

TITLE 11

GENERAL PLANS AND SUBDIVISIONS

This Title provides procedures and standards for the adoption, amendment and readoption of the City's General Plan in accordance with A.R.S. § 9-461.01 et. seq., as well as procedures and standards for the subdivision of land in accordance with A.R.S. § 9-463 et. seq.

CHAPTERS:

[CHAPTER 11-10](#)

GENERAL PLANS

[CHAPTER 11-20](#)

SUBDIVISION AND LAND SPLIT REGULATIONS

[CHAPTER 11-30](#)

DEFINITIONS

CHAPTER 11-10

GENERAL PLANS

Divisions:

- [11-10.10](#) Applicable to All
- [11-10.20](#) Additional Procedures for Comprehensive Updates, New Elements, and Major Amendments to the General Plan
- [11-10.30](#) Additional Procedures for Comprehensive Updates, New Elements, and Major Amendments to the General Plan

Sections:

11-10.10 **Applicable to All**

11-10.10.010 **Purpose**

11-10.10.020 **Common Procedures**

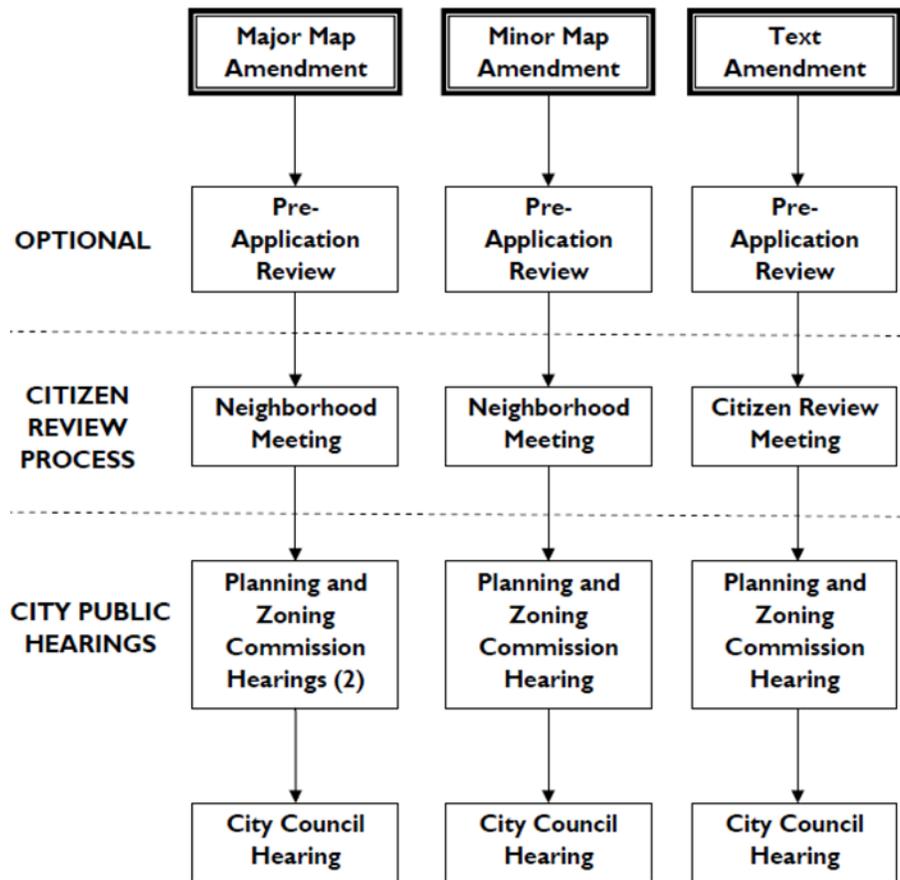
Section 11-10.10.010 Purpose

The purpose of Chapter 11-10 is to provide procedures for the adoption and amendment of the City of Flagstaff's General Plan as it relates to land within the corporate boundaries of the City.

Section 11-10.10.020 Common Procedures

- A. **Applicability.** The common procedures provided in this Section apply to major and minor amendments to the General Plan. Additional procedures and requirements specific to major plan amendments are provided in Division 11-10.20, Comprehensive Updates, New Elements and Major Amendments to the General Plan.
- B. **Initiation of General Plan Amendments.** Except for Comprehensive Plan Updates, which may be initiated solely by the Planning Agency or the City Council, requests for amendment of the General Plan may be made by one or more of the following:
 - 1. **Planning Agency.** The Planning Section shall review the General Plan on an annual basis and may initiate amendments to the General Plan in accordance with A.R.S. § 9-461.07.
 - 2. **City Council or Planning Commission.** The City Council or the Planning Commission may initiate an amendment to the map or to the text of the General Plan.
 - 3. **Property Owners.** A property owner or an agent authorized in writing may apply for an amendment to the map or to the text of the General Plan governing the subject property.
- C. **Pre-Application Review.** All applications to amend a map or the text of the General Plan are encouraged to participate in a pre-application review with the Director pursuant to the procedures set forth in City Code Title 10, Zoning Code, Section 10-20.30.040, Pre-Application Review by Director.
- D. **Citizen Review.** All applications for General Plan text or map amendments shall be subject to a citizen review process that provides effective, early and continuous public participation for major and minor amendments of the General Plan from all geographic and economic areas of the City. The citizen review process includes a neighborhood meeting and/or a citizen review work session with the Planning Commission as set forth below and as illustrated in [Figure A](#). Additional requirements for citizen outreach for certain new developments for which a General Plan amendment is required are provided in City Code Title 10, Zoning Code, Section 10-20.30.070, Additional Requirements for Citizen Outreach. The Director may establish additional procedures for the citizen review process.

Figure A: Review Process for Map and Text Amendments



1. Neighborhood Meeting. The citizen review process for a major or minor map amendment, site or area specific amendment, including a specific plan, shall at a minimum consist of a neighborhood meeting conducted in accordance with the procedures set forth below. The applicant is responsible for all costs associated with the neighborhood meeting. The Director may waive the requirement for a neighborhood meeting if it can be demonstrated that there are a limited number of property owners adjacent to the subject property and that other techniques for informing them of the application would be more effective, such as direct mailing with information on the application or one-on-one meetings with affected property owners.
 - a. A plan for how the applicant intends to conduct the neighborhood meeting shall be submitted to and approved by the Director in accordance with the Review Schedule on file with Community Development Division. The neighborhood meeting plan shall include the following information:
 - (1) Property owners, citizens, jurisdictions, and public agencies within 300 feet of the site or area affected by the application, or a larger area as deemed necessary to satisfy the intent of this section by the Planning Director;
 - (2) Proposed notification methods (such as email, newspaper notice, posting of the subject property) for persons and organizations identified in Subsection (1) above;
 - (3) Form, structure, and agenda of the meeting (such as town

meeting, workshop, charrette, or other appropriate public outreach technique);

- (4) Opportunities for those potentially affected parties to discuss and provide input on the applicant's proposal;
- (5) Location, date, and time of the neighborhood meeting; and,
- (6) Methods to keep the Director informed of the status and results of the neighborhood meeting.

b. In accordance with the review schedule on file with the Community Development Division, the applicant shall provide notification as follows:

- (1) The applicant shall notify by first-class mail all property owners of record within 300 feet of the subject property, unless the General Plan, a decision of the Director, or other applicable adopted City policy requires notification within a larger area;
- (2) The applicant shall notify by first-class mail all homeowners' associations (HOAs) within 1,000 feet of the subject property as well as all organizations, associations, and other interested persons or groups that have registered their names and addresses with the City as being interested in receiving such;
- (3) The Director may expand the notification area if it is determined that the potential impact of the development extends beyond the required notification boundary;
- (4) The notice shall set forth the purpose and substance of the proposed application, and the time, date and place of the neighborhood meeting. A copy of the notice shall be submitted to the Director; and,
- (5) The applicant shall install a minimum four by eight foot sign on the property in a location or locations clearly visible from a public right-of-way to adjacent residents setting forth the purpose, time, date, and place of the neighborhood meeting, with an attached information tube containing copies of the meeting notice.

c. City Staff Involvement. City staff may attend the neighborhood meeting. The role of City staff will be limited to discussing the review process for the development and explaining the opportunities for the public to be engaged in the review process.

d. Record of Proceedings. The applicant shall create a written summary of the meeting, which shall be filed with the Director. This written summary will be attached to the Director's report to the Planning Commission and City Council. At a minimum, the report shall include the following information:

- (1) Certification, on a form established by the Director, that the meeting was noticed and conducted in compliance with requirements of this section;
- (2) Details of techniques the applicant used to involve the public, including:

- (a) Dates and locations of neighborhood meetings;
 - (b) Content, dates mailed, and numbers of mailings, including letters, meeting notices, newsletters, and other correspondence;
 - (c) A copy of the mailing list, and a summary of where residents, property owners, and potentially affected citizens receiving notices, newsletters, or other written materials were located;
 - (d) The number and names of people that participated in the process based on the sign-in sheet for the meeting; and,
 - (e) A dated photograph of the sign installed in compliance with [Subsection C.2.b.\(5\)](#) above.
- (3) A summary of concerns, issues, and problems expressed during the neighborhood meeting, including:
- (a) The substance of the concerns, issues, and problems; and,
 - (b) The applicant's response to the comments received at the public meeting. The applicant's responses shall be included on the site plan, illustrative plan, other planning document, and/or in an associated report. If public comments are not included in any of these documents, an explanation why they were not included must be provided.

2. Citizen Review Work Session.

- a. A citizen review session shall be held at a work session of the Planning Commission scheduled not less than five days and no more than 14 days prior to the public hearing at the Planning Commission for the consideration of any proposed text amendments. Landowners and other citizens potentially affected by the proposed text amendment shall have an opportunity to address the Planning Commission on the proposal.
 - b. Notice of the citizen review session shall be given to landowners, citizens potentially affected by the proposed text amendments, and any person or group who has specifically requested notice regarding the application, at least 10 days prior to the Planning Commission work session. The notice shall state the date, time, and place of the citizen review session and shall include a general explanation of the proposed text or map amendment. Any form of notice used by the Director for the proposed text or map amendment shall be considered sufficient. The form of notice given may include, but is not limited to, those established in City Code Title 10, Zoning Code, Section 10-20.30.080, Notice of Public Hearings.
 - c. Prior to the City Council hearing on the proposed text or map amendment, the Planning Commission shall report on the issues and concerns raised during the citizen review session.
- B. Application for Amendments to the General Plan All applications for amendments to the General Plan shall be filed in accordance with the application procedures set forth in City Code Title 10, Zoning Code, Section 10-20.30.020, Application Process.

1. An application for a minor amendment to the General Plan and a Zoning Map amendment for the same development site/application may be submitted at the same time and reviewed together by the Planning Commission and City Council.
 2. If it is determined that a major amendment to the General Plan is required, then the application for a Zoning Map amendment cannot be accepted until the major plan amendment has been approved.
- C. Public Notice. Public notification shall be provided in compliance with City Code Title 10, Zoning Code, Section 10-20.30.080, Notice of Public Hearings.
- D. Notice to Other Jurisdictions. Upon receipt of a complete application for an amendment to the General Plan, the City Council through the Director shall consult with, advise and provide an opportunity for official comment by the following public officials and agencies generally to secure maximum coordination of plans and to indicate properly located sites for all public purposes on the General Plan:
1. Coconino County;
 2. Flagstaff Unified School District;
 3. Coconino County Superintendent of Schools;
 4. Northern Arizona Council of Governments;
 5. Public land management agencies, such as the United States Forest Service, United States Park Service, Arizona State Land Department, and Arizona State Parks;
 6. Other appropriate government jurisdictions;
 7. Public utility companies;
 8. Civic, educational, professional and other organizations; and,
 9. Affected property owners and citizens as determined in Subparagraph D.1., Neighborhood Meeting above.
- E. General Plan Amendment Submittal Requirements The Director shall not schedule a General Plan amendment before the Planning Commission until a complete application with all required written materials and fees are received from the applicant. The application shall be on a form and with those submittal requirements deemed necessary by the Director to ensure a complete review of the plan amendment application. At a minimum, an applicant is required to submit the following , but the Director may require the submittal of additional materials to assist in the review of the General Plan amendment:
1. An executive summary clearly stating the proposed amendment with a description of the section of the General Plan for which the amendment is requested. The executive summary shall include the following:
 - a. A summary of the reason(s) for the request;
 - b. Identification of supporting key points discussed in the narrative or other submitted studies;
 - c. Statement of community benefits to be accrued as through the proposed amendment; and,

- d. An introduction to the applicant's team (owner, developer, and/or representative), including contact information.
2. An analysis of the site in terms of its physical characteristics, surrounding uses within 1,000 feet of the subject property, and the existing character of the area.
3. A land use analysis providing information about the proposed development, plans for any exception parcels, and a land use compatibility analysis. Items to address include:
 - a. Overall description and need for the proposed amendment;
 - b. Existing Land Use Plan and Proposed Land Use Plan;
 - c. Proposed residential unit count, density, and anticipated housing mix, if applicable;
 - d. Proposed development phasing and timing;
 - e. Existing and proposed internal and external circulation and pedestrian opportunities (include circulation plan);
 - f. Open space concept plan;
 - g. Land use buffering techniques, if applicable; and,
 - h. Incompatibility issues and proposed solutions.
4. A detailed narrative that shall include at a minimum the following:
 - a. Project title and date;
 - b. Legal description of the parcel;
 - c. Site acreage;
 - d. Description of the applicable section of the General Plan for which the amendment is requested;
 - e. Statement of current zoning, and proposed zoning if applicable;
 - f. An explanation of why the proposed amendment is necessary and the public benefit that will be realized by the amendment;
 - g. An explanation of how the proposed amendment(s) will affect the vision expressed in the written goals, objectives and policies of the General Plan that are most relevant to the proposed amendment. When a proposed amendment(s) is inconsistent with General Plan goals, objectives and policies, the proposed amendment(s) must include one of the following:
 - (1) Justification for an exception to the written goals, objectives, and policies; or
 - (2) A proposal to modify or eliminate the inconsistent goals, objectives, and policies.
 - h. Cumulative impact of the proposal on land use categories within the City based on the General Plan Land Use map;

- i. Cumulative impact of the proposal on the supply of land zoned in the same category within the City;
 - j. Impact on transportation and service needs;
 - k. Impact and/or benefit to housing which may result from the proposal; and,
 - l. Impact on the implementation of the General Plan goals and policies resulting from the proposal.
 5. Conceptual site or development plan at a size and scale as determined by the Director to generally illustrate the development intended under the requested amendment; and,
 6. A non-refundable General Plan amendment fee in accordance with the Planning Fee Schedule provided in City Code Title 10, Zoning Code, [Appendix 2](#).
- F. Staff Report. The Director shall prepare and transmit a staff report to the Planning Commission. A copy of the staff report shall be made available to the public and any applicant prior to the public hearing.
- G. Planning Commission Hearing.
 1. The Planning Commission shall hold at least one public hearing on any amendment to the General Plan, including specific plans.
 2. Notice of the time and place of a public hearing(s) on the General Plan or any amendments to the General Plan shall be made by publication of a notice at least once in a newspaper of general circulation published or circulated in the City at least 15 days but not more than 30 days before the public hearing.
 3. In order to ensure effective and timely participation by the citizens of Flagstaff in new development projects for which a General Plan amendment is required, the requirements for a neighborhood meeting provided in City Code Title 10, Zoning Code, Section 10-20.30.060, Neighborhood Meeting, shall apply.
 4. The Planning Commission may recommend approval, approval with conditions, or denial of the proposed amendment. If the Planning Commission fails to make a recommendation to the City Council within 30 days after closing the second public hearing, the Planning Commission shall be deemed to have recommended denial and the application shall be scheduled for public hearing and action by the City Council.
 5. Action by the Planning Commission on the General Plan or any amendment to the General Plan shall be transmitted to the City Council.
- H. City Council Hearing.
 1. Upon receipt of the recommendation of the Planning Commission, the City Council shall conduct at least one public hearing.
 2. A copy of the adopted amendments to the General Plan shall be sent to Coconino County.

Sections:

- 11-10.20 **Additional Procedures for Comprehensive Updates, New Elements, and Major Amendments to the General Plan**
- [11-10.10.010](#) **Comprehensive Plan Updates**
- [11-10.20.020](#) **Major Plan Amendments and New Elements**

Section 11-10.10.010 Comprehensive Plan Updates

- A. A comprehensive plan update shall be initiated by the City and includes the adoption of a new General Plan or re-adoption of the City General Plan pursuant to A.R.S. § 9-461.06.
- B. The adoption of a new General Plan or re-adoption of the General Plan shall follow the Common Procedures for General Plan amendments ([Section 11-10.10.020](#)) and the procedures for a major plan amendment ([Section 11-10.20.020](#)), except that it need not be heard at a single public hearing held during the calendar year in which the application was filed.
- C. The adoption of a new General Plan or re-adoption of the General Plan shall be approved by resolution of the City Council by an affirmative vote of at least two-thirds of the members of the City Council, and ratified by the voters pursuant to A.R.S. § 9-461.06.
- D. Pursuant to A.R.S. § 9-461.06, a comprehensive update of the General Plan must be conducted and ratified by the citizens of Flagstaff at least once every ten years. However, changing conditions may warrant a comprehensive update on a more frequent basis as determined by the City Council.
- E. All Comprehensive Plan Updates are subject to the public participation procedures established in City Code Title 10, Zoning Code, Section 10-20.30.060, Neighborhood Meeting.
- F. Ratification.
 - 1. Each new or readopted General Plan shall be submitted to the voters for ratification at the next regularly scheduled municipal election or at a special election scheduled at least 120 days after the governing body adopted the General Plan pursuant to A.R.S. § 16-204. The City Council shall include a general description of the General Plan and its elements in the municipal election pamphlet and shall provide copies of the proposed General Plan to the public in at least two locations that are easily accessible to the public, which may include posting on the City's official internet web site.
 - 2. If a majority of the qualified electors voting on the proposition approves the new or readopted General Plan, it shall become effective as provided by law.
 - 3. If a majority of the qualified electors voting on the proposition fails to approve the new or readopted General Plan, the current General Plan remains in effect until a new or readopted General Plan is approved by the voters pursuant to this section. The City Council may resubmit the proposed new or readopted General Plan, or revise the new or readopted General Plan as provided by this section for subsequent submission to the voters.

11-10.20.020 Major Plan Amendments and New Elements

- A. Major Plan Amendment Criteria.

1. Major amendments to the General Plan are substantial alterations of the City's land use mixture or balance as established in the City's existing General Plan land use element and which involve changes that have an impact on large areas of the General Plan and/or can affect other issues or policies. These amendments alter the substance or intent of major General Plan policies. The criteria for determining whether a proposed change, including an annexation or a specific plan, will be treated as a major plan amendment as follows:
 - a. Category 1: Any increase of intensity of residential land use category of 80 acres or more;
 - b. Category 2: A change from a residential land use classification to a non-residential land use category of 40 acres or more;
 - c. Category 3: Any change of non-residential land use category of 20 acres or more; and,
 2. All other amendments shall be considered minor amendments, including any change to or from parks, open space, and roadway plans.
 3. Changes to the Redevelopment Area Plan in the General Plan and changes to goals and policies are not subject to the major plan amendment process.
- B. Supplemental Procedures for Major Plan Amendments. In addition to the common procedures provided in Section 11-10.10.020, a major amendment to the General Plan shall be adopted in the following manner:
1. Application Deadline.
 - a. All applications for major plan amendments to the General Plan shall be heard by the City Council at a single public hearing during the calendar year in which they are filed. In order to provide sufficient time for comprehensive review of an application for a major plan amendment, the Director shall determine the application date each year for major plan amendment requests. The following typical submittal dates apply:

April 1st - Pre-application meeting deadline

May 1st - Application deadline for completeness review of the application by the Review Authority

July 1st - Application deadline for submittal of the final application

October - Planning Commission public hearings commence

December - City Council public hearing.
 - b. Incomplete applications or applications submitted after the July 1st deadline established in Subsection B.1. above will not be processed.
 2. Application Requirements. In addition to the application requirements for all General Plan amendments, an application for a major amendment shall also include, at a minimum:
 - a. An infrastructure and community services impact analysis to provide

the information necessary to assess the proposal's impact on utilities, roads, parks, schools and other community facilities and services. This includes:

- (1) Traffic analysis or traffic report that shows conformance with the Transportation and Circulation Element and the City's Transportation Master Plan;
 - (2) Water/wastewater analysis that shows conformance with the Water Resources Element and the City's Water and Wastewater Master Plan;
 - (3) Police and fire protection analysis that shows conformance with the safety element;
 - (4) School impact analysis, including a letter/memorandum from the appropriate school district(s) addressing the potential impact of the proposal on the school(s); and,
 - (5) Conformance with the public services and facilities element.
- b. An economic development analysis that analyzes and weighs the cumulative economic impacts of the proposed amendment, including if requested by the Director, an economic impact study conducted by an economic consultant.
3. Additional Notice for New Plans, Comprehensive Updates, Elements, and Major Amendments. At least 60 days before notice of the first hearing of the Planning Commission on a new, comprehensive update, an element, or a major amendment to the General Plan, the Director shall transmit the proposal to the Planning Commission and the City Council and shall submit a copy for review and further comment to:
- a. Coconino County;
 - b. The General Planning agency within which the City is located;
 - c. The Arizona Department of Commerce or any other state agency that is subsequently designated as the general planning agency for the state;
 - d. The Arizona Department of Water Resources for review and comment on the water resources element, if a water resources element is required; and,
 - e. Any person or entity that requests in writing to receive a review copy of the proposal
4. Additional Planning Commission hearings.
- a. The Planning Commission shall conduct at least two public hearings for major General Plan amendments. Hearings on major General Plan amendments shall be held in two separate locations in the City.
 - b. Notice of the time and place of each public hearing on the General Plan or any amendments to the General Plan shall be made by publication of a notice at least once in a newspaper of general circulation published or circulated in the City at least 15 days but not more than 30 days before the public hearing.
5. Public Hearing - City Council.

- a. All major amendments to the General Plan shall be presented at a single public hearing during the calendar year the application is made.
 - b. Adoption or re-adoption of the General Plan or a major amendment to the General Plan shall be approved by affirmative vote of at least two-thirds of the members of the City Council. Approval shall be by resolution.
- C. Supplemental Notice for New Elements of the General Plan. In addition to following all the common procedures for amending the General Plan, the addition of a new element to the General Plan shall be noticed as set forth in [Section 11-10.20.020.B.3.](#)

Sections:

11-10.30 Specific Plans

- 11-10.30.010 Purpose
- 11-10.30.020 Elements of a Specific Plan
- 11-10.30.030 Specific Plan Adoption/Amendment

Section 11-10.30.010 Purpose

The purpose of a specific plan is to provide a greater level of detail for a specific geographic area or element of the General Plan, and to provide specific regulations and standards for the systematic implementation of the General Plan.

Section 11-10.30.020 Elements of a Specific Plan

- A. Specific plans shall be prepared based on the following factors:
 - 1. Development potential for new or expanded economic activities (including commercial areas, employment areas, corridors and mixed use districts);
 - 2. Development and/or revitalization of unique character districts;
 - 3. Special site characteristics such as historic, recreational, natural resources;
 - 4. Rapid growth or economic change that warrants the need for special planning to accommodate such growth or change;
 - 5. Corridor plan; and
 - 6. Other extenuating circumstances.
- B. A specific plan may, in addition to recommended revisions to the Zoning Code (City Code Title 10) and the Subdivision and [Land Split Regulations \(Chapter 11-20\)](#), include the following elements:
 - 1. Regulations determining the location of buildings and other improvements with respect to existing rights-of-way, floodplains and public facilities;
 - 2. Regulations of the use of land, buildings, and structures, the height and bulk of buildings and structures, and the open spaces around buildings and structures;
 - 3. Street and highway naming and numbering plans;
 - 4. A plan and regulations determining the location of infrastructure service area boundaries, consistent with the growth areas element of the General Plan, beyond which the municipality may limit or prescribe conditions on publicly financed extensions of water, sewer and street improvements that are necessary to service needs generated by new development. The plan and regulations shall consider all elements of the General Plan, including the circulation and public facilities elements;
 - 5. Measures required to insure the execution of the General Plan; and,
 - 6. Other matters which will accomplish the purposes of this section and the General Plan, including procedures for the administration of the General Plan.

Section 11-10.30.030 Specific Plan Adoption/Amendment

- A. Initiation. The preparation of a specific plan may be initiated by the Director, by request from the City Council, or by a property owner or group of property owners and their agent.
- B. Preparation of a Specific Plan.
1. If the preparation of a specific plan is requested by the City Council, the Director shall cause a specific plan to be prepared in accordance with a schedule to be determined by the City Manager.
 2. If a request for the preparation of a specific plan is initiated by a property owner or group of owners, the plan shall be prepared by the property owner(s) for review and revision by the Director, provided that:
 - a. The proposed specific plan conforms to the General Plan and the elements of this section and it includes the requirements for a specific plan provided in [Subsection 11-10.30.030.D, Format and Contents of Specific Plan](#);
 - b. The resulting development will be of substantially higher quality than could be achieved under existing policies or land use categories as defined in the General Plan, in terms of integration of a mix of compatible uses with the surrounding uses;
 - c. The specific plan will be prepared by an interdisciplinary team of qualified professionals including but not limited to urban planners, architects, landscape architects, market analysts, and engineers; and,
 - d. The minimum area of the specific plan is such that a range of uses can be accommodated and well integrated.
- C. Configuration of Specific Plan. A proposed specific plan shall be configured to include all land within the specific plan boundary.
- D. Format and Contents of Specific Plan. An application for a specific plan shall be on a form prescribed by the Director and available in the Community Development Division, and shall include, at a minimum, all information required for a major amendment to the General Plan plus the following additional information, if applicable as determined by the Director:
1. A precise map showing the land to be included within the proposed Specific Plan;
 2. For all Specific Plan applications initiated by a property owner(s) or their agent, the written consent of all owners of the real property within the Specific Plan and a list, by name and title, of all ownership interests in the real property;
 3. A letter of authorization for an agent, if applicable;
 4. A statement of intent of the specific plan. The statement of intent is a written statement that outlines the need or desire for a specific plan;
 5. A Site and Area Analysis Report. The site and area analysis report shall include the following elements:
 - a. Surface hydrology and water resources;

- b. Topography and slope analysis;
 - c. Summary of General Plan requirements;
 - d. Environmental overview and assessment, including, but not limited to, soils and geology, type of vegetation;
 - e. Existing structures, roads, and other development;
 - f. Existing infrastructure and public services;
 - g. Existing zoning/land use information;
 - h. Traffic analysis;
 - i. Cultural resource investigation;
 - j. Synthesis and summary of analysis; and,
 - k. An analysis of the current context of the area in which the Specific Plan will be applied, including the identification of existing land uses, environmental conditions, public facilities/infrastructure and planning area issues.
6. Concept Plan. The concept plan, a graphic illustration of potential land uses with descriptive text, shall be presented to the Director upon completion of the preliminary site and area analysis report. The Director will make a preliminary determination as to conformance with the General Plan, will determine whether a General Plan amendment is required, and will identify planning issues to be addressed in the submittal of the final specific plan. If it is determined that a plan amendment(s) is required, an application for general plan amendment shall be filed concurrently with the specific plan submittal.
7. Specific Plan Proposal. After preliminary approval of the Concept Plan, a complete Specific Plan proposal shall be submitted which includes, but may not be limited to, the following:
- a. Map Elements:
 - (1) The distribution, location and extent of all land uses with proposed densities and building heights;
 - (2) Existing and planned land uses within 300 feet of the specific plan boundary;
 - (3) Open space, recreational facilities, parks and trails;
 - (4) Public, educational, health care, and religious facilities;
 - (5) Drainage strategy;
 - (6) Name and location of existing or proposed arterial and collector streets located within the area to be regulated by the Specific Plan or needed for servicing that area; and,
 - (7) Location and extent of existing or proposed provisions for sewage disposal, effluent use, storm-water drainage, solid waste disposal and public utilities.

- b. Text. The text of the Specific Plan shall describe the following:
 - (1) A statement of the long term direction of the Specific Plan identifying development opportunities, and formulating objectives, policies and implementation measures;
 - (2) A statement(s) indicating how existing and approved elements of the General Plan will be supported by the proposed specific plan;
 - (3) The compatibility of the specific plan with adjoining land uses;
 - (4) Detailed regulations and programs for systematic implementation of the specific plan, and regulations including any annexation agreements, ordinance or policy changes required;
 - (5) Specific development standards for the map elements as described in the site and area analysis;
 - (6) Drainage strategy;
 - (7) Configuration and criteria for the phasing and maintenance of arterial and collector streets proposed for the Specific Plan area or needed for servicing the project;
 - (8) Configuration and criteria for the phasing and maintenance of sewage disposal, effluent use, storm water drainage, solid waste disposal and public utilities;
 - (9) Criteria for the conservation, development, or utilization of natural resources, including surface water, soils, vegetation and wildlife;
 - (10) General landscape program;
 - (11) For single-phase plans, a draft schedule for the preservation of site features established by the plan and the construction, dedication and provision of public services;
 - (12) For multi-phased plans, a draft schedule for the preservation of site features established by the plan, the development of the various planning areas of the specific plan, and the construction dedication and provision of public services;
 - (13) Provisions to update the specific plan every five years to reflect changing market conditions, governmental regulations, and physical conditions; and,
 - (14) Demonstration of conformance with the General Plan, or, if required by the Director, a General Plan Amendment application.
 - c. A non-refundable fee in accordance with the Planning Fee Schedule provided in City Code Title 10, Zoning Code, [Appendix 2](#).
 - d. Incomplete submittals will not be reviewed.
- E. Review and Recommendation by the Director. Upon completion of the Specific Plan, the Director shall review the plan and submit it to the Planning Commission. No Specific Plan may be adopted or amended unless the proposed plan or amendment is in substantial conformance with the General Plan.

- F. Citizen Review. All applications for specific plans shall be subject to a citizen review process that provides effective, early and continuous public participation in accordance with the provisions set forth in Section 11-10.10.020.D.1, Neighborhood Meeting. The Director may establish additional procedures for the citizen review process.
- G. Planning Commission and City Council Consideration. A specific plan will follow the procedures applicable to major amendments to the General Plan.

CHAPTER 11-20

SUBDIVISION AND LAND SPLIT REGULATIONS

Divisions:

<u>11-20.10</u>	Title and Authority
<u>11-20.20</u>	Purpose and Intent
<u>11-20.30</u>	Purpose and Intent
<u>11-20.40</u>	Subdivision Procedures and Requirements
<u>11-20.50</u>	Conceptual Plat
<u>11-20.60</u>	Preliminary Plat
<u>11-20.70</u>	Final Plat
<u>11-20.80</u>	Development Master Plans
<u>11-20.90</u>	Modified Subdivision Process
<u>11-20.100</u>	Land Splits and Combinations
<u>11-20.110</u>	Boundary Adjustments
<u>11-20.120</u>	Subdivision Design Standards and Requirements
<u>11-20.130</u>	Minimum Required Subdivision Improvements
<u>11-20.140</u>	Modifications
<u>11-20.150</u>	Reversion to Acreage
<u>11-20.160</u>	Vacation of Streets and Easements
<u>11-20.170</u>	Violations
<u>11-20.180</u>	Appeals

Sections:

11-20.10	Title and Authority
<u>11-20.10.010</u>	Title and Authority
<u>11-20.10.020</u>	Short Title

Section 11-20.10.010 Title and Authority

These regulations shall be known and referred to as the Subdivision and Land Split Regulations for the City of Flagstaff, Arizona, as provided for by A.R.S. § 9-462.

Section 11-20.10.020 Short Title

The City of Flagstaff Subdivision and Land Split Regulations shall also be known as the "Subdivision Regulations".

Sections:

11-20.20 Purpose and Intent

11-20.20.010 Purpose and Intent

Section 11-20.20.010 Purpose and Intent

- A. The purpose of the City of Flagstaff Subdivision and Land Split Regulations is to facilitate orderly growth and harmonious development, and to protect and promote public health, safety and welfare. These Subdivision Regulations reflect policies developed by the City in its General Plan to help regulate the need for expanded public services, including transportation, education, water, sewer, and other utilities that is influenced by the sale of subdivided land. The preservation of the features that make Flagstaff a beautiful place to live, such as steep slopes, pine forests, and floodplains is also a priority. More specifically, these regulations are intended to achieve the following objectives:
1. To accommodate the demand for a variety of housing, including affordable housing, while recognizing the right of all citizens to a safe community without the hazards of flooding, erosion, contamination, and other blight;
 2. To insure safe and efficient traffic circulation through coordinated street systems with major thoroughfares, adjoining subdivisions, and public facilities;
 3. To provide lots and parcels of sufficient size and appropriate design for the purposes for which they will be used;
 4. To secure adequate provisions for water supply, stormwater drainage, sewage disposal, and other utilities and facilities;
 5. To provide adequate sites for schools, recreation areas, and other public facilities;
 6. To provide logical procedures to facilitate the conveyance of land by accurate legal description, and to establish and assure the rights, duties and responsibilities of subdividers and developers with respect to land development
 7. To assure future buyers of land that the subdivider owns the land proposed to be sold, provides access to each property, and constructs and provides for maintenance of improvements, utilities, and amenities;
 8. To apportion the costs of public services and facilities serving subdivision residents through the payment of fees, provision of facilities, and dedication of land and rights-of-way to the City in order to ensure that new development pays its way and does not burden the City's fiscal resources;
 9. To obtain accurate surveying and permanent public record of the separate interests created and conveyed by subdivision.
- B. These Subdivision Regulations are intended to provide a common ground of understanding and an equitable working relationship between public and private interests, so that both independent and mutual objectives can be achieved in the subdivision of land.

Sections:

11.20.30	Applicability
<u>11-20.30.010</u>	General Applicability
<u>11-20.30.020</u>	Related Statutes
<u>11-20.30.030</u>	Reservation of Public Land

Section 11-20.30.010 General Applicability

- A. The City shall not approve a final plat of a subdivision or land split unless it conforms to the provisions of this Chapter.
- B. No person shall sell or commence any development or construction upon any portion of a proposed subdivision until a final plat has been recorded.
- C. No person shall sell or commence any development or construction upon any portion of a proposed land split until a land split map has been recorded.
- D. The provisions of this Chapter apply to all subdivisions (including a modified subdivision process), land splits, and boundary adjustments as further described below, except for the following:
 - 1. The sale or exchange of parcels of land to or between adjoining property owners if such sale or exchange does not create additional lots;
 - 2. The partitioning of land in accordance with other statutes regulating the partitioning of land held in common ownership;
 - 3. The leasing of apartments, offices, stores, or similar space within a building or trailer park; or to
 - 4. The leasing of mineral, oil, or gas rights.
- E. As used within this Chapter, subdivision, modified subdivision process, land split, and boundary adjustment are described as follows (specific definitions of these terms are provided in Chapter 11-30, Definitions:
 - 1. Subdivision:
 - a. A subdivision is the division of improved or unimproved land into either:
 - (1) Four or more lots, tracts or parcels of land;
 - (2) Two or more lots, tracts or parcels of land, if a new street is involved; or
 - (3) Three or more lots, tracts or parcels, the boundaries of which have been fixed by a recorded plat.
 - b. Subdivision applications are required to adhere to a comprehensive multi-step review process that includes submission of a conceptual plat for review and approval by the Director and City Engineer; submission of a preliminary plat for review by the Director and City Engineer before it is reviewed and recommended for approval by the Planning Commission; review and approval by the City Council of a preliminary plat; and submission of public improvement plans and a final plat for review and recommendation of the Director and City Engineer prior to approval of a final plat by the City Council for the proposed subdivision.

2. Modified Subdivision Process: The modified subdivision process applies to subdivisions where a maximum of four lots is proposed to be created.
3. Land Split:
 - a. A land split is the division of improved or unimproved land whose area is 2.5 acres or less into either:
 - (1) No more than two lots, tracts, or parcels, the boundaries of which have been fixed by a recorded plat; or,
 - (2) Two or three lots, tracts, or parcels located within unsubdivided lands.
 - b. A land split application is reviewed and approved by the Director. A concept plan of the proposed land split may be submitted to the Director for review prior to submittal of a final legal description and land split map.
4. Boundary Adjustment: When the lot line between two adjoining parcels requires adjustment, a boundary adjustment following the procedure for a land split application is followed.

Section 11-20.30.020 Related Statutes

The subdivision of land in the City of Flagstaff is subject to the requirements and procedures of Arizona and federal law. Specifically related statutes include A.R.S. Title 9; Article 6.2 concerning municipal subdivision regulations; Title 32 concerning the sale of lands; and, Title 33 concerning condominiums.

Section 11-20.30.030 Reservation of Public Land

- A. Land areas within a subdivision may be reserved for parks, recreational facilities, school sites and other public facilities including fire stations, open space lands and open areas, and flood control facilities, subject to the following conditions:
 1. The requirements may only be made upon preliminary plats filed at least 30 days after adoption of a General Plan or Specific Plan affecting the land area to be reserved;
 2. The required reservations must be in accordance with the General Plan, the Flagstaff Urban Trails Plan, and adopted specific plans and other goals, objectives, and standards adopted by the City Council;
 3. The land reserved shall be sized and shaped to permit non-reserved land area of the subdivision to develop in an orderly and efficient manner; and,
 4. The land area reserved shall be suitable for the intended use and shall be planned in such a manner to permit an efficient division of the reserved area in case it is not acquired within the prescribed period.
- B. The City Council shall have a period of one year after recording the final subdivision plat to enter into an agreement to acquire such reserved land area. The purchase price shall be the fair market value of the land at the time of the filing of the preliminary subdivision plat plus the taxes against such reserved area from the date of the reservation, and any other costs incurred by the subdivider in the maintenance of such reserved area, including interest costs incurred on any loan covering such reserved area.

- C. If the City does not exercise the reservation agreement set forth above within the one-year period or such extended period as may be mutually agreed upon by the City Council and the subdivider, the reservation of such area shall terminate.

Sections:

11-20.40	Subdivision Procedures and Requirements
<u>11-20.40.010</u>	Subdivision Procedures and Requirements
<u>11-20.40.020</u>	Pre-Application Conference

Section 11-20.40.010 Subdivision Procedures and Requirements

The preparation, submittal, review, and approval of all subdivisions located within the City limits shall proceed through the following progressive stages, except as otherwise provided in this Chapter:

- A. Pre-application Conference (Refer to Section [11-20.40.020](#));
- B. Conceptual Plats (Refer to [Division 11-20.50](#));
- C. Preliminary Plats (Refer to [Division 11-20.70](#)); and,
- D. Final Plats (Refer to [Division 11-20.80](#)).

Section 11-20.40.020 Pre-Application Conference

The subdivider and the subdivider's engineer shall initially present their proposal and meet with the Director and City Engineer on an informal basis at a pre-application conference. The subdivider shall present to these individuals a general outline of the subdivision proposal which shall include sketch plans and ideas regarding land use, street, and lot arrangement; lot sizes; and conceptual proposals regarding water supply, sewage disposal, grading and drainage, traffic impacts, and street improvements. The Director and the City Engineer shall advise the subdivider of specific public objectives, standards, and regulations related to the subject property, details and suggestions regarding subdivision design and improvement standards, general platting procedures and requirements, and the determination of a need for a development master plan (Division 11-10.80, Development Master Plan).

Sections:

11-20.50	Conceptual Plat
<u>11-20.50.010</u>	Conceptual Plat Review
<u>11-20.50.020</u>	Conceptual Plat Submittal

Section 11-20.50.010 Conceptual Plat Review

- A. Before beginning the formal preliminary plat submittal and review process, a conceptual plat review meeting shall be scheduled with the Director. The purpose of this meeting is to provide an opportunity for the applicant to hear any concerns, comments, or requests for additional information from the Director and other City Staff as applicable.
- B. The subdivider shall submit the required number of copies of the conceptual plat together with a completed application to the Director in accordance with the submittal deadlines established by the Director. Applications are available from the Planning Section.
- C. The Director and City Engineer shall meet with the subdivider and/or the subdivider's representative(s) to review, discuss, and consider the conceptual plat in regards to specific public objectives and adopted standards and regulations. The Director and Chief Engineer shall approve or disapprove the conceptual plat pursuant to the provisions of this Chapter. Following approval by the Director and Chief Engineer, the subdivider shall proceed with the preparation and submittal of the preliminary plat application and/or Development Master Plan in accordance with the procedures and requirements specified in Divisions 11-20.60 and 11-20.80, respectively.

Section 11-20.50.020 Conceptual Plat Submittal

- A. The subdivider or an authorized representative shall submit the following materials to the Director in accordance with the review schedule on file with the Planning Section:
 - 1. The required number of copies of the conceptual plat application as specified in the handout available from the Planning Section;
 - 2. A completed Conceptual Plat application form. If the subdivider is not the current landowner of all of the subject real property, a signed statement or application shall also be filed attesting that the owner grants to the subdivider authority to represent the owner in this matter. The required number of copies of the preliminary title report as specified in the handout available from the Planning Section shall be filed with the application;
 - 3. A non-refundable conceptual plat filing fee. (See Title 10, Zoning Code, [Appendix 2](#), Planning Fee Schedule);
 - 4. The legal description of the subject property;
 - 5. The names of the developer and the engineering and/or surveying firm;
 - 6. A topographic map for the subject property and the land within 200 feet of the subject property with a minimum two-foot contour, or such other interval as approved by the Director;
 - 7. A slope analysis with sufficient data to allow independent verification of the slope analysis. The slope analysis shall indicate by area the following slope categories:

- a. 0 - less than 17%;
 - b. 17 - less than 24.9%;
 - c. Greater than 25% - 34.9%; and,
 - d. Greater than 35%.
8. A preliminary Natural Resources Protection Plan showing floodplains and forest resource locations, as applicable;
 9. A plan identifying all existing structures (including known heritage resources) on the property to be subdivided and within 200 feet of the subject property, and the conceptual location of proposed structures;
 10. A map showing generalized land uses in the vicinity of the site;
 11. A vicinity map, and, if applicable, a map showing the portion to be subdivided in relation to the entire subject property;
 12. Locations of all existing streets, utilities, rights-of-way, easements, structures, streams, floodplains, and other significant physical features within the portion to be subdivided and within 200 feet of the subject property;
 13. A concept plat showing the proposed configuration, size in acres, number of residential units and/or lots, the area in square feet of proposed nonresidential buildings, and the underlying zoning categories for each use. This information should also be included in a summary table on the plat;
 14. The conceptual plat shall be submitted at a scale of not more than 1 inch = 100 feet. Conceptual plat plan sheets shall not exceed 24 inches by 36 inches in overall dimensions and shall have a left margin of two inches;
 15. The conceptual plat shall include the following information regarding the proposed subdivision and surrounding land areas:
 - a. Proposed land uses;
 - b. Primary access and interior circulation proposals, including vehicular, bicycle, and pedestrian ways;
 - c. Tentative proposals regarding solid and sewer waste disposal, storm sewer, and electric and gas utility services shall be indicated on the plat or in a companion document;
 - d. Generalized land uses in the vicinity of the site;
 - e. Tentative scoping of traffic impacts;
 - f. Preservation of special scenic locations and view corridors;
 - g. Proposed open space and trails with connectivity to adjoining areas
 16. Such other information requested by the Director relevant to the factors covered by provisions of this Chapter.

Sections:

11-20.60	Preliminary Plat
<u>11-20.60.010</u>	Preliminary Submittal
<u>11-20.60.020</u>	Preliminary Plat Requirements
<u>11-20.60.030</u>	Preliminary Plat Approval
<u>11-20.60.040</u>	Significance of Preliminary Plat Approval

11-20.60.010 Preliminary Submittal

- A. The subdivider or an authorized representative shall submit the following materials in support of a preliminary plat application for a new subdivision to the Director in accordance with the submittal deadlines established by the Director in accordance with the review schedule on file with the Planning Section:
1. The required number of copies as specified in the handout available from the Planning Section of the preliminary plat reproduced as blue or black line prints on a white background;
 2. Completed preliminary plat application forms. If the subdivider is not the current landowner of all of the subject real property, a signed and notarized statement shall also be filed attesting that the owner grants to the subdivider authority to represent the owner in this matter.
 3. A non-refundable preliminary plat filing fee (See Title 10, Zoning Code, [Appendix 2](#), Planning Fee Schedule);
 4. The required number of copies of a Traffic Impact Analysis (TIA) as determined by the City Engineer shall be submitted for review and approval by the City Engineer;
 5. The required number of copies of a preliminary Stormwater Analysis as determined by the Stormwater Manager shall be submitted for review and approval by the Stormwater Manager;
 6. A request to the City Utilities Department to complete a water and/or sewer impact analysis shall be submitted. The results and/or findings of the water and/or Sewer Impact Analysis shall be submitted. The results and/or findings of the Water and/or Sewer Impact Analysis shall be submitted with the preliminary plat application.
- B. All submittals shall be checked by the Director for completeness and assigned a case number. If a submittal is incomplete according to the requirements set forth in this division, the submittal may be rejected and returned to the subdivider for revision and re-submittal.
- C. Upon a recommendation of approval of the preliminary plat by the Director, the subdivider or an authorized representative shall submit the following materials to the Director in accordance with the submittal deadlines on file with the Planning Section:
1. The required number of copies as specified in the handout available from the Planning Section of the preliminary plat reproduced in the form of blue or black line prints on a white background;
 2. A reduction of the preliminary plat onto an 8.5 x 11 inch sheet of paper; and,
 3. A copy of the preliminary plat provided in electronic format in a form

determined by the Director.

- D. If preliminary plat approval expires prior to application for final plat approval, the plat shall be resubmitted for preliminary approval as a new case, and the subdivider shall pay the required fee. See [Section 11-20.60.040 Significance of Preliminary Plat Approval](#), for the requirements for extension of a preliminary plat approval.

Section 11-20.60.020 Preliminary Plat Requirements

- A. Any subdivision shall be designed to comply with the requirements of the specific zoning district within which it is located. Should a change in zoning be necessary due to the proposed use(s), an application for a Zoning Map amendment must be initiated by the property owner or authorized representative, and then reviewed and acted upon by the Planning Commission and City Council prior to their action on the plat. Concurrent applications may be considered, with the requested Zoning Map amendment being resolved first. (See City Code Title 10, Zoning Code, Division 10-20.50, Amendments to Zoning Code Text and the Zoning Map).
- B. As a prerequisite of preliminary plat review by the Director and City Engineer, the subdivider shall submit copies of letters written to the following agencies informing them of the intent to subdivide and to learn the general requirements for public utilities and public dedications applicable to the subdivision's needs:
1. Appropriate public utilities;
 2. Cable television and communication companies;
 3. Flagstaff Unified School District;
 4. U.S.D.A. Soil Conservation Service;
 5. Coconino County Health Department;
 6. Arizona Department of Transportation (if the proposed subdivision abuts a state highway);
 7. Coconino County Flood Control District; and,
 8. Coconino County Community Development Department if the proposed subdivision is adjacent to an unincorporated area.

Written recommendations from the review agencies shall be transmitted to the Director prior to scheduling of the Planning Commission's public hearing on the preliminary plat.

- C. Any information required as part of the preliminary plat submittal shall be shown graphically or by note on plans, or by letter, or by combination of these, and may comprise several sheets showing various elements of the required data. All mapped data for the plat shall be drawn at the same engineering scale. The preliminary plat shall be drawn to a scale of not more than 1 inch = 100 feet. Preliminary plat sheets shall not exceed 24 inches by 36 inches in overall dimensions and shall have a left margin of two inches. All plats requiring more than one sheet shall have a cover sheet indicating the entire subdivision and the proposed sections to be found on the corresponding individual pages.
- D. All preliminary plat applications shall contain the following information:

1. Notation of plat as a preliminary plat;
2. Proposed subdivision name and location by section, township, range, baseline, meridian and county;
3. Legal description of property involved and County instrument number;
4. Name, address, and phone number of subdivider(s);
5. Name, address, and phone number of person or firm preparing the plat;
6. Name, address, and phone number of landowner(s), and docket/page number or instrument number by which title was conveyed (warranty deed, quit claim deed, purchase agreement, or other legal instrument);
7. Bar scale, north arrow oriented to top, right or left of sheet, and dates of preparation and any revisions;
8. A topographic map for the subject property and the land within 200 feet of the subject property with a minimum two-foot contour, or such other interval as approved by the Director. Direction of drainage flow shall be indicated;
9. Existing street dedications and lot lines of all adjacent properties. Subdivided properties must be indicated by subdivision name and Coconino County Recorder's Office Case and Map number; if unsubdivided land, property owner and Docket and Page or instrument number shall be noted;
10. Location, dimensions, and names and types of all existing and proposed rights-of-way and easements within the subdivision boundaries and 200 feet from such boundaries;
11. All existing features, including but not limited to, bridges, buildings, culverts, structures, and driveway entrances within the subdivision boundaries and within a distance of 200 feet from such boundaries. Identify those which are to be removed and those to remain, and the date when any removals shall be completed. All proposed conditions shall be graphically differentiated from existing conditions on adjacent properties and on excepted tracts or parcels within the plat;
12. Existing zoning classification(s) within the subdivision boundaries and on abutting properties;
13. Note gross acreage of the area being platted and net acreage, if applicable;
14. Boundaries of the platted property to be fully dimensioned. The complete boundary survey shall be based upon field work;
15. Proposed street layout shall include street names, widths, alleys, crosswalks, and connections to adjoining tracts or parcels and clear view zones. Typical cross sections of all existing and proposed roadways shall be shown;
16. Parcels or tracts to be dedicated or reserved for affordable housing, school sites, parks, or other public use are to be indicated as such with intended use;
17. Size of each lot, in square feet or acres;
18. Location map with north arrow, scale, site location, and existing points

of reference;

19. Location and description of proposed and existing utilities within the subdivision and within 200 feet of the proposed development. Locations of all above ground utility cabinets and facilities. Location of water and sewer mains with respect to property lines, easements and/or street center lines, with line sizes and valve locations shown. Reference by note the location and description of such utilities if not located within 200 feet of the proposed development;
20. The location of all proposed fire hydrants within the subdivision;
21. Approximate lot and tract dimensions, bearings, and area, with each lot numbered individually and the total number of lots noted;
22. The location of vehicular non-access easements and non-typical building setbacks;
23. A typical maximum construction envelope containing minimum building setbacks and maximum lot coverage permitted shall be noted on the plat;
24. The preliminary plat shall include a Natural Resources Protection Plan (if applicable) and data sheet meeting the requirements of City Code Title 10, Zoning Code, Division 10-50-80 (Resource Protection Standards). The Natural Resources Protection Plan shall include all areas within the boundaries of the subdivision and access and utility corridors to the site if proposed;
25. Gross and net densities/intensities by lot or platted area in accordance with the provisions of City Code Title 10, Zoning Code, Chapter 10-40 (Specific to Zones);
26. Location of water wells, streams, ditches, washes, lakes, or other water features; direction of flow; 100-year flood plain; location and extent of areas subject to inundation, whether such inundation be frequent, periodic or occasional, within the subdivision boundaries and 200 feet beyond such boundaries. Also, the proposed location(s) of stormwater detention facilities shall be indicated;
27. Plans for resource preservation, management, and mitigation of adverse impacts on neighboring properties, in compliance with City Code Title 10, Zoning Code, Division 10-50.60, (Landscaping Standards), if applicable;
28. Traffic control devices;
29. Approval block for all utilities;
30. Certification blocks (Arizona Registered Land Surveyor seal and Arizona Registered Professional Engineer stamp, if applicable);
31. Complete and accurate legend;
32. Boundary dimensions to 0.01' and bearings to 1 second, recorded and measured;
33. Basis of bearing and record source;
34. Detailed description of monuments set and found;
35. Subdivision corners tied to two City control points;

36. Boundary of platted property to have a mathematical closure of not less than 0.01 feet. All non-tangent curves shall include a radial bearing or chord bearing and length;
 37. Approximate embankment and excavation quantities for the project;
 38. Clear view zones;
 39. A development phasing map and proposed timing schedule delineating the configuration, size in acres, and general sequence of development and dedication; and,
 40. All information on the plat must be legible.
- E. The preliminary plat shall contain the following information with respect to proposed utilities:
1. It is the responsibility of the subdivider to furnish the Arizona Department of Environmental Quality (ADEQ) such information as ADEQ may require regarding the design and operation of the proposed sanitary sewage facilities.
 - a. A statement as to the types of facilities proposed shall appear on the preliminary plat application; and, the subdivider shall show evidence of adequate volume and quality of proposed water supply and facilities to the satisfaction of the Utilities Director.
 2. The preliminary plat submittal shall include preliminary calculations and a description of proposed stormwater disposal outlets to the satisfaction of the City Engineer.
 3. A plan from private or franchise utility companies showing the location of proposed utility facilities.
- F. A preliminary plat submittal for a condominium subdivision shall include the following additional information as required by A.R.S. § 33-1219:
1. The plat shall be clear and legible, and is a part of the declaration; and,
 2. The plat shall show the following:
 - a. The name of the condominium;
 - b. The boundaries of the condominium and a legal description of the real estate included in the condominium;
 - c. The extent of any encroachments on any portion of the condominium;
 - d. To the extent feasible, the location and dimensions of all easements serving or burdening any portion of the condominium;
 - e. The location and dimensions of the vertical boundaries of each unit, and each unit's identifying number;
 - f. Any horizontal unit boundaries, with reference to an established datum, and each unit's identifying number;
 - g. Any units with respect to which the declarant has reserved the right to create additional units or common elements, identified

appropriately;

- h. The location and dimensions of all real estate subject to the development right of withdrawal and identified as such;
- i. The location and dimensions of all real estate in which the unit owner will only own an estate for years, labeled as a "leasehold condominium";
- j. The distance between noncontiguous parcels of real estate comprising the condominium;
- k. The location and dimensions of limited common elements, including porches, balconies, patios and entryways; and,
- l. Any other matters the declarant deems appropriate.

Section 11-20.60.030 Preliminary Plat Approval

- A. An application for preliminary plat approval shall comply in all respects with the provisions of this Chapter and the City of Flagstaff Flood Plain Regulations.
- B. An applicant shall submit all of the documents, information, data, and other requirements for preliminary plat approval to the Director and City Engineer.
- C. In addition to the requirements of the preceding subsections, the applicant shall provide the Director and City Engineer with any additional information, documents, or other material relevant to the application as required by City codes and regulations that are necessary for the Director, the Planning Commission, and the City Council to evaluate, analyze, or understand the subject matter of the application.
- D. The applicant or the applicant's agent shall be encouraged to either hold a public meeting to inform area residents of the proposed subdivision or notify them by direct mail to provide information on the proposed subdivision. If the applicant or the applicant's agent decides to hold either a public meeting or notify adjoining residents by direct mail of the proposed subdivision, notice of the public meeting and information regarding the proposed subdivision shall be provided to property owners within a minimum of 300 feet of the proposed subdivision. Notice of the meeting and information regarding the subdivision should also be provided on the applicant's web site if one exists.
- E. A preliminary plat application shall not be deemed to have been filed or properly submitted until all fees have been paid and all of the above listed requirements have been satisfied as determined by the Director.
- F. The procedure for approval, amendment, or denial of preliminary plat applications shall be as follows:
 1. Pursuant to the provisions of this Chapter, the Director and City Engineer shall review the application for a preliminary plat, including all impact analyses required as part of the submittal with the preliminary plat application.
 2. The Planning Commission shall recommend the approval or denial of a preliminary plat to the City Council within 45 days of the first consideration of the plat by the Commission.
 3. After a final recommendation on a preliminary plat by the Planning

Commission, the City Council shall approve, conditionally approve, or disapprove the application within 60 days of the first consideration of the plat by the City Council.

4. If a preliminary plat application is denied by the City Council, the minutes shall state the reasons for such denial. The preliminary plat application can be re-filed at any time if revision can resolve the reasons for the denial as originally proposed. The new filing of a preliminary plat application for the same subject property, or any portion of the property, shall follow the procedures and requirements specified in this division.

Section 11-20.60.040 Significance of Preliminary Plat Approval

Preliminary plat approval by the City Council constitutes authorization for the subdivider to proceed with preparation of the final plat and engineering plans and specifications. Preliminary plat approval is subject to the following conditions:

- A. The conditions under which approval of the preliminary plat is granted will not be changed prior to the expiration date;
- B. Approval is valid for a period of two years. from the date of City Council approval; thereafter, such approval shall be deemed to have expired;
- C. Preliminary plat approval may, upon written application to the Director by the subdivider, be extended for an additional one year if, in the opinion of the Director, there is no change in conditions within or adjoining the preliminary plat which could warrant a revision of the original preliminary plat;
- D. If preliminary plat approval expires prior to application for final approval, the plat shall be resubmitted for preliminary approval as a new case and the subdivider shall be required to pay a new fee;
- E. A preliminary plat may not be recorded; and,
- F. Preliminary plat approval does not constitute approval to clear, grade, remove trees, or perform other land or construction activity until a final plat is recorded and a grading permit is issued.

Sections:

11-20.70	Final Plat
<u>11-20.70.010</u>	Plat Submittal and Review by Director
<u>11-20.70.020</u>	Final Plat Requirements
<u>11-20.70.030</u>	Final Plat Approval

Section 11-20.70.010 Plat Submittal and Review by Director

- A. The subdivider shall submit a final plat and application to the Director for review in accordance with the Review Schedule on file with the Planning Section. The final plat shall conform to the approved preliminary plat, and shall contain all information and conform to all requirements for final plat preparation as specified below:
1. A completed final plat application form;
 2. The required number of paper copies of the final plat, as specified in the handout available from the Planning Section, reproduced as blue or black line prints on a white background;
 3. A non-refundable final plat filing fee (See [Appendix 2](#), Planning Fee Schedule);
 4. One complete title report for the property notarized by a state-registered title company;
 5. City/Subdivider Agreement executed by the subdivider; and,
 6. The required number of copies of landscaping plans for public and private rights-of-ways, if applicable, as specified in the handout available from the Planning Section.
- B. Upon receipt of the final plat application, the Director shall date and initial receipt of the materials and check the plat for conformity to the preliminary plat as approved or modified and for compliance with the requirements for final plats as set forth in [Section 11-20.70.020, Final Plat Requirements](#).
- C. Upon approval of the final plat application and final plat by the City Council, the subdivider shall submit to the Director the following, which shall be dated upon receipt:
1. One opaque linen or Mylar copy of the final plat for recordation;
 2. One reproducible Mylar copy of the final plat; and,
 3. One electronic copy of the final plat, provided in a format determined by the City Engineer.

Section 11-20.70.020 Final Plat Requirements

- A. All final subdivision plats shall be designed to comply with the requirements of the specific zoning district (zone) within which they are located.
- B. The subdivider shall submit copies of the final plat to the appropriate public/quasi-public utility agencies prior to seeking City Council action on a final plat. Written comments by the agencies shall be made to the Director as a part of the application. The Director shall submit the final plat application together with the utility agencies' comments to the City Council.

- C. The final plat shall substantially conform to the approved preliminary plat, and shall be in compliance with all appropriate City standards, codes, specifications, and requirements.
- D. Every subdivision shall conform to the objectives of any comprehensive general plan approved or as amended by the City Council, except where existing development rights supersede the subdivision proposal, such as if the property has vested and/or nonconforming rights.
- E. Any information required as part of the final plat submittal shall be shown graphically, by note, by letter, or in combination on the plans, and may comprise several sheets showing various elements of the required data.
- F. The final record plat of a subdivision shall be drawn in waterproof ink on linen or other non-shrinking material on a sheet not to exceed 24 inches by 36 inches in overall dimensions, and shall have a left margin of two inches. All final plats requiring more than one sheet shall have a cover sheet indicating the entire subdivision and the proposed sections to be found on the corresponding individual pages. The final plat shall be drawn to an accurate scale of not more than 1 inch = 100 feet.
- G. Submittal of documents of dedication does not automatically convey such lands or rights-of-way into public ownership; such dedications must be accepted by the City Council. Submittal of documents of dedication also does not automatically indicate acceptance of the land dedicated for maintenance by the City. Acceptance for maintenance by the City requires a request by the subdivider or property owner to the City Council and specific action by the Mayor and City Council for such acceptance for maintenance by the City, and the execution of a City/Subdivider Agreement.
- H. Avigation easement if appropriate.
- I. All lands to be dedicated to the City that are not considered rights-of-way require a warranty deed to be recorded with the final plat.
- J. All final plats shall contain the following information:
 - 1. A title that includes the name of the subdivision and its location by number of section, township, range, meridian and county;
 - 2. Name and address of subdivider (record owner), and name, address, registration number, and seal of the registered land surveyor preparing the plat;
 - 3. Name, address, and registration number of the registered civil engineer responsible for the preparation of the engineering drawings that are necessary for the proposed subdivision;
 - 4. Utility companies' signatures and date;
 - 5. Bar scale, north arrow oriented to top, right or left of sheet, and date of plat preparation;
 - 6. Boundaries of the tract to be subdivided shall be mathematically correct and show all record and measured bearings and distances. Boundary dimensions to 0.01' and bearings to 1 second shall be shown, as well as a description of all found monuments;
 - 7. Any excepted parcel or parcels within the plat boundaries shall be accurately described by bearings and distances determined by an accurate survey in the field. All dimensions shall be expressed to 0.01' and

bearings to 1second;

8. Record basis of bearing and two corners of the subdivision shall be tied by course and distance to separate survey monuments approved by the City Engineer;
9. Names, centerlines, right-of-way lines, courses, lengths, and widths of all public streets, alleys, and easements to be dedicated. Points of tangency of all curvilinear streets and alleys shall be shown. Curve data shall include radius, length, central angle, and radial bearings (or chord bearing and chord length) on non-tangent curves;
10. Location, dimensions, and area (square feet or acres) of all lots and tracts shall be shown. Lot dimensions and appropriate bearings shall be indicated for all lot lines. In areas subject to flooding, minimum finished first floor elevations shall be shown as may be recommended by the appropriate authority;
11. All lots shall be numbered consecutively throughout the plat. Parcels or tracts for affordable housing, school sites, parks, open space areas, or other public uses shall be so designated, lettered, or named, and clearly dimensioned;
12. The accurate outline of all property which is offered for dedication for public use and of all property that may be reserved by deed covenant for the common use of the property owners in the subdivision shall be shown;
13. Subdivision name, case number, and map number of adjacent recorded subdivisions, with location of existing adjacent lots, easements, and rights-of-way shown, or Docket and Page or instrument number, where appropriate. All proposed conditions shall be graphically differentiated from existing conditions on adjacent properties and on excepted parcels within the plat;
14. The following notation shall be placed upon all final plats for public utility easements: "Except for construction and improvements by governmental entities and certified public utilities, construction and improvements within utility easements shall be limited to the following:
 - a. Removable wood, wire, or sectional fencing; and,
 - b. Construction, structures, or buildings expressly approved in writing by all public utilities which use or shall use the utility easement";
15. Statement and acknowledgment of the dedication of all streets, alleys, drainageways, utility easements, crosswalks, bike paths, pedestrian ways, including but not limited to sidewalks, crosswalks and trails, and other easements for public use by the persons holding title of record, by persons holding title as vendees under land contract, and by spouses of said parties, if jointly owned. If lands dedicated are mortgaged, the mortgagee shall also sign the plat. Dedications shall include a written location by section, township, and range of the tract. If the plat contains private streets, provisions should be made so that the public utilities reserve the right to install and maintain utilities above, on, and below such private streets or ways;
16. The following certifications must be included on the final plat in the form as determined by the Director:
 - a. Certification by a registered land surveyor that the plat is correct

and accurate, and that the monuments described in it have been located as described;

- b. Certification of plat approval by the City Engineer;
 - c. Certification of plat approval by the Director; and,
 - d. Certification of plat approval by the City Council;
17. The location of appropriate vehicular non-access restrictions as well as intersection clear view zones if located on a lot(s) shall be included on the plat;
18. A typical maximum construction envelope containing minimum building setbacks and maximum permitted lot coverage shall be shown on the plat. Dimensioned non-typical construction envelopes shall be shown on the individual lots which are affected;
19. Floodplain limits and the following text when applicable: "Lots _____ have been identified as being partially or wholly within a flood hazard area per F.I.R.M. Map _____, revision date _____. Because flood hazard boundaries may be revised periodically, the most recent flood hazard map for this area should be reviewed to determine the exact limits and severity of potential flooding on these lots. Flood hazard maps and requirements for construction within flood hazard areas can be obtained from the City of Flagstaff";
20. Subdivisions that are associated with a rezoning ordinance shall identify the ordinance number and the instrument number of the recorded ordinance on the plat;
21. A development phasing map and proposed timing schedule delineating the configuration, size in acres, and general sequence of development and dedication;
22. Drawings of the final plat, digital and hard copy, in accordance with the provisions of the Engineering Standards;
23. A complete and accurate legend;
24. A location map with north arrow; and,
25. All information on the plat must be legible.
- K. A final plat submittal for a condominium subdivision shall also include the additional information as required by Section 11-20.60.020 (Preliminary Plat Requirements).

Section 11-20.70.030 Final Plat Approval

- A. An application for approval of a final plat shall not be filed unless there is an approved preliminary plat for the proposed subdivision as provided for in [Division 11-20.60, Preliminary Plat.](#)
- B. An applicant for final plat approval shall comply in all respects with the provisions of this Chapter.
- C. An applicant shall submit all of the documents, information, data, and other requirements for final plat approval to the Director and shall furnish all information and materials needed by the Director and City Engineer to satisfy the requirements of [Division 11-20.70, Final Plat.](#)

- D. In addition to the requirements of the preceding subsections, the applicant shall provide to the Director and City Engineer any additional information, documents, or other material relevant to the application that the Director and City Engineer reasonably believe are necessary in order for the City Council to evaluate, analyze, or understand the subject matter of the application.
- E. An application for final plat approval shall not be deemed to have been filed or properly submitted until all fees have been paid and assurances provided and all of the above listed requirements have been complied with as determined by the Director.
- F. The procedures for approval, amendment, or denial of final plat applications shall be as follows:
1. The Director and City Engineer shall approve or disapprove an application for a final plat pursuant to the provisions of this Chapter.
 2. Approval:
 - a. Upon receipt of a final recommendation on an application for a final plat from the Director and City Engineer, the application and an executed City/Subdivider Agreement shall be transmitted to the City Council for final approval. After approval of the final plat by the City Council and certification by the City Engineer, the City Manager shall request that the City Clerk and the Mayor transcribe a certificate of approval upon the plat and that the Mayor and City Clerk execute the City/Subdivider Agreement, first making sure that the other required certifications and dedications have been duly signed and acknowledged.
 - b. The subdivider shall then pay to the City the fee charged by the Coconino County Recorder for the recordation of the plat and the City/Subdivider Agreement. The City shall then promptly record the plat with the Coconino County Recorder, pursuant to A.R.S. § 9-463.01.
 3. Amendment:
 - a. When the final plat has been approved by the City Council and recorded with the Coconino County Recorder all development regulations and conditions of approval applicable to the final plat are final and may not be amended except upon application to the Director following the procedures for subdivision approval established in [Division 11-20.40, Subdivision Procedures and Requirements](#).
 - b. If the City Council finds that the plat requires further amendment, the case shall not be approved until the amendments can be satisfactorily accomplished.
 4. Denial:

If the City Council disapproves the final plat, the minutes shall state the reasons for such denial. The final plat application may be re-filed at any time if revision can resolve the reasons for the denial as originally proposed. The new filing of a final plat application for the same tract, or any portion of the plat, shall follow the procedures and requirements specified in this section.
- G. The final plat shall not be recorded until both of the following requirements have been satisfied:

1. Engineering plans for water, public sanitary sewer facilities, grading, and all other improvements have been approved by the City Engineer, and
2. The subdivider has posted an assurance of performance as set forth in City Code Title 10, Zoning Code, Division 10-20.100, Assurance of Performance for Construction, to guarantee the installation of required improvements.

Sections:

11-20.80 Development Masterplans 11-20.80.010 In General
11-20.80.010 In General

Section 11-20.80.010 In General

A Development Master Plan is a comprehensive preliminary master plan for the development of a large or complicated land area, which may be developed in progressive steps or as a planned development.

- A. A development master plan is required as a condition precedent to the review and approval of a preliminary plat or for a Zoning Map amendment request (See Division 10-20.50, Amendments to the Zoning Code Text and the Zoning Map) when:
1. The subject property(ies) is proposed to be developed in stages, phases or units; or,
 2. The subject property(ies) proposed for development is part of a larger land area that has unusual topographic, utility, land use, or other conditions. The larger land area may or may not be under the subdivider's control; or,
 3. A Planned Residential Development (Refer to City Code Title 10, Zoning Code, Section 10-40.60.250 (Planned Residential Development) is proposed; or,
 4. The subject property(ies) initially proposed for platting is only a portion of a larger land holding of the subdivider; or,
 5. The subject property(ies) is located within two or more zoning districts.
- B. The Development Master Plan shall be prepared to scale and accuracy commensurate with its purpose, and shall include the following items:
1. General street pattern with particular attention to collector streets and future circulation throughout the larger land area, and proposed traffic impacts and access plan;
 2. General location and size of school sites, parks, or other public areas;
 3. Location of proposed land uses;
 4. Methods proposed for sewage disposal, water supply, and storm drainage, and their general layout;
 5. Identification of the proposed phases of development, and the anticipated time frame for such development;
 6. General location of all natural resources and environmental constraints including but not limited to forests, floodplains, and steep slopes which will be affected by the proposed subdivision;
 7. General location of natural resources to be protected; and,
 8. Pedestrian/bicycle circulation system concept.
- C. If the Director determines that a development master plan is required, then the development master plan shall be submitted in accordance with the

submittal deadlines established by the Director. The Director shall approve or disapprove the Development Master Plan pursuant to the provisions of this chapter. If the development master plan is denied by the Director, the subdivider/applicant may appeal to the Planning Commission in accordance with the appeal provisions established in [Division 11-20.180, Appeals](#). Following action by the Director, the development master plan shall be submitted to the Planning Commission for their review and approval. If the development master plan is not approved by the Planning Commission, the subdivider may appeal to the City Council.

- D. The development master plan shall be submitted as part of the preliminary plat application to the Planning Commission and City Council. If development will take place in several phases, the development master plan shall be submitted as supporting data for each phase. The development master plan shall be kept up to date by the subdivider as modifications take place.

Sections:

11-20.90	Modified Subdivision Process
<u>11-20.90.010</u>	Applicability
<u>11-20.90.020</u>	Modified Subdivision

11-20.90.010 Applicability

A modified subdivision process applies to subdivisions where a maximum of four lots are proposed.

Section 11-20.90.020 Modified Subdivision Process

The requirement for Planning Commission review of a preliminary plat may be waived at the request of the subdivider when the proposed subdivision contains four or fewer lots. The review and approval of these subdivisions includes the following progressive stages:

- A. Pre-application conference (Refer to Section [11-20.40.020](#))
- B. Conceptual Plats (Refer to [Division 11-20.50](#))
- C. Final Plats (Refer to [Division 11-20.70](#))

Sections:

11-20.100	Land Splits and Combinations
<u>11-20.100.010</u>	Purpose and Intent
<u>11-20.100.020</u>	Land Split Procedures and Requirements
<u>11-20.100.030</u>	Pre-Application Conference
<u>11-20.100.040</u>	Land Split or Combination Applications

11-20.100.010 Purpose and Intent

The purpose of these regulations is:

- A. To provide for the partitioning of land into two or three lots, tracts or parcels of land or the combination of lots, tracts or parcels through a process that is more expeditious than the subdivision process;
- B. To assure that the proposed parcels are in conformance with the City's development standards;
- C. To obtain accurate surveying and permanent public record of the separate interests created and conveyed by the division of lands; and,
- D. To assure adequate access and to provide a coordinated street system.

Section 11-20.100.020 Land Split or Combination Procedures and Requirements

The preparation, submittal, review, and approval of all land splits or combinations located within the City limits shall proceed through the following progressive stages, except as otherwise provided in this chapter:

- A. Optional pre-application conference with the Director.
- B. Submittal by the subdivider, and review and approval of the land split or combination application and map by the Director.
- C. Recordation of the approved land split or combination map and associated legal description with the Coconino County Recorder's office.

Section 11-20.100.030 Pre-Application Conference

- A. The pre-application conference stage of land split or combination review is an optional investigatory period preceding the preparation and submittal of the land split or combination application by the subdivider. The subdivider shall initially present the land split or combination proposal to the Director who shall advise the subdivider of specific public objectives, standards, and regulations related to the property and the procedure for land split or combination review.
- B. An application for land split or combination approval shall include a sketch plan of the proposed land split or combination so that the Director can determine whether the approval process authorized by this Division can and should be utilized. The Director may require the applicant to submit whatever information is necessary to make this determination, including, but not limited to, a copy of the Coconino County Assessor's Map showing the land being divided and all lots or parcels previously divided from that tract of land and all contiguous land under the same ownership 15 years prior to December 16, 2010, the effective date of these regulations.

Section 11-20.100.040 Land Split and Combination Applications

A. Application Submittal:

1. All land split or combination applications shall include the following materials:
 - a. The required number of copies of the land split or combination map reproduced in the form of blue or black line prints on a white background, or suitable copies showing the proposed Land split or combination, existing conditions including the location of all structures, and anticipated setbacks from existing and proposed property lines;
 - b. Any information required as part of the land split or combination submittal shall be shown graphically, or by note, or by letter, or in combination on the plans, and may if necessary comprise several sheets showing various elements of the required data. All mapped data for the same map shall be drawn at the same engineering scale, said scale not to be greater than 100 feet to an inch;
 - c. A completed land split or combination application form;
 - d. Legal description in a form approved by the Coconino County Recorder's office;
 - e. A non-refundable land split or combination application fee (See City Code, Title 10, Zoning Code, [Appendix 2](#), Planning Fee Schedule), available as a separate document from the Planning Section); and,
 - f. Complete contact information for the subdivider.
2. All submittals shall be checked by the Director for completeness. If the application is determined to be incomplete, the submittal may be rejected and returned to the applicant for revision and resubmittal.

B. Application Approval Standards:

1. All land split or combination applications shall be designed to comply with the requirements of the specific zoning district within which it is located, including minimum lot area, lot depth, lot width and minimum access requirements.
2. No lot or parcel shall be divided in such a way that any division contains more dwelling units than are permitted by the zoning regulations in the district in which the lot or parcel is situated.

C. Process for Approval.

1. The subdivider shall submit all of the documents, information, data, and other requirements for approval of a land split or combination to the Director. The subdivider shall also furnish to the Director any additional information and materials relevant to the application that are reasonably believed to be necessary in order for the Director to evaluate, analyze, or understand the subject matter of the application, and to ensure compliance with the requirements of this division. Compliance shall be determined by the Director.
2. The procedures for approval, modification, or denial of land split or combination applications shall be as follows:
 - a. The Director shall approve or disapprove applications for land splits or combinations pursuant to the provisions of this Division

and shall ensure compliance with any applicable conditions of approval.

- b. A subdivider may appeal a final action of the Director to the Planning Commission in accordance with [Division 11-20.180, Appeals](#), of this Chapter.

Sections:

11-20.110 **Boundary Adjustments**
11-20.110.010 **Boundary Adjustments**

Section 11-20.110.010 Boundary Adjustments

- A. When a common lot line between two adjoining parcels requires adjustment, the submittal requirements and procedures for a land split provided in [Division 11-20.100, Land Splits or Combinations](#), shall be followed for review and approval by the Director.

- B. In addition to the submittal requirements for a land split or combinations established in [Section 11-20.100.040, Land Split and Combination Applications](#), the written consent of all owners of the real property associated with the proposed boundary adjustment.

Sections:

11-20.120	Subdivision Design Standards and Requirements
<u>11-20.120.010</u>	In General
<u>11-20.120.020</u>	Lot Design
<u>11-20.120.030</u>	Street Design
<u>11-20.120.040</u>	Alley and Easement Design
<u>11-20.120.050</u>	Block Design

Section 11-20.120.010 In General

Except where expressly modified by the City Council, each subdivision plat shall be in conformity with the standards set forth or referred to in this chapter and the Engineering Standards.

- A. All lots or parcels created by the subdivision of land shall have their own frontage to a public or private street. Public and private streets shall be designed and improved to public street standards in accordance with the street design standards provided in [Section 11-20.120.030](#), Street Design, and the Engineering Standards.
- B. Driveways shall be designed in accordance with the standards established in the Engineering Standards and City Code, Title 4, Section 4-01-001-0005, Amendments.
- C. The site planning standards provided in City Code, Title 10, Zoning Code, Division 10-30.60, Site Planning Design Standards, shall also be applied to the maximum extent feasible to the design of all new subdivisions.

Section 11-20.120.020 Lot Design

- A. The size, shape, and orientation of lots in the subdivision shall be appropriate to the location of the proposed subdivision and to the type of development contemplated. Lot width, depth, frontage, area and building setbacks shall comply with the minimum requirements of the Zoning Code (Title 10 of the City Code) and shall be appropriate for the location and character of development proposed and for the type and extent of street and utility improvements being installed. Where steep topography, unusual soil conditions or drainage problems exist or prevail, special lot width, depth and area standards may be considered. Innovative development approaches, such as clustered or planned development, should be explored in the interest of producing unique, environmentally-sensitive projects. Refer to City Code Title 10, Zoning Code, Section 10-40.60.250, Planned Residential Development.
- B. No remnants of property shall be left in the subdivision that does not conform to lot requirements, unless required for a private utility or public purpose.
- C. All subdivisions shall result in the creation of lots which are capable of being lawfully built upon. Except for parcels or tracts to be maintained as open space, no subdivision shall create lots which are physically unsuitable for improvement due to size or shape, steepness of terrain, location of water courses, problems of sewage or driveway grades, or other natural physical conditions.
- D. Lots having double frontage shall be avoided except where necessary to provide separation of residential development from traffic arterials, to provide ingress and egress in commercial or industrial subdivisions, or to overcome specific disadvantages of topography and orientation.
- E. Corner lots may be required to be wider than interior lots to provide for

setback requirements.

- F. Lot lines shall be located on or near the crest of ridges to preclude prominent line of sight building construction. Where feasible, the buildable area of a lot (i.e. the area within the setbacks) shall not be located on or near the crest of ridge lines.
- G. The construction envelope on a lot shall be determined by the setback requirements for the lot and the location of natural topographic features such as watercourses, rock outcrops, native vegetation and trees. The Director may, upon application by the property owner, modify the construction envelope for an individual lot as shown on the final plat, provided that:
 - 1. The revised construction envelope is equally as sensitive to the natural conditions as the original construction envelope;
 - 2. The area of the construction envelope is not enlarged; and,
 - 3. Setback requirements are not amended.

Section 11-20.120.030 Street Design

- A. The minimum requirements for street design are established in the Engineering Standards.
- B. Standard utility locations shall comply with the Engineering Standards.
- C. Local streets shall be designed to promote connectivity by creating a comprehensive grid-like network of vehicular and pedestrian connections to provide diversity of route choices between the proposed subdivision and existing streets and pedestrian routes, unless topographic conditions preclude such connectivity.
- D. Names of streets should be consistent with the natural alignments and extensions of existing streets and the City's Address Policy. New street names should not duplicate, in whole or in part, or be confused with existing names.
- E. Local circulation systems and land development patterns shall be designed so that multiple modes of transportation shall be considered and that the efficiency of bordering arterial routes is maintained.
- F. Proposed streets, as designated by the City, shall be extended to the tract boundary to provide future connection with adjoining unplatted lands. The street pattern in the subdivision shall not land lock adjacent property nor prevent access to public land.
- G. The functional classification of streets shall be assigned by the City.
- H. Whenever a tract to be subdivided includes any part of a street designated in an adopted General Plan, the street shall be platted in conformance with the General Plan.
- I. Whenever a tract to be subdivided is located within an area for which a development master plan has been approved by the Planning Commission, the street arrangement shall conform substantially to this plan.
- J. Streets shall be designed in relation to existing topography to produce streets of reasonable gradient to facilitate adequate drainage and to produce desirable lots of maximum utility. Where feasible, streets shall be placed along the top of ridges to minimize the extent of grading and reduce the visual

impact of development.

- K. Boundary streets (half streets) shall be discouraged except where necessary to provide right-of-way required by the General Plan, to complete a street pattern already begun or to insure reasonable development of a number of adjoining parcels. Where a platted half street abuts the tract to be subdivided, the remaining half shall usually be platted within the tract.

Section 11-20.120.040 Alley, Lane and Easement Design

- A. Alleys and lanes shall be designed and constructed in accordance with City regulations and standards.
- B. Easements shall be provided and dedicated where deemed necessary for specific purposes for use by the general public, corporations, or the City of Flagstaff. Easements necessary to assure non-motorized access to adjacent public lands shall be provided to the satisfaction of the Director. Such easement shall not prevent the reasonable improvement of any development. Pedestrian, bicycle and equestrian ways may be required where essential for circulation or access to schools, playgrounds, shopping centers, transportation and other community facilities. Pedestrian ways may be used for utility purposes.
- C. A non-vehicular access restriction prohibiting vehicular access from the collector or arterial street side of a double frontage or corner residential lot is required, except in Traditional Neighborhood developments approved as part of a Traditional Neighborhood Community Plan (See City Code Title 10, Zoning Code, Division 10-30.80, Traditional Neighborhood Community Plans.
- D. The subdivider shall dedicate a right-of-way or easement for storm drainage conforming substantially to the line of any watercourse that traverses the land; or at the option of the City, the subdivider shall provide by dedication further and sufficient easements or construction, or both, to dispose of such surface and stormwater, upon the direction of the City Engineer.

Section 11-20.120.050 Block Design

- A. Blocks in non-transect zones shall not normally exceed 1,200 feet in length measured from the property lines, except in hillside developments or where a subdivision of one-half acre lots or larger justify or require a variation from this requirement, or where there are unusual conditions of the property being subdivided.
- B. Blocks shall normally have sufficient width for an ultimate layout of two tiers of sized in accordance with the minimum requirements of the zoning district in which the subdivision is proposed. See City Code Title 10, Zoning Code, Chapter 10-40, Specific to Zones.
- C. Blocks shall not normally be less than 400 feet in length (measured from the property lines), except where it is necessary due to unusual conditions of the property being subdivided and not merely convenience.
- D. The standards provided in Sections 11-20.120.050A through C shall not apply in new traditional neighborhood developments approved under the provisions of City Code Title 10, Zoning Code, Division 10-30.80, Traditional Neighborhood Community Plans.

Sections:

11-20.130	Minimum Required Subdivision Improvements
<u>11-20.130.010</u>	In General
<u>11-20.130.020</u>	Minimum Improvements Required

Section 11-20.130.010 In General

- A. It shall be the responsibility of the subdivider to improve all streets, pedestrian ways, alleys and easements in the subdivision and adjacent to it as required to serve the subdivision. No permanent improvement work shall be commenced until improvement plans have been approved by the City Engineer. Improvements shall be installed to the permanent line and grade and to the satisfaction of the City Engineer, and in accordance with the standard subdivision specifications of the City of Flagstaff. The cost of the inspection shall be paid by the subdivider.

- B. For subdivisions that will be platted and developed in more than a single phase, the final plat and assurance of performance for improvements shall represent only the limits of each individual phase proposed for development. Each phase of a subdivision shall have improvements designed to be fully operational and functional in perpetuity without reliance on the development of future phases. Construction plans submitted for approval shall not represent multiple phases and shall depict only the design of improvements necessary to make an individual phase operational and functional.

Section 11-20.130.020 Minimum Improvements Required

- A. The minimum requirements for public improvements for new subdivisions are provided in City Code Title 10, Zoning Code, Division 10-30.50 (Public Improvements).

Sections:

11-20.140 **Modifications**
11-20.140.010 **Modifications**

Section 11-20.140.010 Modifications

- A. Where, in the opinion of the City Council, there exists extraordinary conditions of topography, land ownership, or adjacent development, or other circumstances not provided for in these regulations, the City Council may modify the provisions of this Title in such a manner and to such extent as it may deem appropriate to the public interest. The burden of proof for City Council determination of a modification rests with the subdivider. The written request for modification shall be made to the Director and shall be submitted to the City Council after review and recommendation by the Planning Commission.

- B. In modifying the standards or requirements of these provisions, as outlined above, the City Council may make such additional requirements as appear necessary in its judgment to secure substantially the objectives of the standards or requirements so modified.

Sections:

11-20.150	Reversion to Acreage
<u>11-20.150.010</u>	Purpose
<u>11-20.150.020</u>	Reversion Application Required
<u>11-20.150.030</u>	Action by the Planning Commission
<u>11-20.150.040</u>	Action by the City Council
<u>11-20.150.050</u>	Recording of Survey

Section 11-20.150.010 Purpose

This division establishes the procedures for the reversion to acreage of any subdivided lands upon approval by the City Council.

Section 11-20.150.020 Reversion Application Required

To initiate a reversion to acreage, an application for reversion must be filed with the Director. All applications for reversion to acreage shall be submitted to the Director in writing on a form prescribed by the City. The application shall include the information and materials specified in the checklist for reversion to acreage, together with the required fee established in City Code Title 10, Zoning Code, [Appendix 2](#), Planning Fee Schedule. Upon receipt of an application for reversion to acreage, the Director shall conduct an investigation and prepare a report for presentation to the Planning Commission at a public meeting.

Section 11-20.150.030 Action by the Planning Commission

The Planning Commission shall conduct a public meeting on an application for reversion to acreage in accordance with the Review Schedule on file with the Planning Section. Upon completion of the hearing, the Planning Commission shall recommend that the City Council approve, approve in modified form, or deny the application. Any action to recommend approval shall be based on all of the following findings:

- A. That the subdivided lands to revert to acreage are under one ownership entity;
- B. That no immediate use of such subdivided lands as they were intended appears imminent;
- C. That such reversion to acreage will not be detrimental to the general welfare of the public.

Section 11-20.150.040 Action by the City Council

Upon receipt of a recommendation from the Planning Commission, the City Council shall conduct a public meeting on an application for reversion to acreage. The City Council shall approve, approve in modified form, or deny the application. Any action to approve shall be based on all of the findings set forth in Section 11-20.150.030, Action by Planning Commission.

Section 11-20.150.050 Recording of Survey

The applicant shall record with the County Recorder a survey of all lands approved for reversion to acreage prepared by a surveyor or engineer licensed by the State of Arizona and a copy of the abandonment of subdivision filed with the Arizona Department of Real Estate.

Sections:

<u>11-20.160</u>	Abandonment or Vacation of Public Right-of-Way
<u>11-20.160.010</u>	Purpose
<u>11-20.160.020</u>	Procedures
<u>11-20.160.030</u>	Submittal Requirements
<u>11-20.160.040</u>	Effective Date
<u>11-20.160.050</u>	Appeals

Section 11-20.160.010 Purpose

The purpose of this division is to provide procedures for the abandonment or vacation of public rights-of-way or portions thereof (including streets, alleys, or public access easements).

Section 11-20.160.020 Procedures

- A. Initiation. The abandonment or vacation of public right-of-way may be initiated by the City Council, the City Manager or the City Engineer, as well as any property owner who owns land adjoining the public right-of-way contemplated for abandonment or vacation.
- B. Process.
1. The processing procedure for a written request for abandonment or vacation by the City Engineer shall include:
 - a. The written request for abandonment or vacation shall be checked for compliance with required submittal information;
 - b. A location map of the area proposed to be abandoned or vacated showing abutting properties and a vicinity map, if necessary; and,
 - c. A memorandum stating the reasons for requested abandonment or vacation.
 2. The memorandum and map of the requested abandonment or vacation of public right-of-way shall be forwarded to all public utility companies, City divisions and agencies serving the proposed area to be abandoned or vacated to request their review and comments.
 3. For public rights-of-way, including roadways as defined in A.R.S. § 28-7201, notice shall be provided in the manner specified in A.R.S. § 28-20, Article 8, Disposition of Public Roadways.
- C. Staff Report. The City Engineer in consultation with the Utilities Director and Public Works Director shall prepare and transmit a staff report to the City Council. The report shall include an evaluation of the consistency of the proposed vacation or abandonment with the General Plan, Zoning Code, any applicable Specific Plan, and all applicable Utilities and Public Works Division standards. The staff report shall also provide an analysis and recommendation. A copy of the staff report shall be made available to the public and affected parties prior to the public hearing.
- D. Action by the City Council. Upon receipt of a recommendation from the Planning Commission, the City Council shall conduct a public hearing. Upon completion of this hearing, the City Council shall approve, approve in modified form, or deny the application. Approval shall be by resolution.
- E. Recordation. The City Engineer shall record the final vacation resolution

with the office of the Coconino County Recorder.

Section 11-20.160.030 Submittal Requirements

All applications for the vacation of public streets or easements shall be submitted to the City Engineer in writing on a form prescribed by the City. The application shall include the information and materials specified in the checklist for the Abandonment of Public Rights-of-Way, together with the required fee established in City Code Title 10, Zoning Code, [Appendix 2](#), Planning Fee Schedule.

Section 11-20.160.040 Effective Date

The effective date of vacation of streets and easements is the date of City Council approval.

Section 11-20.160.050 Appeals

Decisions of the City Council on the vacation of streets and easements are final.

Sections:

11-20.170 **Violations**
11-20.170.010 **Violations**

Section 11-20.170.010 Violations

- A. It shall be a Class 1 misdemeanor to achieve or attempt to achieve a land split or combination or to establish or attempt to establish a subdivision of any land within the City of Flagstaff without first having obtained the approval of the City Council or Director as required by this Chapter.

- B. It shall be a Class 1 misdemeanor to record or attempt to record a subdivision plat or land spit or combination map with the Coconino County Recorder if such plat or map includes any land within the City and such plat or map has not been given approval by the City Council or Director, or the necessary certifications and signatures of approval have not been obtained as required by this Chapter.

Sections:

11-20.180 Appeals
11-20.180.010 Appeals

Section 11-20.180.010 Appeals

The following appeal procedures shall be utilized by all parties.

A. Appeal of a decision by the Director.

1. During the course of conceptual plat, boundary adjustment land split/combination, preliminary plat, final plat and Development Master Plan preparation and review, a decision of the Director may be appealed to the Planning Commission within ten days of such decision.
 - a. The appeal shall be filed with the Director on a form prescribed for this purpose provided by the City describing the reason(s) for, and details of, the appeal.
 - b. The appeal shall be acted upon by the Planning Commission within 45 days of the date upon which the appeal is filed, unless circumstances beyond the control of the Planning Commission require a longer review period.
 - (1) In this case, the Director shall notify the appellant when the appeal will be heard by the Planning Commission, but in no case shall the review period be longer than 60 days from the date the appeal is filed with the City.
2. If the issues are not reconciled by the Planning Commission, the City Council shall hear, review, and decide upon the appeal as outlined in Subsection "B" below.
3. The findings of the City Council shall be incorporated into the plat or map and, if found necessary by the City Council, the plat or map shall be resubmitted for review by the Director, to assure conformity to the City Council's decisions and other requirements.

B. Appeal of Planning Commission

1. Decisions reached by the Planning Commission during the course of preliminary plat review, and appeals of a decision of the Director as described in [Section 11-20.180.010A](#), may be appealed to the City Council. An appeal shall be filed within ten days of such decision with the Director. The City Council shall act upon the appeal within 45 days of the date upon which the appeal was filed with the Director, unless circumstances beyond the control of the City Council require a longer review period. In this case, the Director shall notify the appellant when the appeal will be heard by the City Council, but in no case shall the review period be longer than 60 days from the date the appeal is filed with the City.

CHAPTER 11-30

DEFINITIONS

Divisions:

- [11-30.10](#) Purpose
- [11-30.20](#) Definition of Terms

Sections:

11-30-10 Purpose

Division 11-30.10 Purpose

This Chapter provides definitions of terms and phrases used in this Title that are technical or specialized or that may not reflect common usage. If any of the definitions in this Chapter conflict with definitions in other provisions of the City Code, these definitions shall control for the purposes of this Title. If a word is not defined in this Chapter, or in other provisions of the City of Flagstaff City Code, such as Title 10, Zoning Code, the Director shall determine the correct definition.

Sections:

11-30.20 Definition of Terms

11-30.20.010 Definition of Terms

Division 11-30.20 Definition of Terms

As used in this Title, the following terms and phrases shall have the meaning ascribed to them in this Section, unless the context in which they are used clearly requires otherwise.

Section 11-30.20.010 Definition of Terms

CONSTRUCTION ENVELOPE: One or more specified areas on a lot or parcel within which all structures, driveways, grading, parking, non-native landscaping, water surfaces, decks, walks and improved recreation facilities are located. Underground utilities may be located outside the construction envelope, but the area disturbed must be revegetated.

CORRIDOR PLAN: A corridor plan is a plan for a highway corridor the boundaries of which are defined by the public right-of-way only, except that consideration for vehicular access to adjoining property may also be included.

DIRECTOR: The City of Flagstaff Planning Director, or designee.

ENGINEERING STANDARDS: The City of Flagstaff Engineering Design and Construction Standards and Specifications for New Infrastructure, as may be amended from time to time.

GENERAL PLAN: The City of Flagstaff General Plan is a comprehensive long-range policy guide for orderly growth and development adopted in accordance with the authority provided in A.R.S. § 9-461.05.

LAND SPLIT: The division of improved or unimproved land whose area is 2.5 acres or less into either no more than two lots, tracts or parcels the boundaries of which have been fixed by a recorded plat; or two or three lots, tracts or parcels located within unplatted properties for the purpose of sale or lease.

LOT: An area of land having specific boundaries which are set by a recorded plat.

MAJOR PLAN AMENDMENT: A major plan amendment to the General Plan is a substantial alteration of the City of Flagstaff's land use mixture or balance as established in the City's existing General Plan land use element and which involves changes that have an impact on large areas of the Plan and/or can affect other issues or policies. These amendments alter the substance or intent of major Plan policies.

MINOR PLAN AMENDMENT: An amendment to the General Plan that is not a major plan amendment.

MODIFIED SUBDIVISION PROCESS: A process for review and approval of a subdivision that consists of a maximum of four lots.

PARCEL: A defined area of land not part of a platted subdivision.

PLANNING AGENCY: The Planning and Development Services Section of the Community Development Division of the City of Flagstaff.

PLANNING AND ZONING COMMISSION: The City of Flagstaff Planning and Zoning Commission.

PLANNING SECTION: The City of Flagstaff Planning and Development Services Section.

SPECIFIC PLAN: A Specific Plan is a detailed element of the General Plan enacted under the provisions of A.R.S. § 9-461.08 that provides a greater level of detail for a specific geographic area or element of the General Plan, and that provides specific regulations and standards for the systematic implementation of the General Plan. When applied to a highway corridor, a Specific Plan includes the highway right-of-way as well as property outside of the right-of-way included with the planning area boundary.

SUBDIVIDER: An individual, firm, corporation, partnership, association, syndicate, trust or other legal entity that files an application and initiates proceedings for the subdivision of land or land split in accordance with the provisions of Title 11, Subdivision and Land Split Regulations, except that an individual serving as agent for such legal entity is not a subdivider.

SUBDIVISION: Improved or unimproved land or lands divided for the purpose of financing, sale or lease, whether immediate or future, into:

1. Four or more lots, tracts or parcels of land; or,
2. If a new street is involved, any such property which is divided into two or more lots, tracts, or parcels of land; or,
3. Any such property, the boundaries of which have been fixed by a recorded plat, which is divided into more than two parts.

"Subdivision" also includes any condominium, cooperative, community apartment, townhouse, or similar project containing four or more parcels, in which an undivided interest in the land is coupled with the right of exclusive occupancy of any unit located within the subdivision, but plats of such projects need not show the buildings or the manner in which the buildings or airspace above the property shown on the plat are to be divided. Subdivision does not include the following:

1. The sale or exchange of parcels of land to or between adjoining property owners if such sale or exchange does not create additional lots.
2. The partitioning of land in accordance with other statutes regulating the partitioning of land held in common ownership.
3. The leasing of apartments, offices, stores, or similar space within a building or trailer park, nor to mineral, oil, or gas leases.

TRACT: A lot within a subdivision reserved or set aside for division or special use.

Adopted 11/16/2010, Ord. No. 2010 37.