



# **CITY OF KINGMAN ZONING ORDINANCE TEXT AMENDMENT APPLICATION**

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**APPLICATION FEE:** None.

## **CITY OF KINGMAN ZONING ORDINANCE TEXT AMENDMENT APPLICATION PROCEDURES**

In accordance with the adopted rules and regulations of the Kingman Planning and Zoning Commission, the following procedures shall be followed, and the following information shall be included in all applications to amend the text of the City of Kingman Zoning Ordinance:

- APPLICATION PROCEDURE:** Prior to making formal application for a zoning ordinance text amendment, the applicant is encouraged to review their proposal with a member of the Planning and Zoning Division staff. This meeting is designed to determine if the applicant's proposal will conflict with any provisions on the City's Zoning Ordinance, General Plan, or other City studies. The staff member will discuss the appropriate amendment language. **FOR THE BENEFIT OF ALL PARTIES INVOLVED IN THE APPLICATION PROCESS, THE APPLICANT IS ENCOURAGED TO SCHEDULE AN APPLICATION REVIEW APPOINTMENT. PLEASE CALL THE CITY OF KINGMAN PLANNING AND ZONING DIVISION AT (928) 753-8130.**
- FILING:** At least seventeen (17) working days prior to the hearing date of the City of Kingman Planning and Zoning Commission, a complete application shall be submitted to the Kingman Planning and Zoning Division (See Zoning Case Deadline in the attached Planning & Zoning Commission Calendar). **FAILURE TO PROVIDE ALL THE INFORMATION REQUIRED ON THE APPLICATION FORM MAY RESULT IN NON-PROCESSING OF THE REQUEST. COMPLETION OF THE ATTACHED PROPOSITION 207 WAIVER FORM IS OPTIONAL.**
- PLANNING STAFF REVIEW PROCESS:** Upon receipt of the application, in accordance with ARS 9-835, an administrative review is conducted to determine the completeness of the application. The time frame to complete this administrative review is ten (10) working days. The applicant and/or designated representative shall be notified by telephone/mail/or e-mail of any deficiencies in the application. If the application is deemed to be complete, the applicant will be notified by mail of the date of the public hearing.
- PUBLIC NOTICE:** At least fifteen (15) days prior to the hearing before the Planning and Zoning Commission, the Planning and Zoning Division shall post a notice on the property at strategic locations. Notice of time and place of public hearings shall be posted on bulletin boards at the Kingman City Complex (310 North Fourth Street) and Development Services Department (310 North Fourth Street, lower level). These buildings are open to the public Monday-Friday from 8am-5pm, except legal holidays. A notice shall also be published in the local newspaper(s).

5. **PLANNING AND ZONING COMMISSION HEARING and ACTION:** Planning staff will present a written report concerning the zoning ordinance text amendment request to the Planning and Zoning Commission. The applicant, or designated representative, should be present to explain the text amendment request. Persons for or against the proposed text amendment request will be given the opportunity to be heard. The Planning and Zoning Commission will discuss the case and recommend approval or denial of the request. The Commission could also continue a request to gather more information or for another legitimate reason.
6. **CITY COUNCIL ACTION:** Any Planning and Zoning Commission recommendation, regardless of vote, is forwarded to the City Council for a second public hearing. The time and place of the City Council meeting will be announced at the Planning and Zoning Commission meeting, and is included in the initial public notice. City Council meetings are held the first and third Mondays of the month, unless there is a State and/or Federal holiday. In that event the meeting shall be held the following day. The City Council meeting held on the first Monday of each month is the meeting for action on zoning related cases.
7. **COUNCIL PUBLIC HEARING and ACTION:** The applicant, or their designated representative, should be present. Persons for or against the proposed zoning ordinance text amendment are heard.
8. **SUBSEQUENT ACTION:** An ordinance amending the text of the Zoning Ordinance is prepared and considered by the Council if the Planning and Zoning Commission recommends approval of the request. If a denial is recommended the Council may uphold the denial. The Council may also direct that an ordinance be prepared for City Council action at their next regularly scheduled meeting. After Council approval action, said ordinance affecting change will be published and become effective in thirty (30) days. If denied, another zoning ordinance text amendment application for essentially the same request will not be accepted for one (1) year.
9. **COUNCIL DECISION:** The decision of the City Council on the zoning ordinance text amendment is final, unless a referendum petition is filed on an approved ordinance, in accord with Arizona Revised Statute procedures. Any referendum on an approved ordinance stays implementation of the text amendment until the final decision by the voters in an election.
10. **INFORMATION SUBMISSION: ALL REQUIRED INFORMATION AS NOTED IN THE FIRST PAGE OF THIS MATERIAL SHALL BE SUBMITTED. LACK OF REQUIRED INFORMATION WILL DELAY THE HEARING OF THE REQUEST.**



**CITY OF KINGMAN**  
**ZONING ORDINANCE TEXT AMENDMENT APPLICATION FORM**  
**CASE # ZO-\_\_\_\_\_**

**Application Date:**

**Zoning Ordinance Section Proposed to be Amended:**

**Proposed Text Amendment (You may attach additional pages containing the proposed text language and related information):**

**APPLICANT NAME:**

**Mailing Address:**

**City/State/Zip:**

**Phone Number:**

**Email:**

**Signature:**

ITEMS FROM THE "ZONING ORDINANCE TEXT AMENDMENT APPLICATION PROCEDURES" SHALL ALSO BE SUBMITTED WITH THIS APPLICATION.

**CITY OF KINGMAN  
PLANNING AND ZONING COMMISSION**



**2016 CALENDAR**

Planning and Zoning Commission meets 2nd Tuesday of each month at 6:00 p.m.  
City Council Chambers - 310 North Fourth Street - Kingman, Arizona

<i><b>SUBMITTAL DEADLINE 4:00 P.M.</b></i>	<i><b>PLANNING COMMISSION HEARING DATE</b></i>	<i><b>CITY COUNCIL HEARING DATE</b></i>
Dec 18, 2015	Jan 12, 2016	Feb 02, 2016
Jan 15, 2016	Feb 09, 2016	Mar 01, 2016
Feb 12, 2016	Mar 08, 2016	Apr 05, 2016
Mar 18, 2016	Apr 12, 2016	May 03, 2016
Apr 15, 2016	May 10, 2016	Jun 07, 2016
May 20, 2016	Jun 14, 2016	Jul 05, 2016
Jun 17, 2016	Jul 12, 2016	Aug 02, 2016
Jul 15, 2016	Aug 09, 2016	Sep 06, 2016
Aug 19, 2016	Sep 13, 2016	Oct 04, 2016
Sep 16, 2016	Oct 11, 2016	Nov 01, 2016
Oct 14, 2016	Nov 08, 2016	Dec 06, 2016
Nov 18, 2016	Dec 13, 2016	Jan 03, 2017
Dec 16, 2016	Jan 10, 2017	Feb 07, 2017

**NOTE:** THE SUBMITTAL DEADLINE IS FOR ALL ITEMS THAT ARE REQUIRED TO BE HEARD BY THE PLANNING AND ZONING COMMISSION, WITH THE EXCEPTION OF PRELIMINARY SUBDIVISION PLATS. PRELIMINARY SUBDIVISION PLATS ARE SCHEDULED FOR REVIEW BY THE PLANNING AND ZONING COMMISSION ONLY AFTER A STAFF REVIEW OF THE PRELIMINARY PLAT IS COMPLETED PER SECTION 2.2(6)A OF THE SUBDIVISION ORDINANCE, AND IT IS DETERMINED THAT THE PRELIMINARY PLAT IS IN CONFORMANCE WITH THESE REGULATIONS PER SECTION 2.2(6)B OF THE SUBDIVISION ORDINANCE.

CITY OF KINGMAN, DEVELOPMENT SERVICES DEPARTMENT  
310 N. 4<sup>TH</sup> STREET, KINGMAN AZ 86401 - BUS. # (928) 753-8130 / FAX # (928) 753-7747  
Web site: [www.cityofkingman.gov](http://www.cityofkingman.gov)  
Updated 12/30/2015 sf

# Development Services Department Planning and Zoning Division

## Permit Application Processing Time Frames Per ARS 9-835

Request	Administrative Time Frame	Substantive Time Frame
Major General Plan Amendment	10-working days	125-working days
Minor General Plan Amendment	10-working days	95-working days
Preliminary Plat	10-working days	95-working days
Preliminary Plat Extension	10-working days	80-working days
Parcel Map (Minor Lot Split)	10-working days	65-working days
Final Plat	10-working days	95-working days
Zoning Text or Zoning Map Amendment	10-working days	80-working days
Conditional Use Permit	10-working days	80-working days
Variance	10-working days	50-working days