



## REZONING PROCEDURAL GUIDE

### General Information

This purpose of this procedural guide provides the general requirements and procedures related to the preparation of a rezoning application submittal to the Town of Marana. This guide should be used in conjunction with the regulations set forth in Title 17, Chapter 17-3 of the Marana Town Code.

### Pre-application Meeting

The rezoning submittal will be discussed at a pre-application meeting which is required for any development submittal in order to assist the owner or applicant with the project and review procedures. Submittal fees will be in accordance with the applicable fee schedule. Please call (520) 382-2600 to schedule the pre-application meeting.

The following information must be provided prior to the pre-application meeting:

- Submittal fee
- Conceptual Site Plan – Include the following
  - o Proposed lot layout
  - o Existing and proposed streets
  - o Location of proposed common/natural area(s)
- Site Resource Inventory (if applicable)
- Location Map
- Project Narrative
  - o Project name
  - o Location of the property
  - o Gross site acreage
  - o General discussion/background of the project
  - o Existing and proposed zoning, conformance of request to the Town of Marana General Plan (all elements i.e. land use, density, circulation, parks, open space) and relevant specific area plans

### Approval Process

Upon receipt of a complete application, staff will distribute the submittal to required departments and agencies for review.

Review comments are made available on-line as they are completed. The applicant is responsible for submitting a revised plan that addresses all review comments.

Rezoning requests in the Town of Marana mandate a public hearing before both the Planning Commission and the Town Council for approval.

Applicants shall hold at least one meeting with neighboring property owners surrounding the requested rezoning site to discuss the proposal. It is recommended the meeting is held, at a minimum, 15 days prior to the Planning Commission public hearing.