendment.
3. Any proposal that would in the aggregate include changes in land use classifications described in the General Plan 2016 of more than 320 acres.
4. A General Plan text amendment, or any modification or elimination of one or more of the stated policies contained in the General Plan 2016 that changes any policy or strategy regarding residential densities, intensities or major roadway locations, that would have citywide implications.

Applications for minor amendments to the General Plan (e.g., amendments that do not meet the criteria for a major amendment) are reviewed in accordance with the regularly scheduled public hearing process as determined by State statutes. The following are key procedural differences between a major and minor general plan amendment:

- Only one Planning and Zoning Commission hearing is required for a minor general plan amendment. Two are required for major amendments.
- The sixty-day notice period to inform other agencies of the proposed amendment is required for major amendments, not minor amendments.
- Applications for minor general plan amendments can be presented to City Council any time of year. Applications for major amendments must be submitted by July 1st in order to be presented to City Council at their first meeting in November, which is designated as the only time when City Council can consider major amendments to the General Plan that were submitted earlier in the year.

Procedurally, it is important to note that area plan and/or rezoning requests related to any general plan amendment (minor or major), will not be presented to the Planning and Zoning Commission until after the City Council has acted on the General Plan amendment.

Process for General Plan Amendments

I. Application Submittal and Review

- Applicant: Meet with a City Planner to discuss applicability, criteria and process. Call 480-782-3050 to speak with a City Planner.
- Applicant: Prepare materials and studies to comply with submittal requirements.
- Applicant: Submit the completed application with required studies, plans and other documentation.
- Staff: Review the application and send comments to the applicant (the contact listed on the application). The length of the review period will depend largely on the amount of information submitted and the applicant's promptness in responding to staff's comments and questions.
- Applicant: Respond with revisions or further documentation as necessary.

II. Public outreach and Neighborhood Meetings

- Required for Major GPAs: At least 60 days before the proposal is noticed for the first Planning and Zoning Commission hearing, send the proposal to the City Council and Planning and Zoning Commission and submit a copy for review and comment to:
 - Maricopa County Planning and Zoning Department.
 - Each county or municipality contiguous to the corporate limits of Chandler.
 - Maricopa Association of Governments.
 - Arizona Department of Commerce or any other state agency that is subsequently designated as the general planning agency for this state.
 - Arizona Department of Water Resources.
 - Arizona Department of Transportation.
 - State Land Department.
 - Salt River Project and Arizona Public Service Company
 - Regional Public Transportation Authority.
 - Pinal County Planning Department.
 - Gila River Indian Community.
 - The school district governing the area encompassing the property location of the amendment.
 - Any person or entity that requests a review copy of the proposal.

All recipients will have the opportunity to submit written comments to be transmitted to the Planning and Zoning Commission and the City Council in advance of any briefing, public meeting, or hearing.

- Applicant: Send neighborhood meeting invitations to all property owners within one-quarter mile of the subject property(s). In addition, send invitations to all Home Owner Associations (HOA) and Registered Neighborhood Organizations (RNO) within one mile of the subject property. If a proposed major amendment to the General Plan is not limited to a specific geographic area or otherwise has the

potential to affect development policy citywide, such as a text amendment, neighborhood meeting invitations will be sent to all HOA and RNO within the City's limits. The neighborhood meeting invitations will be sent at least 15 days prior to the meeting date. Invitations should include the date, time and place of the neighborhood meeting, a summary of the proposal, a graphic exhibit that clearly illustrates the proposed amendment, and the case planner's contact information. Provide the case planner with a copy of the invitation and the list of property owners that the invitations were sent to.

- Applicant: A minimum of 15 days prior to the neighborhood meeting, post 4' X 6' signs on the property containing a summary of the proposal, date, time and location of meeting. Consult with the planner for number of required signs, sign locations and other sign specifications.
- Applicant: Reserve a place and host the neighborhood meeting, which ideally will be held in the same neighborhood/area as the subject property. Major amendments to the General Plan that are not limited to a specific geographic area or otherwise have the potential to affect development policy citywide, may be required to hold several neighborhood meetings in different locations throughout the City. In all cases, neighborhood meetings should be held prior to making the decision to schedule public hearings. Record the meeting minutes and provide a copy to the case planner for the file.
- When additional neighborhood meetings are necessary and required in order to resolve neighborhood issues, the applicant will have the same responsibilities as with the first neighborhood meeting. The following actions may also be required to maximize public involvement:
 - Provide information for Staff to publish on the City's web pages.
 - Send newsletters to RNO, HOA or other affected groups.
 - Present the proposal to HOA board meetings.
 - Distribute doorknob hangers.
 - Any other action the Planning Administrator deems appropriate.
- During the neighborhood meeting/outreach process, all stakeholders will have the opportunity to submit written comments to be transmitted to the Planning and Zoning Commission and the City Council in advance of any briefing, public meeting, or hearing.

III. Public Hearings

Planning and Zoning Commission

- Staff: Mail notices to all property owners within one-quarter mile of the subject property, as well as to all RNO and HOA within one-half mile of the subject property. If the proposal is a major amendment to the General Plan that is not limited to a specific geographic area or otherwise has the potential to affect development policy citywide, notices will be sent to all HOA and RNO within the City's limits. Additionally, the City may use social media to advertise the request. The notices will contain a summary of the proposed General Plan amendment, the date, time and location of the Planning and Zoning Commission hearing(s) and the City Council hearing.
- Staff: Advertise the proposed minor amendment to the General Plan in the newspaper for each Planning and Zoning Commission hearing(s) 15 to 30 days in advance (two Planning and Zoning Commission hearings required for major

amendments, and one for minor amendments). The notice will include the date, time and place of the hearing(s), the availability of related studies and summaries, and to whom written comments concerning the proposal may be sent. For major amendments, copies of the proposed amendment will be made available at each branch of the Chandler Public Library.

- Applicant: Post 4' X 6' signs on the subject property containing a summary of the proposed amendment, the date, time and location of the Planning and Zoning Commission and City Council hearings. The sign must be posted a minimum of 15 days prior to the first Planning and Zoning Commission hearing. Major amendments will need to post the date, time and location of both Planning and Zoning Commission hearings. Consult with the case planner for number of signs, sign locations, and other sign specifications.
- The first Planning and Zoning Commission hearing for a major amendment will ideally be held in the neighborhood of the subject property. In cases where the proposed amendment is not limited to a specific geographic area, this hearing should be held in a location that is not in the downtown area that would encourage as much citizen participation as possible. The first Planning and Zoning Commission hearing for a minor amendment and the second hearing for a major amendment will be held on a regularly scheduled Planning and Zoning Commission hearing in the City Council Chambers.

City Council

Note: State law requires that all proposed major amendments to the General Plan be presented at a single City Council hearing during the calendar year the proposal is made. The City of Chandler has designated the first City Council meeting in November of each year as the single hearing for all proposed major general plan amendments.

- Staff: Mail notices to all property owners within one-quarter mile of the subject property, as well as to all RNO and HOA within one mile of the subject property. If a proposed major amendment to the General Plan is not limited to a specific geographic area or otherwise has the potential to affect development policy citywide, notices will be sent to all HOA and RNO within the City's limits. Notices will contain a summary of the proposed General Plan amendment, the date, time and location of the City Council meeting.
- Staff: Advertise the proposed minor amendment to the General Plan in the newspaper for the City Council hearing 15 to 30 days in advance. The notice will include the date, time and place of the hearing, the availability of related studies and summaries, and to whom written comments concerning the proposal may be sent.
- Regularly scheduled City Council hearing - to be held in the City Council Chambers.
- Adoption of a major amendment to the General Plan requires an affirmative vote of at least two-thirds of the City Council.
- If approved, the proposed General Plan Amendment will be adopted by resolution.

This schedule does not take into account any possible delays that may result from public hearing continuances. In addition, the Transportation & Development Director, Planning Administrator or designee may deem necessary additional meetings, not already identified in the process above, with any affected group or person(s) prior to any public hearing to be scheduled.



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General Plan Amendment Submittal Checklist

Submitting an application online:

1. Go to <https://developmentpermits.chandleraz.gov/clics/>
2. Log in, or register for an account if you are a new user
3. Under the "Planning" tab, select "Create an Application", choose the appropriate bullet point
4. Continue application and provide all required information, upload all of the required documents listed below and pay the application fee

Required electronic documents:

Submit ONE ELECTRONIC COPY of all of the following documents in 8 ½ x 11 or 11 x 17 sheet sizes. All plans and elevations must be to scale. After initial review, the assigned Planner may request additional information or documents that are not listed below.

_____ Letter of Authorization (only required if the amendment is for a specific property and the applicant is not the property owner)

_____ Written narrative that addresses the following:

- Site context study
- Land Use analysis
- General Plan goals, objectives and policies
- Traffic, Infrastructure and community services impact analysis
- Economic development analysis
- Citizen involvement plan

See attached "Description of Required Narrative Items" for details

_____ Sign Posting Affidavit (Coordinate with Planner; to be submitted separately after application submittal)

Submitting over the counter: *(located at 215 E. Buffalo Street, Chandler, AZ 85225)*

1. Complete the attached application
2. Submit a CD or other electronic storage device (i.e., thumb drive) containing one electronic copy of ALL required items on the checklist above
3. Hard copies are optional

Fees: \$785 application fee

Description of Required Narrative Items

I. Executive Summary

The executive summary should clearly state the proposed amendment, summarize the reason(s) for the request, identify supporting key points discussed in the narrative or other submitted studies, and introduce the applicant's team (i.e. owner, developer, and/or representative).

II. Site Context Study

This section should provide an analysis of the site in terms of its physical characteristics, surrounding uses, and the existing character of the area. This part will include:

- Physical character of the site, existing land uses, any known geological constraints, environmental problems, major underground/overhead utilities present, historical land uses, etc.
- An aerial map showing surrounding area and within a one-mile radius.
- Proximity and relationship with nearby and adjacent uses including neighborhoods, parks, schools, area circulation, freeways, malls, etc.

III. Land Use Analysis

This section should provide information about the proposed development, plans for any exception parcels, and a land use compatibility analysis. Basic items to address include:

- Overall description and philosophy of the proposed amendment.
- Existing Land Use Plan and Proposed Land Use Plan.
- Public benefit of the proposed amendment.
- Proposed residential unit count, density, and anticipated housing mix, if applicable.
- Proposed development phasing and timing.
- Existing and proposed internal circulation and pedestrian opportunities (include circulation plan).
- Open space concept plan.
- Dissimilar land use buffering techniques, if applicable.
- Compatibility issues and proposed solutions.

IV. General Plan Goals, Objectives and Policies

When an amendment to the Land Use Map (p. 21 of the 2016 General Plan) is proposed, the applicant must state how it will affect the overall vision that is expressed in the written goals, objectives and policies of the General Plan. The case planner may require the applicant to address specific General Plan goals, objectives and policies when the planner determines they are relevant to the proposed amendment.

When proposed amendments are inconsistent with General Plan goals, objectives and policies, the proposed amendment must include one of the following:

- Justification for an exception to the written goals, objectives, and policies; or
- Proposal to modify or eliminate the contested goals, objectives, and policies (NOTE: Any text amendment, modification or elimination of one or more of the stated goals/policies of the General Plan that changes residential densities, intensities or major roadway locations city-wide will be considered as a Major Amendment to the General Plan).

The following list contains examples of written goals, objectives and policies from various chapters of the General Plan that may be addressed in the narrative. **This list is provided as an example only.** The applicant will need to review the General Plan in order to determine which policies pertain to their proposal. After reviewing the narrative, the assigned planner may request additional policies be addressed when determined to be relevant to the proposal.

1.1.1 Land Use and Development

d. Protect employment land use areas to support economic development goals.

e. Support land uses and intensities with assured accessibility, infrastructure, and water resources.

1.1.2 Housing and Neighborhoods

c. Encourage a range of housing types within walking distance of schools and other community facilities (e.g., libraries, transit centers, community centers, health clinics, recreation spaces, and healthy food establishments).

k. Protect the low-density residential character of large lot neighborhoods

l. Ensure compatible transition between residential areas and incompatible land uses as well as between intensity of land uses (e.g., between employment and residential).

1.2.3 Chandler Airpark Policies

- f. Continue to support the development of aerospace-related businesses and mutually beneficial partnerships that strengthen Chandler Municipal Airport and business services (e.g., hospital, shipping, educational, charter flights).
- h. Protect the Chandler Municipal Airport and Airpark as a major employment center and the airport's flight corridors from incompatible land uses.

1.2.4 South Price Road Corridor Policies

- a. Actively preserve and enhance the high-value employment reputation of the corridor by giving priority to single users in campus-like settings.
- b. Reserve the corridor for knowledge-based employers and supporting non-residential uses.
- e. Develop the corridor with mid-rise developments, concentrating building intensities along Price Road to further the intensive utilization of properties with high value employment.

1.2.5 Medical/Regional Retail Policies

- a. Promote and protect the area as an existing and emerging center for medical, bioscience facilities, and campus development that is augmented by office and hospitality-related support services.
- g. Encourage connectivity and ease of access within current campus environments and any future facility expansion.

1.3 Conservation, Rehabilitation, and Redevelopment Policies

- e. Redevelop vacant, underutilized commercial/retail properties into different uses that reduce commercial saturation, support other existing commercial properties, and helps to revitalize the area.
- l. Encourage transit-oriented development adjacent to, or in proximity to, high capacity transit corridors.

V. Infrastructure and Community Services Impact Analysis

This section will provide information necessary to assess the proposal's impact on utilities, roads, transit, parks, schools, and other community facilities and services assuming the most dense development scenario generated as a result of the proposed amendment. This section should address:

- Traffic analysis – address trip generation, distribution/circulation, transit, intersection improvements, signals, impacts on local and arterial road planned capacities.
- Water/wastewater analysis - address existing water capacity and required improvements, and conformance with the City's Water and Waste Water Master Plan and the City's water and waste water master plan.

- Police and fire protection analysis - address impact on existing and future services.
- School impact analysis - provide a letter/memorandum from the appropriate school district(s) addressing the potential impact of the proposal on the school(s).

VI. Economic Development Analysis

The purpose of this section is to analyze and weigh the cumulative economic impacts of the proposed amendment. This analysis may be prepared by the applicant unless the case planner requests a market analysis and/or fiscal impact study conducted by an economic consultant. In either case, this section should address the following questions:

- How will the proposed amendment support the City's economic development efforts and improve the quality of life for the citizens of Chandler?
- How will the proposed amendment impact existing commercial and employment developments in the surrounding area? How will it impact future economic development in the surrounding area?
- Does the proposed amendment have any negative economic effects citywide or in the surrounding area?
- What are the opportunity costs associated with the proposed amendment? How is the proposed amendment the best economic alternative for the City?

VII. Citizen Involvement Plan

This represents an important component of the process. The City anticipates and encourages a high level of continuous interest and involvement from the community. A public involvement report should include:

- A list of all affected stakeholders, including residents, property owners, home owner associations, property owner associations, businesses, utility companies, and agencies such as school districts.
- How these participants will be informed and given the opportunity to comment.
- How all actions, meetings, and input will be recorded.
- A tentative schedule of activities such as any pre-application meetings that have already occurred with neighbors and/or other interested parties, the required neighborhood meeting and public hearings, and any other meetings that the applicant may have with interested parties.
- Contact information for all parties that have already been contacted, expressed interest or been involved in any other manner.



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General Plan Amendment Application

This application is only to be used when submitting over the counter

Major General Plan Amendment

Minor General Plan Amendment

Project Name

Property Location/Address	City, State, Zip Code
Legal Description (if applicable)	Assessor's Parcel Number(s) if applicable
	Gross Acreage
Property Owner(s)	Contact Person
Mailing Address	Phone Number
City, State, Zip Code	Email Address
Applicant/Firm Name	Contact Person
Mailing Address	Phone Number
City, State, Zip Code	Email Address
Applicant's Signature	Date

For City Use

Date Filed	Application No.	Planner
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