

PROCEDURES AND INSTRUCTIONS FOR THE REZONING APPLICATION

- It is required that all potential rezoning applicants meet with the Planning and Zoning Staff prior to filing a rezoning application. The application must be submitted with the required non-refundable filing fee per the City of Bisbee Fee Schedule and the required documentation.
- A public notice is posted and published in the City's newspaper of record at least 10 days, but not more than 25 days, prior to the public hearing. Notice by first class mail is sent to each real property owner, as shown on the last assessment of the property, within three hundred (300) feet of the subject property.
- At the public hearing, the Planning and Zoning Commission hears and considers the application request. The applicant or applicant's representative must be present to explain the request. Persons for or against the proposed request are heard. Submissions may be made in person or in writing. After the public hearing, City Staff makes a recommendation report on behalf of the Commission and forwards it to City Council.
- The recommendation of the Commission is presented at the next regular meeting of the City Council. The meeting must be attended by the applicant or applicant's representative. Persons who sign up to speak for or against the proposed action may speak at the Council meeting and the Planning and Zoning Commission recommendation is considered. City Council approves or denies the proposed action.

REQUIRED ITEMS FOR REZONING

1. Application form completely filled out with the required information, signed by owner of record and applicant. Submit application, together with items indicated below, to the City of Bisbee Planning and Zoning office no later than the date prescribed for proper public notification.
2. Site Plan (overview) drawn to scale, showing size, shape, access, proposed building or existing building on property, and parking.
3. Assessor's map(s) showing surrounding properties within a 300 foot radius of subject property. (Assessor's maps and surrounding property owners list are available from the County Assessor's Office.)
4. County Assessor's office printout containing names and mailing addresses of those owners of property within a 300 foot radius of subject property.

It is the applicant's responsibility to provide stamps for mailing of notices.

5. Written explanation of why the applicant is requesting a change in the zoning. Use extra sheets as needed.

The Planning and Zoning Commission meets the third Thursday of each month. Please call the Planning and Zoning Department, 520-432-6269 to confirm meeting dates. Meetings are held at City Hall, 118 Arizona Street, at 6:30 pm, in the Council chambers.