



# City of Flagstaff

# Community Development Division

211 W. Aspen Ave

P: (928) 213-2619

Flagstaff, AZ 86001

[www.flagstaff.az.gov](http://www.flagstaff.az.gov)



Date Received (City Use)		<b>Application for Minor Improvement Permit</b>		Permit Number
Type of Minor Improvement Permit:	<input type="checkbox"/> Accessory Structure or Storage Container <input type="checkbox"/> Deck <input type="checkbox"/> Landscape Modification	<input type="checkbox"/> Fence/Wall <input type="checkbox"/> Retaining Wall	<input type="checkbox"/> Exterior/Façade Modification	
Site Address		Suite/Unit #		
Property Owner	Phone	Email		
Mailing Address	Suite/Unit #	City, State, Zip		
Applicant	Phone	Email		
Mailing Address	City, State, Zip			
Parcel Number(s)	Zoning District			
Description of proposed work				
<b>Submittal Requirements</b>				
Required information for each specific permit type is provided on the reverse side of this application form.				
<b>Most Relevant Sections of the City of Flagstaff Zoning Code to Minor Improvement Permits</b>				
- Minor Improvement Permits: 10-20.40.080 - Residential Zones: 10-40.30.030 - Commercial Zones: 10-40.30.040 - Industrial Zones: 10-40.30.050 - Transect Zones: 10.40.40		- Accessory Structures: 10-40.60.020 - Architectural Design Standards: 10-50.20 - Fences: 10-50.50 - Encroachments: 10-50.40 - Landscaping: 10-50.60		
<b>For information on Zoning and Resource Protection Overlay Zone locations, see the GIS Public Portal on the City of Flagstaff website at <a href="https://gis.flagstaffaz.gov/portal/apps/sites/#/opendata/app/e875b6af210e466095227070ee2ccc94">https://gis.flagstaffaz.gov/portal/apps/sites/#/opendata/app/e875b6af210e466095227070ee2ccc94</a>.</b> <b>Contact the Planner of the Day at <a href="https://www.flagstaff.az.gov/150/Current-Planning">https://www.flagstaff.az.gov/150/Current-Planning</a> for questions about this application.</b>				

**Note: Applications that are incomplete or not accompanied by the required information will not be accepted**

_____ (Initials) I hereby certify that the information set forth on this form is complete and accurate and do hereby agree to comply with all applicable codes of the City of Flagstaff and the State of Arizona and with any conditions attached hereto, and request that all pertinent City personnel access my property at any time deemed necessary to inspect work being done relating to this permit.		
Applicant Signature		Date
<b>For City Use</b>		
Received By:	Fee Receipt #:	
Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No	Staff Initial:	Date Approved:

Updated April 16, 2020

## **Minor Improvement Permit Application Checklist**

It is the responsibility of the applicant to ensure the accuracy of the application. Incomplete applications will not be accepted. A complete application includes the following:

1. Page 1 of this application, filled out with complete and accurate information.
2. Application fee (\$80).
3. A site plan drawn either on page 4 of this application or attached separately that includes the required information below. See page 3 of this application for an example site plan.

### **Basic Information Required for All Project Types Except Exterior/Façade Modifications**

- a. North arrow;
- b. Property lines with dimensions and labels for front, rear, and side property lines;
- c. Location and dimensions of all existing building(s), structure(s), driveway(s), and walkway(s);
- d. Location, type, and dimensions of all easements, if any (public utility, drainage, streets, access, etc.); and,
- e. Names of all streets adjacent to the property.
- f. *For properties in a Resource Protection Overlay Zone only:* show the location of any Ponderosa Pine trees with a DBH (the tree diameter at 4.5 ft. above the ground) greater than 6 inches, and any Douglas Firs, Gambel Oak and Oak thickets, Junipers, and Pinyon Pines taller than 10 ft. Also, show any slopes steeper than 17%, and any Rural or Urban Floodplains present on the property.

### **Accessory Structures and Storage Containers - Additional Information Required**

*Structures over 200 sq. ft. in area require a Building Permit.*

- a. Location and dimensions of proposed accessory structure(s);
- b. Distance (setbacks) between all proposed accessory structure(s) and the nearest property lines; and,
- c. Height of accessory structure(s).

### **Decks - Additional Information Required**

*A Building Permit is required for decks over 30" above finished grade, over 200 sq. ft., or attached to the main structure.*

- a. Location and dimensions of proposed deck(s);
- b. Distance (setbacks) between the deck(s) and the nearest property lines; and,
- c. Height of deck(s) above grade including any height variations at any point

### **Fences and Walls (Non-Retaining) - Additional Information Required**

*Fences over 7 ft. high require a Building Permit; fences over 6 ft. high require a variance. Fences in the front setback area cannot exceed 3 ft. [solid wall/fence] or 4 ft. [vinyl-coated chain link].*

- a. Height and location of existing fence(s), if any, and proposed fence(s) including any height variations;
- b. Distance (setback) between the fence and the front property line;
- c. Type of materials to be used; and,
- d. Intersection site triangle for corner lots, per Engineering Standards, Section 10-06-020 (Intersection Sight Triangles, Clear View Zones).

### **Retaining Walls - Additional Information Required**

*Retaining walls over 4 ft. high measured from the bottom of the footing to the top of the wall require a Building Permit.*

- a. Height and location of retaining wall(s) including any height variations at any point; and,
- b. Type of materials to be used.

### **Landscape Modifications - Additional Information Required**

*Only properties subject to the Inter-Division Staff Review need approval for landscaping changes.*

- a. Landscape plan and landscape calculations.

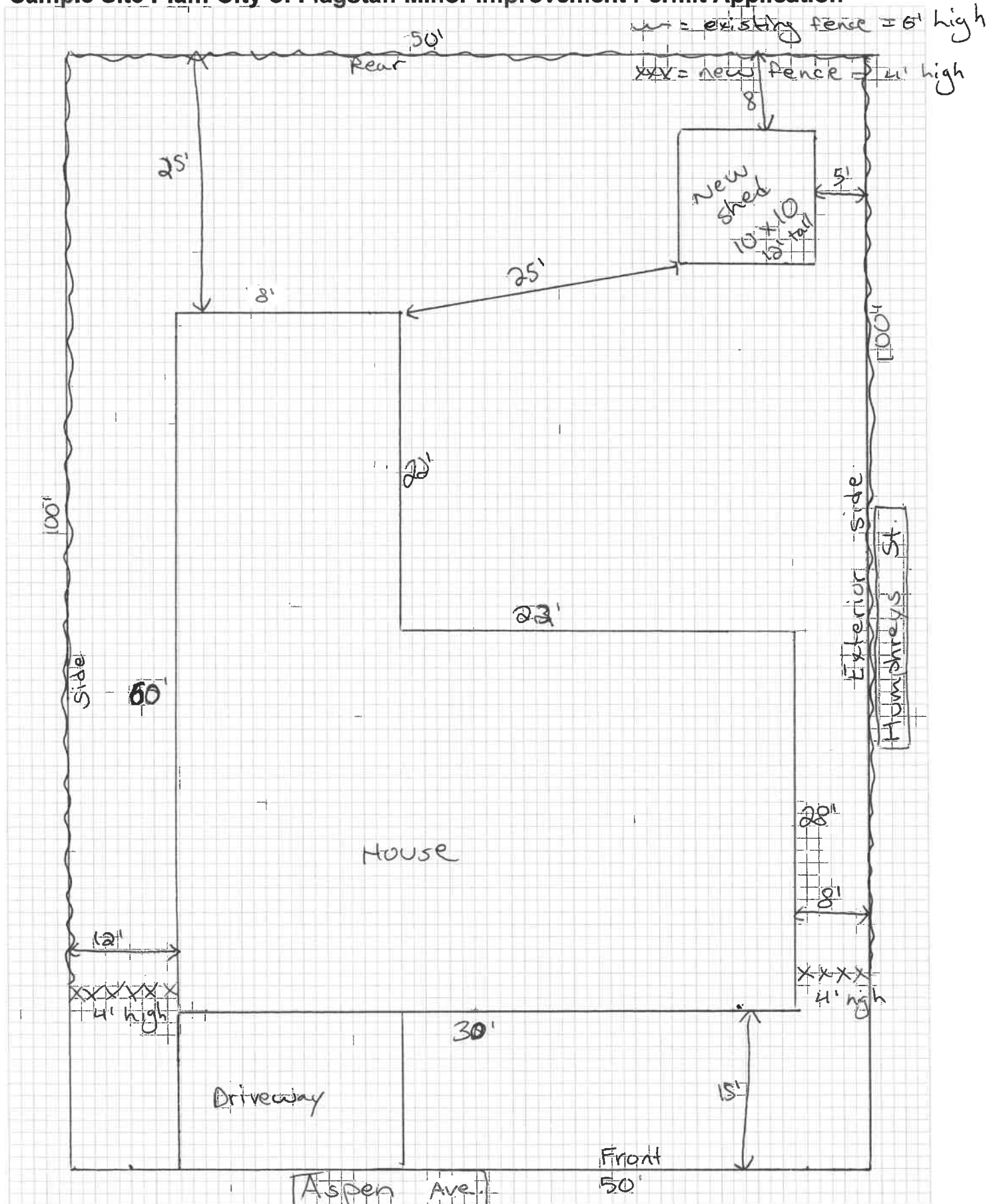
### **Exterior/Façade Modifications - Information Required**

*Only properties subject to Architectural Design Standards (Section 10.50.20) need approval for these types of changes.*

- a. Paint color changes: require 1) a paint sample for each proposed color including the light reflectance value (LRV) which cannot to exceed 50; and 2) a description of the building areas proposed to be painted.
- b. Exterior material changes: require architectural building elevations with material samples.

**Inspection:** Contact the Code Compliance Program at (928) 213-2147 or email [codecompliance@flagstaffaz.gov](mailto:codecompliance@flagstaffaz.gov) to schedule an inspection once improvements are complete. The inspector will either approve the work as completed or require additional corrections. Upon approval, the inspector will sign off on the work and record the approval in the City's permit tracking system.

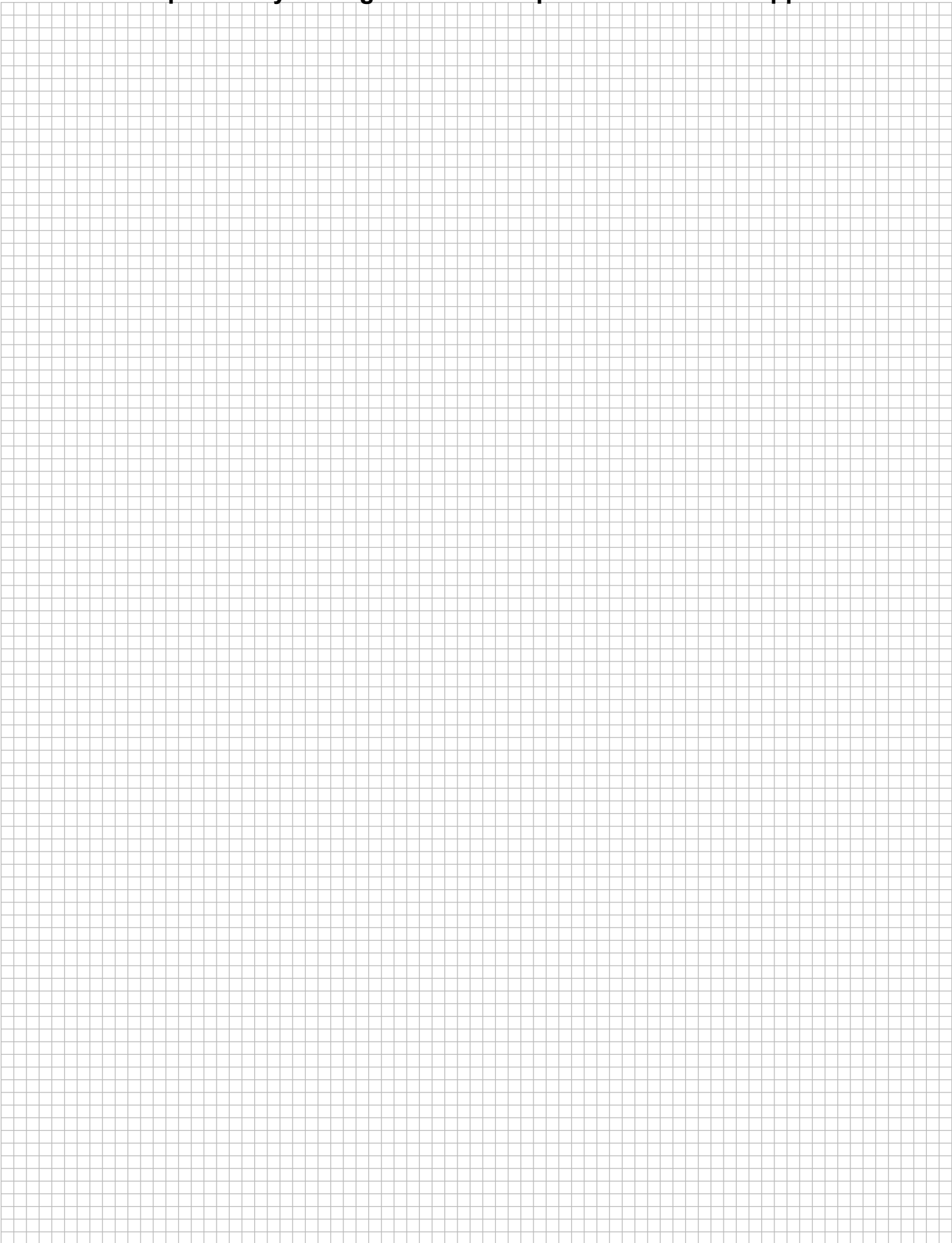
# Sample Site Plan: City of Flagstaff Minor Improvement Permit Application



Site Address: 211 W. Aspen

Date: 2/28/20

# Site Plan Template: City of Flagstaff Minor Improvement Permit Application



Site Address: \_\_\_\_\_

Date: \_\_\_\_\_