



City of Flagstaff

Community Development Division

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

P: (928) 213-2618
 F: (928) 213-2609
cdfrontcounter@flagstaffaz.gov

Date Received	Application for Pre-Application Meeting		Project Number(City Use)
Property Owner(s)		Phone	
Mailing Address	City, State, Zip	Email	
Applicant(s)		Phone	
Mailing Address	City, State, Zip	Email	
Applicant Representative		Phone	
Mailing Address	City, State, Zip	Email	
Project Name	Existing Use	Zoning District(s)	
Site Address	Subdivision	Parcel Number(s)	
Property Information:	<input type="checkbox"/> Yes <input type="checkbox"/> No Located in an existing City of Flagstaff 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 Existing structures are pre-World War II housing? <input type="checkbox"/> Yes <input type="checkbox"/> No Subject property is undeveloped land?		
Proposal Description			
What would you like to learn and discuss at the Pre-Application Meeting?			
The application deadline is every Friday for a meeting to be scheduled as early as the following Friday. Meeting dates and times are assigned on a first come first serve basis. Meeting times will not be scheduled until a complete application has been submitted via email (cdfrontcounter@flagstaffaz.gov) to the City of Flagstaff. An email confirmation of your scheduled meeting date and time will be sent once a complete application and plan is received.			



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Pre-Application Meeting Requirements & FAQ's

The PAM is a free meeting designed as the first opportunity for a property owner, developer, or design professional to present an idea to the City. The purpose of the meeting is to review the idea at a very general level and to discuss how the proposal may align with existing development codes and policies such as the Zoning Code and the Regional Plan. The meeting is an opportunity for the applicant and staff to explore and discuss options prior to formal development application.

Any information provided by the City during the PAM review is provided as a courtesy and is preliminary in nature. The applicant should not rely upon any information provided during the PAM to make any decisions related to the purchase of property. Nothing stated in the PAM binds the City to approve future applications or constrains the scope of the City's review of any future applications related to the subject property.

As an informal initial review, no approval can be obtained, the Planning Development Manager will provide you a "road map" of the review process. The next step in the process most commonly is the Concept Plan application. This application requires a development plan with proposed use(s). At this stage a Planning Development Manager will assure that reviews are timely; the process is predictable; and your project gets to a decision point; whether it's a public hearing, administrative decision or construction permit issuance.

What must I provide for the PAM?

A complete application with a very basic sketch or plan that adequately conveys the idea. Staff suggests utilizing an aerial image with drawn building footprint(s), roads, parking area(s), proposed access, topography, utility locations and points of connection. Fully developed site plans will not be accepted for a PAM and will be asked to submit for Concept Plan Review.

Who attends the PAM?

A Planning Development Manager, assigned to the PAM will coordinate with representatives from Engineering, Water Services, Public Works, Fire, Stormwater and other staff depending on the application.

When are meetings held?

There will be three 45-minute meetings held every Friday (except for holidays) at 9, 10 & 11 a.m.

What happens after my PAM?

After the PAM, the applicant should continue their due diligence by exploring and resolving issues discovered in the meeting. The applicant may need to obtain a design professional such as an architect, civil engineer or surveyor to proceed to the next steps.

Is there a limit to how many PAMs I may have?

Yes. Only one PAM per applicant per site is permitted within a 6-month timeframe.