

# Application and Processing of Duplex, Multi-family Residential, Commercial, Office, Industrial, and Institutional Projects

From CONCEPT PLAN REVIEW



To SITE PLAN APPROVAL



Prepared by:  
Planning and Development Services  
City of Flagstaff  
211 W. Aspen Avenue  
Flagstaff, Arizona 86001  
928.213.2618  
[cdfrontcounter@flagstaffaz.gov](mailto:cdfrontcounter@flagstaffaz.gov)

## Submittal Deadlines and Meeting Dates 2023

<u>Deadline for Submittals</u> 11:00 am Tuesday New Submittal 11:00 am Thursday Re-Submittal	<u>IDS Review</u> <u>Meeting Schedule</u> 9:00 am Thursday (Staff Only)
January 3, 2023 January 5, 2023	January 12, 2023
January 24, 2023 January 26, 2023	February 2, 2023
February 14, 2023 February 16, 2023	February 23, 2023
March 7, 2023 March 9, 2023	March 16, 2023
March 28, 2023 March 30, 2023	April 6, 2023
April 18, 2023 April 20, 2023	April 27, 2023
May 9, 2023 May 11, 2023	May 18, 2023
May 30, 2023 June 1, 2023	June 8, 2023
June 20, 2023 June 22, 2023	June 29, 2023
July 11, 2023 July 13, 2023	July 20, 2023
August 1, 2023 August 3, 2023	August 10, 2023
August 22, 2023 August 24, 2023	August 31, 2023
September 12, 2023 September 14, 2023	September 21, 2023
October 3, 2023 October 5, 2023	October 12, 2023

<b><u>Deadline for Submittals</u></b> 11:00 am Tuesday New Submittal 11:00 am Thursday <b>Re-Submittal</b>	<b><u>IDS Review Schedule</u></b> 9:00 am Thursday (Staff Only)
October 24, 2023 October 26, 2023	November 2, 2023
November 14, 2023 November 16, 2023	November 23, 2023 (Wednesday)
December 5, 2023 December 7, 2023	December 14, 2023
December 26, 2023 December 28, 2023	January 4, 2024
January 16, 2024 January 18, 2024	January 25, 2024
February 6, 2024 February 8, 2024	February 15, 2024

**MINOR APPROVAL PROCESS  
(NO IMPACT ANALYSIS REQUIRED)**

**APPLICATION TYPES:**

- |                           |                                 |
|---------------------------|---------------------------------|
| 1. Conditional Use Permit | 4. Preliminary Plat             |
| 2. Zoning Map Amendment   | 5. Plat Revision                |
| 3. Site Plan              | 6. Modified Subdivision Process |

**TIMELINE**

ADMINISTRATIVE COMPLETENESS REVIEW	26 days
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SUBSTANTIVE REVIEW	22 days
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OVERALL TIME FRAME	48 days <sup>1</sup>
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Notes: <sup>1</sup>This time period includes a second review after return of comments on the first review. Total time is less if only one review is needed for a particular approval

**COMPLIANCE REVIEW TIMEFRAMES**

**MAJOR APPROVAL PROCESS  
(IMPACT ANALYSIS REQUIRED)**

**APPLICATION TYPES:**

- |                           |                                 |
|---------------------------|---------------------------------|
| 1. Conditional Use Permit | 6. Final Plat                   |
| 2. Zoning Map Amendment   | 7. Modified Subdivision Process |
| 3. Site Plan              | 8. Minor Plan Amendment         |
| 4. Preliminary Plat       | 9. Development Agreement        |
| 5. Plat Revision          | 10. Annexation                  |

**TIMELINE**

ADMINISTRATIVE COMPLETENESS REVIEW	26 days
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SUBSTANTIVE REVIEW	52 days
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OVERALL TIME FRAME	78 days <sup>1</sup>
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Notes: <sup>1</sup>This time period includes a second review after return of comments on the first review. Total time is less if only one review is needed for a particular approval



# City of Flagstaff Community Development Division

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 Flagstaff, AZ 86001 F: (928) 213-2609  
 www.flagstaff.az.gov

<b>Date Received (City Use)</b>		<b>Application for Concept/Site Plan Review</b>				<b>File Number (City Use)</b>	
Site Address			Project Name		Parcel Number		
Property Owner(s)			Title	Phone	Email		
Mailing Address					City, State, Zip		
Applicant(s)			Title	Phone	Email		
Mailing Address					City, State, Zip		
Project Representative			Title	Phone	Email		
Mailing Address					City, State, Zip		
Requested Review:		<input type="checkbox"/> Concept		<input type="checkbox"/> Site Plan			
Proposed Use(s)			Existing Use		Subdivision, Tract & Lot Number		
Zoning District		Regional Plan Land Use Category		Flood Zone		Size of Site (Acres)	
Property Information:		<input type="checkbox"/> Yes <input type="checkbox"/> No Located in an existing Local/National Historic District? (Name: _____) <input type="checkbox"/> Yes <input type="checkbox"/> No Existing structures are over 50 years old at the time of application? <input type="checkbox"/> Yes <input type="checkbox"/> No Subject property is undeveloped land?					
Surrounding Land Uses: (i.e. Res, Commercial, Ind.)		North:		South:		East:	West:
Proposed Use:		Number of Units	# of Affordable Units	# of acres per use		Building Square Feet	
Duplex:							
Multi-Family:							
Commercial: Office							
Commercial: Retail							
Commercial: Restaurant							
Commercial: Service							
Commercial: Other							
Industrial:							
Institutional:							
Other:							
Please complete and submit: the "Concept Plan and Site Plan Application"; the "Application and Information Checklist"; required number of plans and information; and fees. <b>Concept Plan fees are \$420. Site Plan fees are \$2,550 for projects less than an acre; \$1,062 plus \$1,553 per acre for sites greater than one acre.</b> New application deadlines are every other Tuesday by 11:00 a.m. (See schedule for dates). <b>Incomplete submittals will not be scheduled.</b>							
Property Owner Signature			Date:	Applicant Signature			Date:
<b>For City Use</b>							
Staff Assignments		Planner:	Engineer:	Public Works/Utilities:		Fire:	Stormwater
Action:							

# Concept Plan

## *Application Information and Checklist*

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Concept Plan is a preliminary review to ensure that the applicant is aware of the procedures and substantive requirements of the city and to identify any potential problems or concerns prior to submitting for either a Building Permit or Site Plan Review. Pre-application meetings are strongly encouraged in cases where the applicant may be unclear about City codes and compliance. Two reviews of the same Concept Plan application are allowed with the filing of one fee. If additional reviews are required, an additional fee shall be submitted.

### **Submittal Schedule**

New Concept Plan applications must be submitted by 11:00 a.m. every other Tuesday and resubmittal Concept Plans by 11:00 a.m. every other Thursday per the attached schedule. Incomplete or late applications will not be accepted. Please review the attached checklist for Concept Plan submittal requirements. **All applications and associated documents will be submitted electronically to [bcardiff@flagstaffaz.gov](mailto:bcardiff@flagstaffaz.gov) by the required deadline (late submissions will be delayed to the next submittal deadline).**

### **Concept Plan Process**

Upon receipt of an application, a Planning Development Manager (PDM) is assigned to the case as the Single Point of Contact. The application is forwarded to the Inter-Division Staff (IDS) Team which reviews the application for compliance with City standards and regulations. The PDM will then provide conditions and comments to the applicant regarding the application. Upon receipt of conditions and comments, an applicant may request a meeting with the PDM to discuss the development requirements and how to proceed with the application.

### **Effect of Review**

The Concept Plan Review nor the information or comments provided by the PDM shall be construed as either a recommendation for approval or denial of the application or development. No formal action is taken by the PDM during the Concept Plan Review. Failure to identify all required studies or all applicable requirements shall not constitute a waiver of those studies or requirements. Completion of Concept Plan Review allows an applicant to submit either an application for Site Plan Review and Approval or to the next stage in the development review process as deemed appropriate by the PDM.

### **Applicability**

Concept Plan Review is required for the following:

1. All developments requiring Site Plan Review and Approval pursuant to Section 10-20.40.140 of the Zoning Code
2. Any change of use that triggers an increase in required parking
3. A proposed duplex
4. Non-structural remodeling of an exterior façade
5. A proposed single-family residence located on a parcel that is not part of a platted subdivision
6. Any project that will require review by the Planning Commission or City Council

### **For Further Information**

For further information regarding the application and submission requirements, please contact:

Planning and Development Services

City of Flagstaff

211 West Aspen Avenue

Flagstaff, Arizona 86001

928-213-2618

[bcardiff@flagstaffaz.gov](mailto:bcardiff@flagstaffaz.gov)

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(When applicable)

<p>CITY OF FLAGSTAFF</p>	<h1 style="margin: 0;">Concept Plan</h1> <h2 style="margin: 0;">Development Application Checklist</h2>
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**Submittal Requirements:**  
 Following is a list of items that will be required for concept plan submittal. An application that does not include all required items will not be accepted. By signing the application, the Applicant acknowledges that all required documents/information are included within the submittal. **If, in the Applicant’s opinion, any of the listed required items are not applicable to the proposed development, please identify them as “Not Applicable” on the concept plan or within the project narrative.**

If you have any questions regarding the information above, please contact the Planning and Development Services front counter at the information listed in the footer of this checklist.

**PART I – GENERAL REQUIREMENTS**

Staff Use Only		Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.
Req	Sub	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>I.1 Concept Plan Development Application Checklist</b> (this list)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>I.2 Application Fee</b> (Concept Plan fees are \$420 for two reviews, review fee is due again upon third submittal if applicable)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>I.3 Completed Application for Concept Plan Review</b> The application must be signed by the Applicant and the current property owner of record. If the property owner is unavailable to sign the application, a Letter of Authorization must be submitted.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>I.4 – Electronic Submittal</b> An electronic copy of all submitted information (.pdf or .tif format) with individual files labeled by checklist heading type i.e. II.1 Project Narrative; II.2 Concept Plan

**PART II – REQUIRED PLANS & RELATED DATA**

Staff Use Only		Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.
Req	Sub	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>II.1 Descriptive (Project) Narrative</b></p> <p>Submit a brief narrative describing the proposed project. This information will aid staff if providing comments and answering questions about the project. The narrative shall include the following</p> <ul style="list-style-type: none"> <li>• Project title and date</li> <li>• Describe project/development request</li> <li>• Legal description of the parcel</li> <li>• Site acreage (gross and net)</li> <li>• Proposed building square footage, lot coverage, and FAR (non-residential projects)</li> <li>• Number of dwelling units and types (e.g. single-family, duplex, condo, townhome, apartment, etc.)</li> <li>• Describe known heritage resources (if any)</li> <li>• A list of material management strategies to be employed on site <a href="http://flagstaff.az.gov/DocumentCenter/View/57570">http://flagstaff.az.gov/DocumentCenter/View/57570</a></li> <li>• A description of proposed stormwater management for the site</li> <li>• Any additional information or details pertinent to the case</li> </ul>



## II.2 Concept Plan

Plan must be drawn to a standard engineering scale (e.g. 1:10, 1:20, but no larger than 1:60). The concept plan shall include the following information:

### Project Information

- Development Name
- Site Address
- Assessor's Parcel Number (APN)
- Scale and North arrow
- Property owner's name and contact information
- Developer's name and contact information
- Preparer's name and contact information
- Date Prepared
- Legend
- Record parcel boundaries and dimensions
- Vicinity Map
  - North arrow
  - Project Area indicated

### Within the Subject Site and Extending 200-feet Beyond the Site's Boundary (City GIS Data Acceptable)

- Contour lines at two-foot intervals (existing)
- Identify existing offsite drainage flows (entering the site) and stormwater discharge points (exiting the site)
- Existing building footprints
- Location of public rights-of-way with street names
- Points of access and driveways (existing and proposed)
- General location of pedestrian facilities/sidewalks (existing and proposed)
- Location of any existing improvements on the property

### Within the Subject Site

- Location, size, and type of existing and proposed utilities (water, sewer, reclaim water mains, water services and meters)
- Location of Fire Department Connection, fire hydrants and fire lines
- Preliminary connection locations to public utilities
- General location of proposed building footprints and parking areas with required calculations.
- Existing walls and fences
- Existing, proposed, public and private easements including description and dimension
- Preliminary detention facilities and their location on the site
- Low Impact Development (LID) Integrated Management Practices (IMP's) and their locations on the site. Include identification for those IMP's to be utilized as ROCV facilities.
- Natural Features, slopes, and drainage courses
- Proposed drainage courses, conveyances, and site discharge locations (flow arrows, spot grades, or contours are acceptable)
- Existing drainage easements and to whom they are dedicated (public or private)
- FEMA 100-year floodplain elevation, flood zone (FEMA) and type (rural or urban), floodplain limits, and floodway limits
- Total existing and total proposed impervious surface calculations (roof area, pavement, sidewalks, etc.)
- Existing and proposed solid waste locations (see material management strategies <http://flagstaff.az.gov/DocumentCenter/View/57570>)
- Commercial building footprints that are over 50-years old at the time of application
- Residential building footprints built before 1946

## II.3 Concept (Preliminary) Landscape Plan

Landscape plans shall be drawn to the same engineering scale as the concept plan. All preliminary landscape plans must include or show the following information, in accordance with Section 10-50.60.030 of the Zoning Code:

- Landscaping calculations and proposed planting areas
- General location of trees that may be credited for landscaping
- Preliminary detention facilities
- Low Impact Development (LID) Integrated Management Practices (IMPs) systems and their locations on the site.

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<input type="checkbox"/>	<input type="checkbox"/>	<p><b>II.4 Preliminary Natural Resource Protection Plan</b></p> <p>A preliminary natural resource protection plan shows the general location of natural resources on the site before and after the proposed development (refer to Section 10-50.90.080 of the Zoning Code for applicability). <b>This section is applicable to properties located in the Resource Protection Overlay (RPO) zone.</b></p> <p>The intent of this section is to identify resources early in the process so they can be considered during the site planning. All proposed improvements, such as buildings, paved areas, roads, etc., must be shown on the plan in relation to all on-site resources. For the purpose of the preliminary resource protection plan, forest and slope resources may be estimated. Please visit the Planning and Development Services front counter to obtain the site's aerial photography and topography through the City's website. Resources that must be estimated are listed below:</p> <ul style="list-style-type: none"> <li>• General forested areas</li> <li>• Moderate slopes (17 to 24.99 percent)</li> <li>• Steep slopes (25 to 34.99 percent)</li> <li>• Slopes greater than 35 percent</li> <li>• Rural and Urban Floodplain</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>II.5 Site Analysis</b></p> <p>A complete site analysis plan that depicts the terrain, scenic views, natural watercourses, preservation of vegetation, and relationships to existing development (refer to Section 10-30.60.030 of the Zoning Code). The following items are essential components of an analysis of undeveloped property or building expansions greater than 25%: (Not applicable to change of use or duplex applications)</p> <ul style="list-style-type: none"> <li>• Topography of the site</li> <li>• Solar orientation or aspect</li> <li>• Existing or native vegetation types and relative quality</li> <li>• View corridors</li> <li>• Climatic considerations</li> <li>• Subsurface conditions</li> <li>• Drainage swales and stream corridors</li> <li>• Built environment and land use context</li> </ul>

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# Site Plan

## Application Information and Checklist

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Site Plan Review and Approval is a formal application that allows City Staff to ensure all applicable City code requirements are satisfied prior to Planning Commission review or other regulatory processes such as Engineering/Civil Construction Plan review or Building Permit. **Absolutely no work, including tree removal or grading is to commence on a site/lot until an approved "NOTICE OF DECISION" letter or grading permit has been issued by the City.**

### Submittal Schedule

New Site Plan applications must be submitted by 11:00 a.m. every other Tuesday and resubmittal Site Plans by 11:00 a.m. every other Thursday per the attached schedule. Incomplete or late applications will not be accepted. Please review the attached checklist for Site Plan submittal requirements.

### Site Plan Process

Site Plan Review follows an optional Pre-Application Review and a required Concept Plan Review. For your convenience, please see the attached flow-chart diagram depicting the "Site Plan Review Process". City Staff may approve the application as presented; approve with conditions; disapprove the application; or recommend the application to be reviewed at a future date if additional information is required before an action can be considered.

### Applicability

A Site Plan Review is required for, but not limited to:

1. All multi-family (three units and above), commercial, office, industrial and institutional developments
2. Uses requiring a Conditional Use Permit
3. Direct to Ordinance Zoning Map Amendments

Please refer to Sections 10-20.30.050 and 10-20.40.140 of the Zoning Code for further information.

### Expiration

Site Plan approval expires one (1) year from the date of approval unless a grading or building permit is obtained or the use is established.

### Appeals

Any decision by staff related to the Zoning Code may be appealed to the appropriate Board or Commission. An appeal must be submitted, in writing, to the Planning and Development Services or Community Development Director within ten (10) days of the decision. To appeal a decision regarding codes or ordinances other than the Zoning Code, contact the department or division from which the decision originated.

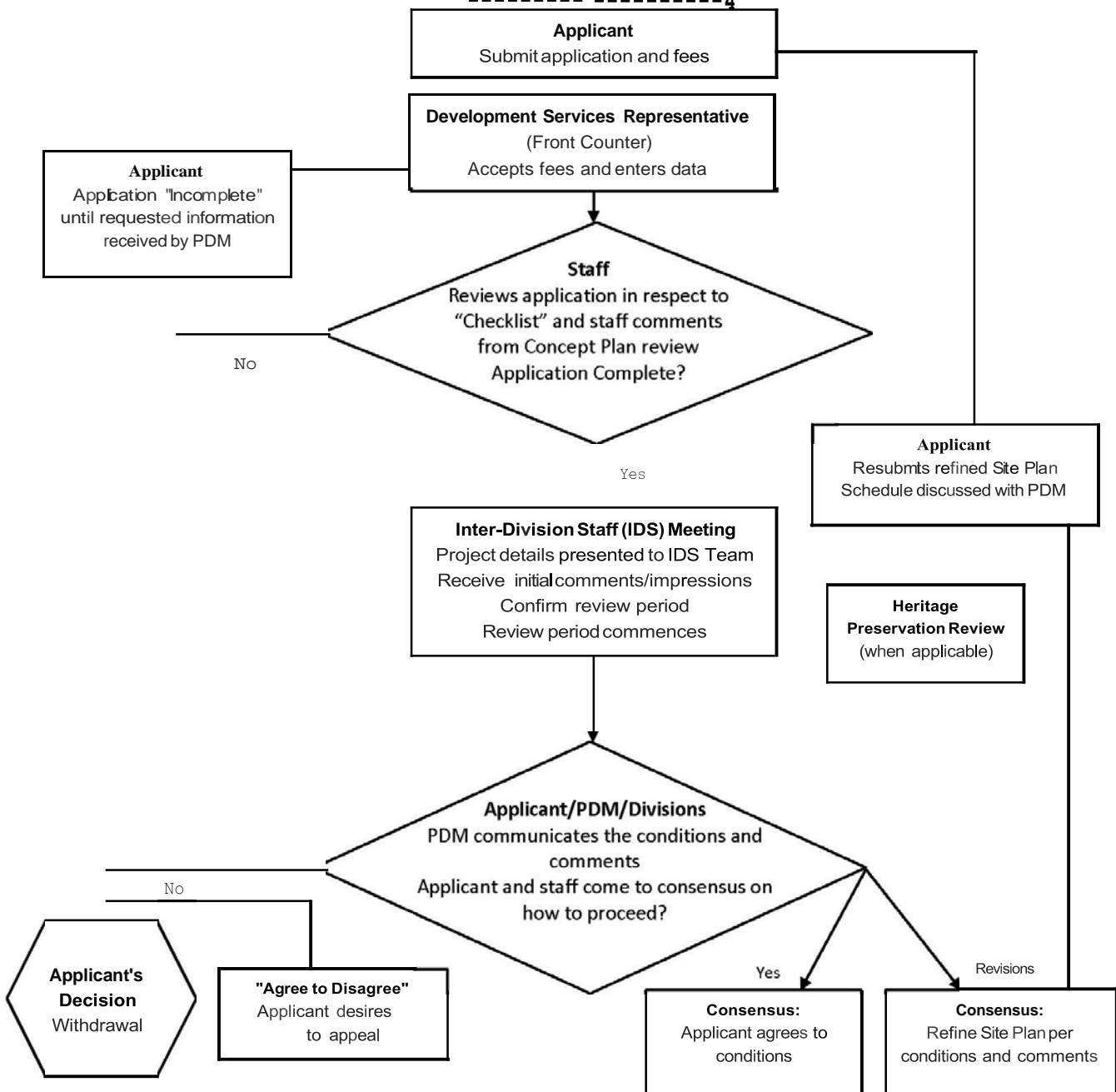
### For Further Information

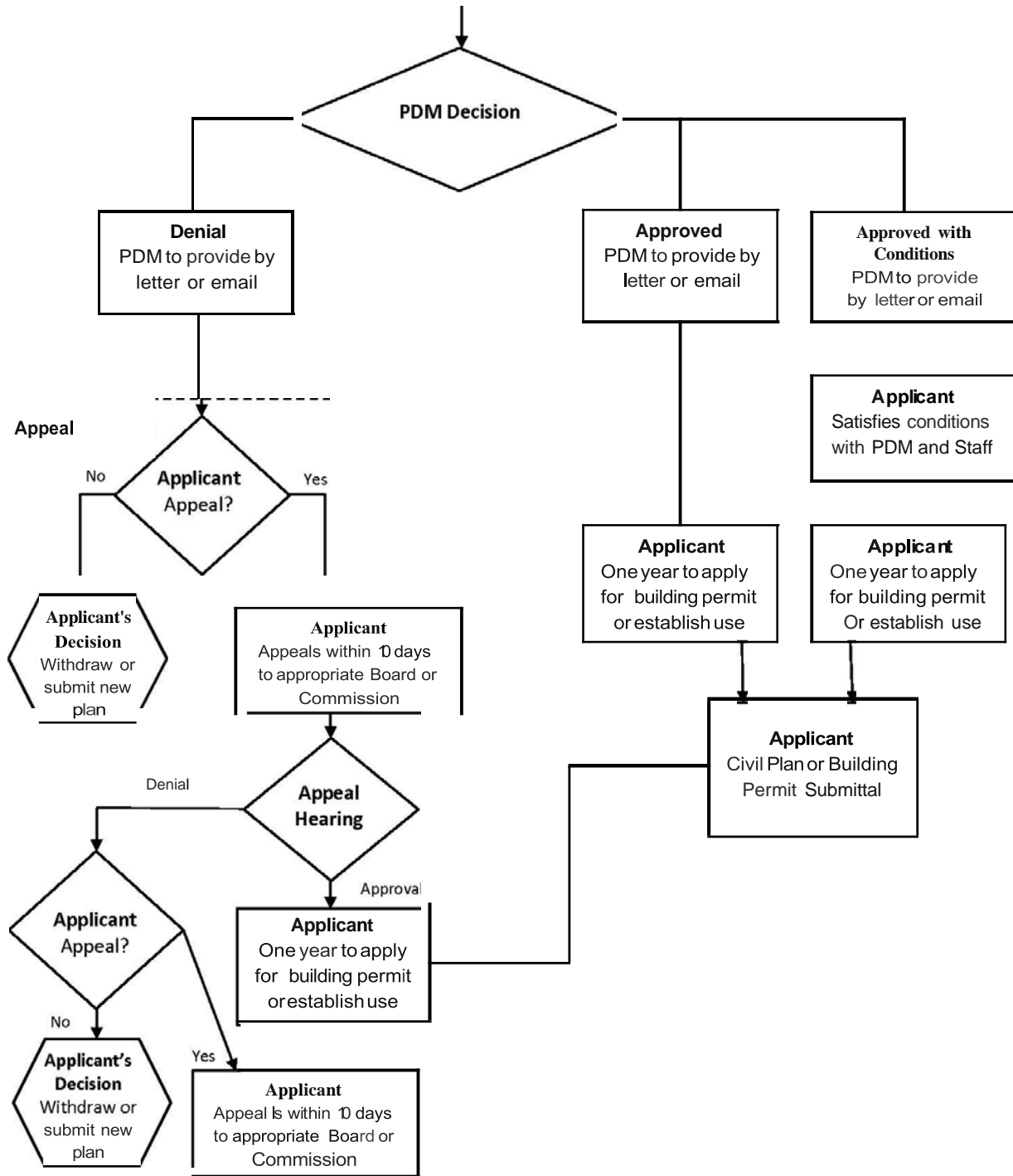
For further information regarding these application and submission requirements, please contact:

Planning and Development Services  
City of Flagstaff  
211 West Aspen Avenue  
Flagstaff, Arizona 86001  
928-213-2618  
bcardiff@flagstaffaz.gov

**Site Plan Review and Approval**

**Completed Concept Review:**  
*Pre-requisite to Site Plan application*





CITY OF FLAGSTAFF	<b>Site Plan</b> Development Application Checklist
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**Submittal Requirements:**

As part of the Concept Plan Review Comments, the Planning Development Manager (PDM) assigned to your project will identify those items from this Development Application Checklist that will be required for site plan submittal. An application that does not include all required items will be rejected. By signing the application, the Applicant acknowledges that all required documents/information are included within the submittal.

If you have any questions regarding the information above or items indicated on this checklist, please contact your PDM at the contact information listed on Page 5 of this checklist.

**PART I – GENERAL REQUIREMENTS**

Staff Use Only		Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.
Req	Sub	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>I.1 Site Plan Development Application Checklist</b> (this list)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>I.2 Site Plan Application Fee</b> Base fee \$ _____ + (Per acre fee \$ _____ x Number of acres _____) = <b>*TOTAL: \$</b> _____ Traffic Impact Analysis Review Fee (if applicable) \$ _____ Development Agreement Fee (if applicable) \$ _____ = <b>*TOTAL FEE DUE AT TIME OF APPLICATION: \$</b> _____ *Please note, this fee calculation is good for 6 months from the date listed on Page 5 of this checklist. If submittal is to occur after expiration of this calculation, please contact the PDM listed on Page 5 of this checklist for an updated fee.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>I.3 Completed Application for Site Plan Review</b> The application must be signed by the Applicant and the current property owner of record. If the property owner is unavailable to sign the application, a Letter of Authorization must be submitted.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>I.4 Concept Plan Review Comment Response Letter</b> Written responses to concept plan comments or site plan revision comments.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>I.5 Project Narrative –</b> The narrative should include the following <ul style="list-style-type: none"> <li>• Project title and date</li> <li>• Describe project/development request</li> <li>• Legal description of the parcel</li> <li>• Site acreage (gross and net)</li> <li>• Approximate building square footage, lot coverage, and FAR (non-residential projects)</li> <li>• Number of dwelling units, types (e.g. single-family, duplex, condo, townhome, apartment, etc.)</li> <li>• Dwelling units per acre</li> <li>• A list of material management strategies to be employed on site (see <a href="http://flagstaff.az.gov/DocumentCenter/View/57570">http://flagstaff.az.gov/DocumentCenter/View/57570</a>)</li> <li>• Construction logistics plan (e.g. materials, parking, deliveries, impact to public right-of-way, etc.)</li> <li>• A description of proposed stormwater management for the site</li> <li>• Indicate whether residential units will be ownership or rental if applicable</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>I.6 – Electronic Submittal –</b> An electronic copy of all submitted information (.pdf or .tif format) with individual files labeled by checklist heading type i.e. 1.3 Site Plan Application; 1.4 Comment Response Letter; 1.5 Project Narrative etc.
<input type="checkbox"/>	<input type="checkbox"/>	<b>I.7 Board of Adjustment Variance or Waivers from Community Development Staff (if applicable)</b>

**PART II – REQUIRED PLANS & RELATED DATA**

Staff Use Only		Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.
Req	Sub	
<input type="checkbox"/>	<input type="checkbox"/>	

**City of Flagstaff Community Development Division**



## II.1 Site Plan

Plan must be drawn to a standard engineering scale (e.g. 1:10, 1:20, but no larger than 1:60). The site plan shall include the following information:

### Project Information

III Development Name

IV Site Address

V Assessor's Parcel Number (APN)

VI Parcel size (acreage, net and gross)

VII Zone District

VIII Developer's name, address, and phone number

IX Preparer's name, address, and phone number

X Residential: Proposed dwelling units per acres/permitted dwelling units per acre by zone district

XI Commercial Proposed Floor Area Ratio (FAR)/permitted Floor Area Ratio (FAR) by zone district

XII Building(s) Information:

- Gross floor area
- Number of floors
- Proposed maximum height/permitted maximum height by zone district
- Number of units and proposed commercial suite numbers and/or residential apartment numbers
- Building square footage (if multiple structures, list uses, proposed building numbers and associated square footage)
- Proposed International Building Code Occupancy Class and Construction Type
- Indicate proposed fire sprinklers if applicable
- Proposed number of off-street parking spaces/required number of off-street parking spaces
- Proposed number of off-street ADA compliant parking spaces/required number of off-street ADA spaces
- Proposed and required number of bicycle parking spaces

XIII Vicinity Map

- North arrow
- Scale
- Project Area indicated

**Subject Site** (An \* indicates to graphically illustrate those elements on the subject site and 200-feet beyond the subject parcel's boundary)

- Scale, north arrow, date prepared, and legend
- \*Parcel boundaries and dimensions
- \*Contour lines at one-foot intervals (existing)
- \*Zone districts
- \*Building footprints (Include limits of overhangs)
- \*Street improvements (e.g. curb, gutter, lane striping, sidewalks, fire hydrants, street lights, etc.)
- \*Dedicated rights-of-way and street names
- \*Points of access and driveways
- Clear view zones for points of access and driveways per AASHTO requirements
- Parking lots including circulation patterns and dimensions
- Bike racks/bike parking including manufacturer's specification sheets for bike racks/bike parking
- \*Location, size, and type of existing and proposed utilities (water, sewer, reclaim water mains, water services and meters)
- \*Location of Fire Department Connection, fire hydrants and fire lines
- \*Pedestrian facilities
- Open space and parks
- Solid waste dumpster enclosures including height, building material, and dumpster access turning movements per ASHTO SU-30 (see material management strategies <http://flagstaff.az.gov/DocumentCenter/View/57570>)
- Easements, public and private, existing, and proposed including description and dimensions
- \*Walls, fences, and retaining walls including height and building material, proposed monument sign location
- Minimum required setbacks indicated from subject site's boundaries (per zone district)
- Existing and proposed structure's measured setbacks from property line to closest points of building(s) for front, sides, and rear elevations
- Natural features including forest, mature trees (greater than 8" diameter at breast height (DBH)), slopes, and drainage courses
- FEMA 100-year floodplain elevations, flood zone (FEMA) and type (urban or rural), floodplain limits, floodway limits (if applicable) and rock outcroppings (see Section II.9 below)
- Total existing and total proposed onsite impervious surface area calculations (roof area, pavement, sidewalk, etc.)
- Total Runoff Capture Volume (ROCV) required (the volume of water from all new impervious surfaces from a 1" rain)
- Location of existing (if any) and proposed Detention Facilities and Low Impact Development (LID) Integrated Management Practices (IMPs) Identify those IMP's to be utilized as ROCV facilities.
- Approximate area and volume of each of the IMPs to be utilized as ROCV facilities (total volume should equal or exceed the ROCV)
- Estimated finished floor elevations for all buildings

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<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>II.2 Building Floor Plans</b></p> <p>Floor plans must be drawn to a standard architectural scale (1/4"=1' is preferred). The following information must be included/identified on the floor plans:</p> <ul style="list-style-type: none"> <li>• Interior room divisions</li> <li>• Proposed commercial suite numbers and/or residential apartment numbers</li> <li>• General function or use of each room</li> <li>• Interior wall height</li> <li>• Door and window openings</li> <li>• Plumbing fixtures</li> <li>• Dimensions for each room, including total area</li> <li>• Identify internal solid waste collection areas and systems for units and workspaces</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>II.3 Building Elevations</b></p> <p>Elevations must be drawn for all sides of the building to a standard architectural scale (1/4"=1' is preferred). The following information must be included on the elevation drawings:</p> <ul style="list-style-type: none"> <li>• Color elevations for all sides of all structures as they will appear upon completion, including finished grade</li> <li>• Building materials and finishes for all exterior surfaces, including roofs</li> <li>• Window Detail</li> <li>• Color and LRV (Light Reflectance Value) of all exterior surfaces, including roofs</li> <li>• Building height (graphic and written)</li> <li>• Specification sheets depicting finish and color for all exterior building materials and surfaces, including roofs</li> <li>• Proposed building mounted signage location</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>II.4 Landscape Plan</b></p> <p>Landscape plans shall be drawn to the same engineering scale as the site plan. For simple site plans, the Planning Development Manager may waive the requirement for a separate landscape plan and allow for the inclusion of the landscape requirements on the site plan. All landscape plans must include or show the following information, in accordance with Section 10-50.60.030 of the Zoning Code:</p> <ul style="list-style-type: none"> <li>• The location, size, and species of all proposed plantings, scaled to represent the size of the landscaping at maturity</li> <li>• Existing trees that are being used to offset landscape requirements</li> <li>• Groundcover for all landscaped or disturbed area</li> <li>• Landscaping calculations per the Zoning Code</li> <li>• Irrigation systems including lines and Hydrzones (when required)</li> <li>• Hose bibs (when used in lieu of an automatic irrigation system)</li> <li>• Plant species, quantity, and sizeable</li> <li>• Preliminary detention facilities</li> <li>• Low Impact Development (LID) Integrated Management Practices (IMPs) systems and their locations on the site.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>II.5 Natural Resource Survey and Protection Plan</b></p> <p>A natural resource survey and protection plan must show all natural resources on the site before and after development (refer to Section 10-50.90.080 of the Zoning Code for applicability). When not required, a written statement stating such must be included in the project narrative, on the site plan, and on the landscape plan. The following items must be included on the natural resource survey and protection plan:</p> <ul style="list-style-type: none"> <li>• Forest canopy</li> <li>• Moderate slopes (17 to 24.99 percent)</li> <li>• Steep slopes (25 to 34.99 percent)</li> <li>• Slopes equal to or greater than 35percent</li> <li>• Floodplain (rural and urban)</li> <li>• Calculations demonstrating that the minimum resource protections standards are met</li> <li>• Other site features</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>II.6 Grading and Drainage Plan</b></p> <p>Grading and drainage plans must include all information specified by staff as well as the following:</p> <ul style="list-style-type: none"> <li>• Contour lines at one-foot intervals (existing)</li> <li>• Estimated limits of cut and fill (site only) Identify existing offsite flows (entering the site), drainage pathways, and discharge points (exiting the site)</li> <li>• FEMA 100-year floodplain elevations, floodplain limits, and floodway limits (if applicable)</li> <li>• Identify low flow channel.</li> <li>• Location(s) of LID Integrated Management Practices (IMPs) Identify those IMP's to be utilized as ROCV facilities</li> <li>• Existing and proposed detention facilities</li> <li>• Identify proposed stormwater conveyance features (i.e. culvert, drainage ditches, swales, etc.) Include flow arrows, spot grades or contours as necessary to show onsite flow routing.</li> </ul>

**City of Flagstaff Community Development Division**

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## PART III – REQUIRED REPORTS, STUDIES, ANALYSIS, & RELATED DATA

Staff Use Only		Description of Documents Required for Complete Application. No application shall be accepted without all items marked below
Req	Sub	
<input type="checkbox"/>	<input type="checkbox"/>	<b>III.1 Cultural Resource Study</b> NOTE: All archeological Cultural Resource Study information is confidential and submitted ONLY to the Heritage Preservation Office and is NOT FOR DISTRIBUTION OR REPRODUCTION Federal and state agencies have legal responsibilities to safeguard locational information about cultural resources and must restrict access to cultural site locations depicted in cultural resource (study) reports and other information about cultural resources per Arizona Revised Statute §39-125, the National Historic Preservation Act, Title III, §304, and the Archaeological Resource Protection Act (16USC470aa et seq.).  Heritage Preservation Application can be found <a href="#">here</a>
<input type="checkbox"/>	<input type="checkbox"/>	<b>III.2 Preliminary Drainage Documentation (Report, Letter, or Statement)</b> Please contact stormwater staff for submittal requirement
<input type="checkbox"/>	<input type="checkbox"/>	<b>III.3 Drainage Impact Analysis</b> Please contact stormwater staff for submittal requirements
<input type="checkbox"/>	<input type="checkbox"/>	<b>III.4 Water and Sewer Impact Analysis</b> Please contact water services staff for submittal requirements and fees
<input type="checkbox"/>	<input type="checkbox"/>	<b>III.5 Traffic Impact Analysis</b> Please contact traffic staff for submittal requirements (if required fee must be paid at time of submittal)
<input type="checkbox"/>	<input type="checkbox"/>	<b>III.6 Title Report – No older than 30 days from the submittal date</b> complete Schedule A and Schedule B
<input type="checkbox"/>	<input type="checkbox"/>	<b>III.7 Alta Survey or easement and encumbrance map</b> delineating all easements and encumbrances from the title report in graphic form
<input type="checkbox"/>	<input type="checkbox"/>	<b>III.8 Phase I Environmental Study (only if dedications will be made)</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>III.9 Preliminary Logistics Report</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>III.10 Notice of Right to appeal exactions owner certification</b>

## PART IV – OTHER SUBMITTAL REQUIREMENTS

Staff Use Only		Description of Documents Required for Complete Application. No application shall be accepted without all items marked below
Req	Sub	
<input type="checkbox"/>	<input type="checkbox"/>	<b>IV.1 Other Requirements</b> Please provide the following:

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## PART V – PLANNING DEVELOPMENT MANAGER

No application shall be accepted without a Planning Development Manager signature below.

### V.1 Planning Development Manager Contact Information

If you have any questions regarding this application checklist, please contact your Planning Development Manager (PDM). If you did not receive a completed copy of this Development Application Checklist as part of your Concept Plan Review Comments, please contact the PDM assigned to your Concept Plan application.

PDM Name (print): \_\_\_\_\_ Phone: \_\_\_\_\_

PDM E-mail: \_\_\_\_\_ Date: \_\_\_\_\_

PDM Signature: \_\_\_\_\_

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## Appeals of Dedication, Exactions or Zoning Regulations

### Right to Appeal

An applicant may appeal the following actions to an administrative hearing officer:

1. A dedication or exaction required as a discretionary administrative, but not legislative, condition of granting approval for the use, improvement or development of real property.
2. The adoption of amendment of a zoning regulation that creates a taking of property in violation of A.R.S § 9-500.13.

### Appeal Procedures

The applicant who intends to exercise their right to contest the requirement of a dedication or exaction shall file a written request for appeal to the Planning Director, who will transmit the request for appeal to the designated hearing officer.

- The appeal requires shall be filed within 30 days after notice is given of the final determination of the development or exaction requirement.
- The request for appeal may in the form of a letter or other written communication but shall give reasonable notice that the applicant requests an appeal of dedication or exaction requirement and of the particular dedication or exaction being appealed.
- After receipt of an appeal, the hearing officer shall schedule a time for the appeal to be heard not later than 30 days after receipt, unless the applicant consents to an extension of time. The applicant shall be given at least 10 days; notice of the time when the appeal will be heard unless the applicant agrees to a shorter time period.
- In all proceedings the City has the burden of establishing an essential nexus between the dedication or exaction and a legitimate government interest and that the proposed dedication or exaction is roughly proportional to the impact of the proposed use, improvement, or development. If more than a single parcel is involved this requirement applies to the entire property.
- The hearing officer shall hear such testimony and consider such evidence as is relevant to the determination of such issues. The hearing officer shall not be bound by technical rules of evidence or procedures in conducting the hearing.
- The hearing officer shall decide the appeal within five working days after the appeal is heard. If the City does not meet its burden the hearing officer shall either:
  - Modify or delete the requirement of the dedication or exaction appealed in compliance; or
  - In the case of a zoning regulation appealed, the hearing officer shall transmit a recommendation to the Council. The Council may accept, modify or deny the recommendation of the hearing officer.
- If the hearing officer modifies or affirms the requirement of the dedication or exaction, an applicant aggrieved by the decision of the haring officer may appeal the decision to the Superior Court, at any time within 30 days after the hearing officer has rendered a decision, by following the procedures set forth in the Arizona Revised Statutes.

Please be aware that City Staff cannot give you legal advice. You may wish, but are not required, to hire an attorney to represent you in an appeal.

**Owner Certification Acknowledging Receipt  
Of  
Notice of Right to Appeal Exactions and Dedications**

I hereby certify that I am the owner of property located at:

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(Address where development approval or city required improvements and dedications are required)

and hereby certify that I have received a notice that explains my right to appeal all exactions and/or dedications required by the City of Flagstaff as part of my property development on the parcel listed in the above address.

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Signature of Property Owner

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Date