



City of Flagstaff

Community Development Division

211 W. Aspen Ave
 Flagstaff, AZ 86001
 www.flagstaff.az.gov

Sara Dechter, CPM
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 SDechter@flagstaffaz.gov

PMPA

Date Received 4/29/2015	Application for Major Regional Plan Amendment			File Number
Property Owner(s) NA	Title	Phone	Email	
Mailing Address			City, State, Zip	
Applicant(s) Dan Folke	Title Planning Director	Phone 928-213-2630	Email dfolke@flagstaffaz.gov	
Mailing Address 211 W. Aspen Ave. Flagstaff, AZ 86001			City, State, Zip	
Project Representative Sara Dechter	Title Comprehensive Planning Manager	Phone 928-213-2631	Email sdechter@flagstaffaz.gov	
Mailing Address 211 W. Aspen Ave. Flagstaff, AZ 86001			City, State, Zip	
Requested Review	<input type="checkbox"/> Proposed Change to Urban Growth Boundary (UGB)		<input type="checkbox"/> Proposed Change to Area Types	
	<input checked="" type="checkbox"/> Proposed Change to Activity Centers and/or Corridors (Place Types)			

If the space below is insufficient for a complete response, please attach additional documentation.

Site Address NA	Parcel Number(s) NA	Subdivision, Tract & Lot Number NA
Existing Regional Plan Area Type(s) NA	Proposed Regional Plan Area Type(s) and acreage NA	
Existing Regional Plan Place Type(s) NA	Proposed Regional Plan Place Type(s) and acreage NA	
Other type of Map Amendment and Map Number Update to Map 25 Road Network Illustration	Description of Map Amendment Add all arterials and collectors and remove Urban Network concept	
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?	
Requested UGB Change (If Applicable) NA	Has a utility analysis been completed? NA	
Relevant Specific Plan (If Applicable) NA	Amendments needed to Specific Plan (If Applicable)	
Property Owner Signature(required) NA	Date:	Applicant Signature Date: 5/1/2015

For City Use					
Staff Assignments:	Planning	Engineering	Fire	Public Works/Utilities	Stormwater

For City Use		
Date Filed:	File Number(s):	
P & Z Hearing Date:	Publication and Posting Date:	
Council Hearing Date:	Publication and Posting Date:	
Fee Receipt Number:	Amount:	Date:
Recommendation by Planning and Zoning Commission:		Action by City Council:
<input type="checkbox"/> Approved		<input type="checkbox"/> Approved
<input type="checkbox"/> Denied		<input type="checkbox"/> Denied
<input type="checkbox"/> Continued		

Application for Major Regional Plan Amendment

The information included below is intended to help an applicant complete the necessary forms and provide the required information in support of an application for a Major Amendment to the Flagstaff Regional Plan 2030. Major Plan Amendments are processed once per year as stipulated in ARS 9-461.06 (H).

In order to file an application, the applicant must have completed a pre-application meeting with the Planning Director and Comprehensive Planning Manager by April 1 of the year that the application is filed. Pre-application meetings held more than 6 months before April 1st do not meet the requirement. Applications must be submitted for completeness review by May 1. The application must be found to be complete by July 1 in order to be processed in the same calendar year. Incomplete applications or applications submitted after the May 1st deadline and not deemed complete by July 1st will not be processed. The City Council will decide on all applications in one meeting held in December.

Major Regional Plan Amendments shall be submitted in compliance with the submittal requirements established in City Code Title 11-10.20.020. B (Supplemental Procedures for Major Plan Amendments). Minor plan amendments and Specific Plan Amendments may be processed simultaneously to a Major Plan Amendment, but Zoning Map amendments may not. If a Specific Plan Amendment is also required for the application, it must meet the content requirements of City Code Title 11-10.30.030.D (Format and Contents of Specific Plan).

Processing Information

- 1 Application(s) shall be made on the forms provided by the City which shall bear the signature of the owner of the property. If the applicant is other than the owner, the applicant shall also sign the application.
- 2 If an applicant submits modifications to a proposal that are more intensive than the original submittal and/or include a different area or place type, the modified application is subject to denial if all statutory (i.e. 60-day review), City noticing, public participation procedures and application submittal requirements cannot be met in a timely fashion to ensure their consideration at Planning and Zoning Commission and City Council public hearings in the same calendar year.
- 3 All applications shall be reviewed by staff to determine the completeness of the application prior to being released for the 60 day review period.
- 4 The Planning Director may request any additional information that is relevant to assist in the review of the Major Regional Plan Amendment or request that the required notifications be sent out to a larger area.

- 5 At least 60 days before notice of the first hearing of the Planning and Zoning Commission on a new, comprehensive update, an element, or a major amendment to the General Plan, the Planning Director shall transmit the proposal to the Planning and Zoning Commission and the City Council and shall submit a copy for review and further comment to:
 - a. Coconino County;
 - b. The Regional 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.
- 6 Each request for a Major Regional Plan Amendment is required to be advertised in the Arizona Daily Sun at least 15 calendar days but not more than 30 days prior to the first public hearing with the Planning and Zoning Commission.
- 7 A Major Plan Amendment application is required to have two public hearings before the Planning and Zoning Commission at two locations. The Planning and Zoning Commission meets the second and fourth Wednesday of each month.
- 8 The requested Major Regional Plan Amendment will be scheduled for a public hearing by the City Council in December of the year the application is submitted. A two-thirds majority vote of the City Council is needed for approval.

Overview of Submittal Requirements

1. An applicant is required to submit the following; the Planning Director may require the submittal of additional materials to assist in the review of the Regional Plan amendment:
 - a. An executive summary clearly stating the proposed amendment with a description of the section of the Regional Plan for which the amendment is requested.
 - b. An analysis of the site, including a map, in terms of its physical characteristics, surrounding uses, adjacent streets and properties within 1,000 feet of the subject property, and the existing character of the area.
 - c. A land use analysis providing information about the proposed development, plans for any exception parcels, and a land use compatibility analysis.
 - d. A detailed narrative, as described in Title 11
 - e. Analysis of consistency with the goals and policies in the Regional Plan
 - (1) Cumulative impact of the proposal on land use categories within the City based on the Regional Plan Land Use map;
 - (2) Cumulative impact of the proposal on the supply of land zoned in the same category within the City;
 - (3) Impact on transportation and service needs;
 - (4) Impact and/or benefit to housing which may result from the proposal; and
 - (5) Impact on the implementation of the Regional Plan goals and policies resulting from the proposal.
 - f. Conceptual site or development plan at a size and scale as determined by the Planning Director to generally illustrate the development intended under the requested amendment
 - g. Impact studies for traffic, water/wastewater, police and fire services, schools, and public facilities and services
 - h. An economic development analysis
2. Fees established in the adopted fee schedule (Zoning Code Appendix 2, Planning Fee Schedule), are payable with the application, and are non-refundable. Additional fees for impact analyses are set by the responsible division.
3. The applicant shall provide a plan to carry out a neighborhood meeting that meets the requirements of City Code Title 11-10.20.020.D.1; Neighborhood Meeting, which shall be conducted at the cost of the applicant.
4. A correct and approved legal description and map of the property is required. Please note that legal descriptions must have been approved by the City before the requested amendment will be considered by the City Council. A legal description and map must be submitted on paper and an electronic copy of text/drawings (.pdf or .tiff file format) must be submitted on a CD.
5. All maps submitted shall include: scale and north arrow, legend, date prepared, and subject property boundary.
6. Provide hard copies as stated in the checklist and one electronic copy of the complete application and supplemental information.

Minimal Submittal Requirements:

As part of the Impact Analysis Scoping Meeting (required), the Comprehensive Planning Manager (CPM) assigned to your project will identify those items from this Application Checklist that will be required for Plan Amendment application 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 application.

If you have any questions regarding the information above or items indicated on this checklist, please contact your CPM at the contact information listed on Page 1 of this application 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'd	Sub'd	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	I.1 Major Regional Plan Amendment Application Checklist (this list)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	I.2 Application Fee (check all that apply) <input type="checkbox"/> Regional Plan Amendment - Land Use <input type="checkbox"/> Regional Plan Amendment - Specific Plan Base fee \$ _____ + (Per acre fee \$ _____ x Number of acres _____) = *TOTAL: \$ _____ *Note: Fee is due at the date of application, please refer to the adopted fee schedule (Zoning Code Appendix 2, Planning Fee Schedule).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	I.3 Completed Application for Major Plan Amendment Review – 1 copy 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 type="checkbox"/>	<input type="checkbox"/>	I.4 Legal Description – 2 copies A correct and approved legal description (metes and bounds) and sketch of the subject property is required. Please note that legal descriptions must have been approved by the City before the requested amendment will be considered by the City Council. The legal description must be submitted as a hard copy and in an electronic (.pdf or .tiff) format.
<input type="checkbox"/>	<input type="checkbox"/>	I.5 Title Report – No older than 30 days from the submittal date – 1 copy Include complete Schedule A and Schedule B.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	I.6 Citizen Participation Plan – 1 copy A plan for how the applicant intends to conduct the neighborhood meeting. This plan shall include the following information: <ul style="list-style-type: none"> • Property owners, citizens, jurisdictions, and public agencies within 300 feet of the development or that may be affected by the application, or a larger area if it is determined that the potential impact of the development extends beyond the required notification boundary by the Planning Director; • Proposed notification methods (e.g. mail, e-mail, newspaper, or posting of the subject property with a 4 foot by foot sign 10 day prior to the meeting) for persons and organizations identified above. • Form, structure, and agenda of the meeting (e.g. town meeting, workshop, charrette, or other appropriate public outreach technique). • Opportunities for those particularly affected parties to discuss and provide input on the applicant's proposal. • Location, date, and time of the neighborhood meeting. • Methods to keep the Planning Director informed of the status and results of the neighborhood meeting.
<input type="checkbox"/>	<input type="checkbox"/>	I.7 Neighborhood Notification – 1 copy Neighborhood notifications must include: <ul style="list-style-type: none"> • A list of all property owners and addresses (the Planning Director may expand this notification area) within 300 feet of the subject property, 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; • Pre-addressed stamped envelopes to such property owners, Homeowners Associations and citizens.
<input type="checkbox"/>	<input type="checkbox"/>	I.8 Coconino County Assessor's Map – 1 copy A map indicating book, map, and parcel numbers of the subject property as well as surrounding properties located within a minimum of 300 feet or a larger area as determined by the Planning Director.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	I.9 Electronic Submittal – 1 copy An electronic copy of all submitted information (.pdf or .tiff format)

PART II – Major Plan Amendment

Staff Use Only		Description of Documents Required for Complete Application. No application shall be accepted without all items marked below. All plans shall be plotted at a scale for ease of reading and reproduction. The city's GIS topographic and other data, as well as the city's aerial photographs, are appropriate for use as the base layer for maps.
Req'd	Sub'd	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>II.1 Cover Sheet – 10 copies (minimum 8.5" x 11")</p> <p>The cover sheet of the Major Regional Plan Amendment shall include the following:</p> <p>Administrative Data:</p> <ul style="list-style-type: none"> • Property owner's name, address, and phone number • Developer's name, address, and phone number • Preparer's name, address, and phone number • The name, address, and phone number of all consultants assisting with the application • Date of plan preparation <p>Property Data:</p> <ul style="list-style-type: none"> • Site address - NA • Assessor's parcel number(s) - NA • Site area (acres) - NA • Existing area and place type(s) - NA • Proposed area and place type(s) - NA <p>Project Data:</p> <ul style="list-style-type: none"> • Development name • <u>Residential</u> – General computation of proposed number of dwelling units by type and density - NA • <u>Commercial</u> – General computation of proposed non-residential (commercial/industrial) square footage, and use types • <u>Open Space</u> – General description of proposed open space types - NA • Proposed Development Phasing and timing - NA
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>II.2 Executive Summary – 10 copies</p> <p>The executive summary shall include the following:</p> <ul style="list-style-type: none"> • A summary of the reason(s) for the request; • Identification of supporting key points discussed in the narrative or other submitted studies; • Statement of community benefits to be accrued as through the proposed amendment; and • An introduction to the applicant's team (i.e. owner, developer, and/or representative), including contact information.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>II.3 Description and Need for Proposed Amendment – 10 copies</p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>II.4 Vicinity Map – 10 copies (minimum 8.5" x 11")</p> <p>The vicinity map, which may be divided into separate sheets, shall include the following:</p> <ul style="list-style-type: none"> • The location of the subject property within the city relative to interstate highways, major arterials and collectors • Surrounding parcels and streets within 1,000 feet - NA • An aerial photograph with the subject property highlighted with street names - NA
<input type="checkbox"/>	<input type="checkbox"/>	<p>II.5 Physical Characteristics Analysis Map(s) – 10 copies (minimum 11" x 17")</p> <p>The context analysis map(s) shall be drawn on an aerial photograph and shall identify the following within 1,000 feet of the subject property:</p> <ul style="list-style-type: none"> • Subject property boundaries • Street names • Contour lines (minimum 2-foot intervals) • Significant natural resources (See Flagstaff Regional Plan Maps 7 and 8) • Topography of the site – Areas of slope (i.e. 0 to 16.99%, 17 to 24.99%, 25 to 34.99%, 35% and steeper) • Gateways and view corridors – Analysis to determine view corridors to and from the subject property • Drainage swales and stream corridors
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>II.6 Land Use Analysis Map(s) – 10 copies (minimum 11" x 17")</p> <p>The Land Use analysis map(s) shall be drawn on an aerial photograph and shall identify the following:</p> <ul style="list-style-type: none"> • Built environment and land use context • Subject property boundaries • Existing Area and Place Types, Urban Growth Boundary and Corridors • Gateways identified in the Community Character Element • Existing zoning • Existing uses - NA • Existing structures and other built improvements including residential building footprints built before 1946 or during the period of significance if established by an area plan and commercial building footprints that are over 50 years old at the time of application - NA • Prehistoric and historic sites, structures, and routes - NA • FEMA flood plain categories, if applicable - NA

<input type="checkbox"/>	<input type="checkbox"/>	<p>II.7 Concept Plan – 10 copies (minimum 11" x 17")</p> <p>A Conceptual plan must be provided at a size and scale as determined by the Planning Director to generally illustrate the development intended under the requested amendment; The Concept Plan should be a combination of maps and supporting documentation that should include the following:</p> <ul style="list-style-type: none"> • Contour lines (minimum 2-foot intervals) • List of all uses proposed on the subject property • Identification of maximum building envelope for all proposed uses (identification of proposed building footprints is optional) • Location of existing improvements, buildings, and uses on the subject property • Conceptual representation of areas proposed for natural resource preservation (if the subject property is located within an area identified as having Significant Natural Resources on Map 7) • Conceptual representation of areas proposed for open space, civic space, parks, etc. • Conceptual representation of areas proposed for stormwater detention and description of Low Impact Development mitigations • Location, size, and type of existing and proposed utilities with a conceptual representation of points of connection and identification of high water demand uses • Land use buffering techniques, if applicable, • Incompatibility issues and proposed solutions • Any other information the applicant would like to submit in support of the requested amendment
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>II.7 Proposed Circulation Map – 10 copies (minimum 11" x 17")</p> <p>The Proposed Circulation Map shall be drawn on an aerial photograph and shall include the following</p> <ul style="list-style-type: none"> • The Road Network Illustration (Map 25) from the Regional Plan and any proposed changes to corridors and activity centers • Existing and proposed internal and external circulation and pedestrian opportunities (include circulation plan); • Rights-of-way with street names, pedestrian facilities, transit facilities, FUTS, etc. • Conceptual representation of points of connection to rights-of-way, pedestrian facilities, FUTS, etc. • Proposed intersection improvements and signals
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>II.8 Project Narrative – 10 copies</p> <p>The narrative should include the following</p> <ul style="list-style-type: none"> • Project title and date • Description of the applicable section of the Regional Plan for which the amendment is requested; • Statement of current zoning, and proposed zoning if applicable; • An explanation of why the proposed amendment is necessary and the public benefit that will be realized by the amendment; • An explanation of how the proposed amendment(s) will affect the vision expressed in the written goals, objectives, and policies of the Regional Plan that are most relevant to the proposed amendment. When a proposed amendment(s) is inconsistent with Regional Plan goals, objectives, and policies, the proposed amendment(s) must include one of the following: <ul style="list-style-type: none"> ○ Justification for an exception to the written goals, objectives and policies; or ○ A proposal to modify or eliminate the inconsistent goals, objectives and policies. • Cumulative impact of the proposal on area and place types within the City based on the Future Growth Illustration; • Cumulative impact of the proposal on the supply of land zoned in the existing category for the property within the City; • Land Use buffering techniques, if applicable. • Incompatibility issues and proposed solutions. • Impact on transportation and service needs; • Impact and/or benefit to housing which may result from the proposal; and • Impact on the implementation of the Regional Plan goals and policies resulting from the proposal. • A description of how essential public services (i.e. water, wastewater, stormwater, solid waste) will be provided • An analysis of how the proposed amendment will benefit the community • Any additional information the applicant would like to submit in support of the requested amendment

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'd	Sub'd	
<input type="checkbox"/>	<input type="checkbox"/>	<p>III.1 Public Services and Facilities Analysis - 5 copies Part 1: Address the current condition and configuration of stormwater infrastructure in the drainage basin. Analyze proposed on-site mitigations and discuss their impacts on the location, density and intensity of uses, and the estimated downstream impact of the proposed development. Scoping meeting with Stormwater staff is required. Part 2: Address parks and open space, and any other relevant public facility or service as determined by the Planning Director.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>III.2 Traffic Analysis or Report – 5 copies Address trip generation for existing and proposed place and area types, distribution/circulation, transit, intersection improvements, signals, impacts on local and arterial road planned capacities, and conformance with the all transportation goals and policies and the Road Network Illustration (Map 25). Scoping meeting with Traffic and Comprehensive Planning staff is required.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>III.3 Water and Wastewater Impact Analysis – 5 copies Address capacity of the existing situation and required improvements, and conformance with the Water Resources goals and policies, the effect of the development on the 100 year water supply, use of reclaimed water and the City's water and sewer master plan. Scoping meeting with Utilities staff is required.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>III.4 School Impact Analysis – 2 copies Provide a letter from the Flagstaff Unified School District that describes the impact of the proposed amendment on school enrollment and facilities. Please contact Comprehensive Planning staff for any additional submittal requirements.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>III.5 Police and Fire Protection analysis – 3 copies Please contact Police and Fire staff for submittal requirements.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>III.6 An Economic Development Analysis – 2 copies The Economic Development analysis analyzes and weighs the cumulative economic impacts of the proposed amendment, including if requested by the Planning Director, an economic impact study conducted by an economic consultant may be required.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>III.7 Cultural Resource Study – 2 copies A Phase 1 cultural resource study or letter report may be required to show consistency with Regional Plan Goal CC.1. Even if it is not required, it is encouraged because it is a requirement of rezoning and in some cases could require changes to the concept plan in order to mitigate effects. All Phase 1 cultural resource studies must include the following information:</p> <ul style="list-style-type: none"> • Introductory information (identification of the development, property owners, clients, study preparers, contents, and index) • A description of the study area and context and a description of the study boundaries and how these were determined • A description of existing conditions • A description of proposed work • A summary of research results; review of literature and records (AZSITE, ASLD, Government Land Office Maps, and Sanborn Maps, land use records and so forth) • A detailed description of the site history • A complete description and evaluation of the significance and integrity of actual and potential cultural resources • An evaluation of potential impacts of proposed work on actual or potential cultural resources including any indirect or residual impacts • Specific recommendations for mitigation of major impacts on actual or potential cultural resources • When appropriate, specific recommendations for additional research and documentation

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'd	Sub'd	
<input type="checkbox"/>	<input type="checkbox"/>	IV.1 Other Requirements Please provide the following: _____ _____ _____ _____ _____ _____

PART V – Comprehensive Planning Manager

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

V.1 Comprehensive Planning Manager Contact Information

If you have any questions regarding this application checklist, please contact your **Comprehensive Planning Manager (CPM)**. If you did not receive a completed copy of this checklist as part of your Major Plan Amendment review, please contact the CPM assigned to your Major Plan Amendment application.

CPM Name (print): Sara Dechter _____ **Phone:** 928-213-2630
CPM E-mail: sdechter@flagstaffaz.gov _____ **Date:** 4/29/2015 _____

CPM Signature: _____

