



**SITE PLAN APPLICATION SUBMITTAL CHECKLIST**

**IN ORDER TO SUBMIT THIS APPLICATION YOU MUST SCHEDULE A MEETING WITH A CITY PLANNER. TO SCHEDULE A MEETING: PLEASE CALL 928-777-1207.**

SI #: \_\_\_\_\_ Site Plan Name: \_\_\_\_\_

Assessor's Parcel Number(s): \_\_\_\_\_

**No application will be accepted unless it is complete including, but not limited to, the following:**

- A copy of **either** the last Staff Report or Pre-Application Conference Letter PAC# \_\_\_\_\_
- Application stating the request, the Assessor's Parcel number, application signed and dated, indicating whether the applicant is the owner or the agent. If agent, include the name and address of the property owner, phone number, and a letter of authorization. (Refer to Page 2)
- Six (6) **FOLDED** copies of the Site Plan. (Minimum size 24" X 36") including all information specified in the *Land Development Code*, Article 9.8.4B. (Refer to "**Submittal Requirements**" page 3). Building Elevations, Grading Plan, Landscape Plan are to be submitted with the site plan, if applicable.
  - One (1) 8 1/2" X 11" xerographic reduction or photo reduction of the Site Plan.
  - An electronic file of the Site Plan in a .pdf format.**
- Written narrative describing the proposed use, compatibility with the surrounding area, impacts on emergency services, access to the property, parking, hours of operation, and any health and safety issues (such as noise or hazardous materials), and all changes to the site plan which have occurred since the initial approval of the Site Plan by the City. (Note: If so approved, only the requested changes to the site plan, building elevations, grading, landscaping, etc. will be approved and will be noted as Conditions of Approval to the original approved site plan. No other changes will be allowed/approved even if so noted on the revised plans but not specifically requested on this application)

Postage Mailing Fee: The Community Development Department will notify adjacent property owners of this application within 300 feet of the subject property (or a greater distance if deemed necessary by the Community Development Director). The applicant will be billed and required to pay the postage-mailing fee prior to the scheduled Public Hearing.

**NOTE: A DETERMINATION OF "APPLICATION COMPLETENESS" BY THE STAFF PLANNER IS REQUIRED BEFORE ANY ITEM WILL BE SCHEDULED FOR PUBLIC MEETINGS/HEARINGS. A RECEIPT FOR THE FILING FEE WILL BE SENT TO THE APPLICANT WITHIN FIFTEEN (15) DAYS OF SUBMITTAL OF THE APPLICATION.**



CITY OF PRESCOTT  
COMMUNITY DEVELOPMENT DEPARTMENT  
201 S. Cortez, Prescott, AZ 86301 (928) 777-1205

## SITE PLAN APPLICATION

(Staff Use Only)

SI# \_\_\_\_\_ Zoning: \_\_\_\_\_ Township \_\_\_\_\_ Section \_\_\_\_\_ Range \_\_\_\_\_

Taken in By: \_\_\_\_\_ Assigned To: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Date Application Complete: \_\_\_\_\_

Property Address: \_\_\_\_\_

Assessor's Parcel Number (s)(APN): \_\_\_\_\_

Total Acres: (if less than 1/2 acre provide square feet if known) \_\_\_\_\_ Total Lots: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Fax: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_

Applicant/Agent Name: (If different than property owner, Agent letter must accompany submittal):

\_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Fax: \_\_\_\_\_

\_\_\_\_\_ E-mail: \_\_\_\_\_

Description of Request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(If necessary: Attach additional sheet (s) to provided a detailed Description of Request)

\_\_\_\_\_  
Applicant/Agent Signature

\_\_\_\_\_  
Date

## **SITE PLAN SUBMITTAL REQUIREMENTS**

### ***Land Development Code, Article 9, Section 9.8***

**Purpose.** The provisions of this section are intended to ensure that all developments have functional, well-designed and user-oriented spatial arrangements. Where Council approval is required, there may be greater emphasis on aesthetic quality.

**Applicability.** No building, site, or use shall be developed and no building permits may be issued prior to completion of site plan review and approval, issued by the Community Development Director in conformity with the provisions of this Section. In addition, where required, site plan approval by City Council and/or the Planning and Zoning Commission may be required as a prerequisite for building permits.

**Pre-Application Process.** Prior to the submission of an application for a Site Plan, all potential applicants shall meet with the Community Development Department Staff in a pre-application conference unless waived by the Community Development Director. The purpose of the conference is to respond to any questions that the applicant or the City may have regarding the application.

**Application Submittal.** A complete application shall be submitted to the Community Development Director as set forth in Sections 9.8; and 9.1.3 thru 9.1.5.

**Public Notification.** Upon receipt of a complete application, as set forth in Section 9.1.5, public notices may or may not be required depending on the requested changes and the Conditions of Approval and/or Development Agreement as approved by the City Council. Additional notice may also be provided to parties having specific interest in the application, or if applicable an appeal of same in accordance with the provisions of Sec. 9.1.12, Additional Notice.

**Review by the Technical Review Committee.** Following submittal of a complete application, the TRC shall review the application and provide written comments to the applicant within 15 working days.

**Review by Community Development Director.** The Community Development Director shall review the Site Plan application, the comments of the Technical Review Committee (TRC) and prepare a staff report.

#### **Review by Planning & Zoning Commission/City Council.**

Where the Community Development Director elects to refer a site plan to the Planning and Zoning Commission following TRC review, no building permit shall be issued without site plan approval by the Commission.

Where site plan approval by City Council is required as a condition of a rezoning or other approval, the Community Development Director shall refer the plan to the Planning and Zoning Commission for recommendation prior to scheduling for Council review.

Where site plan approval by City Council is required as a condition of a rezoning, PAD or other approval, Staff shall prepare a report that includes the Planning and Zoning Commission recommendation. No building permit shall be issued prior to site plan approval by City Council.

**Notice of Decision.** A copy of an approved or denied Site Plan shall be given to the owner of the property, and a copy shall be filed in the office of the Community Development Director.

**Additional Conditions.** The Public Reviewing Body may impose additional reasonable conditions to carry out the spirit and intent of this Code and to mitigate adverse effects of the proposed use. These requirements may include, but are not limited to, increased open space, loading and parking requirements, additional landscaping or buffering, and additional improvements such as curbing and sidewalks.

**Appeal.** An appeal from any final decision regarding a Site Plan shall be in accordance with Sec. 9.8.9.

- A. A municipality shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or code. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition.
- B. Unless specifically authorized, a municipality shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable.
- C. This section does not prohibit municipal flexibility to issue licenses or adopt ordinances or codes.
- D. A municipality shall not request or initiate discussions with a person about waiving that person's rights.
- E. This section may be enforced in a private civil action and relief may be awarded against a municipality. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against a municipality for a violation of this section.
- F. A municipal employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the municipality's adopted personnel policy.
- G. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02.
- H. A municipality shall prominently print the provisions of subsections A, B, C, D, E, F and G of this section on all license applications.
- I. The licensing application may be in either print or electronic format.