

# Manufactured Home and Factory Built Building Permit Packet Instructions



**City Of Sedona Community & Economic Development Department**  
 102 Roadrunner Drive Sedona, AZ 86336  
 (928) 282-1154 • Fax: (928) 204-7124

The Single-Family Residential Building Permit Packet includes the following:

1. Residential Building Permit Application
2. Arizona Public Service (APS) Approval Form
3. Color and Material Sample Sheet
4. Outdoor Lighting Application
5. Owner-Builder/Developer Statement
6. Development Impact Fee Schedule
7. CEF Instructions
8. Using The City Right Of Way Info
9. Underground Color Code/Blue Stake Info
10. Customer Survey Form

Although you are building under the main jurisdiction of the City of Sedona, the information contained in this application packet may not list all requirements or regulations specific to your individual building project. If you need detailed information regarding specific requirements within your project, it is recommended that you contact the following agencies or offices with your concerns:

- City of Sedona Building Safety Division • 928-282-1154
- Yavapai County • 928-639-8100
- Coconino County • 928-774-5011
- Sedona Fire District • 928-282-6800
- Arizona Public Service • 928-282-4000
- AZ Water Company • 928-282-5555
- Unisource Gas Company • 928-282-3919
- Your Homeowners Association, if applicable

## Relevant Ordinances & Timelines

The relevant ordinances governing this permit are:

- City of Sedona Land Development Code requirements, Articles 1-19  
[www.codepublishing.com/AZ/sedona/ldc.html](http://www.codepublishing.com/AZ/sedona/ldc.html)
- City of Sedona City Code, Chapter 15 Buildings and Construction [www.codepublishing.com/AZ/sedona](http://www.codepublishing.com/AZ/sedona)
- Per these Ordinances, established by the Sedona City Council and Community and Economic Development Department, the following time frame applies:

Administrative Completeness	Substantive Review Time Frame	Overall	Authorizing Code
21 calendar days	21 calendar days	42 calendar days	LDC Article 6 & 9

## NOTICE:

All applicants are entitled to request and receive a clarification from the City of Sedona regarding it's interpretation or application of any statute, ordinance, code or authorized substantive policy statement as required by Arizona Law, A.R.S. §9-836. You should send a written request, by letter or email, identifying the provision needing clarification, any facts relevant to the requested ruling, your proposed interpretation, and if the issues concern an existing license or a license application

# Manufactured Home and Factory Built Building Permit Packet Instructions

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## STEPS FOR OBTAINING A MANUFACTURED AND FACTORY BUILT BUILDING PERMIT

The Steps for obtaining a Manufactured and Factory Built Building Permit are as follows:

1. Complete application. The application can be downloaded from the Community and Economic Development website at [sedonaaz.gov/cd](http://sedonaaz.gov/cd). Click on the "Permits" button on the left hand side of the Community Development web page.
2. If access to the Internet is not available, a paper copy can be obtained from the City of Sedona Community and Economic Development Department at 104 Roadrunner Drive or by calling
3. 928-282-1154.
4. Applicant must complete the application and submit it to the Community and Economic Development Department. Complete instructions, necessary information and applicable fees are included in the Manufactured and Factory Built Building Permit application.
5. Upon receipt of the application, Community and Economic Development Department and Public Works staff will review the application. Applications considered deficient will be returned.
6. Upon final review and approval by Community and Economic Development Department and Public Works staff, the Community and Economic Development Department will issue the permit at the front counter.

## Staff Contacts

- For questions on the process for obtaining a Fence Permit please contact the Community and Economic Development Department at 928-282-1154.
- For specific questions on grading, drainage please contact Public Works at 928-204-7111.
- For specific questions on construction and building requirements, please contact the Plans Examiner, 928-282-1154.
- For specific questions on inspection requirements, please contact the Building Inspector, 928-282-1154.

## PERMIT APPLICATION INSTRUCTIONS

The following outlines the typical information needed to obtain a permit for new manufactured homes, factory built buildings and associated accessory buildings, including additions, decks, patio covers, garages and carports, remodeling and repair or renovation work.

### Plan Review Information

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#### ■ PROJECT LOCATION

Community Development staff can assist you in providing the following information if you cannot obtain it on your own:

- ASSESSOR'S PARCEL #
- PROJECT ADDRESS
- LOT NUMBER and SUBDIVISION

#### ■ OWNER INFORMATION

#### ■ CONTRACTOR

A homeowner can do any new construction work and all repairs to their home without the requirement of a licensed contractor. If a residence is used a rental unit, all repairs and construction work require a licensed contractor to do the work per Arizona Statute §32-1151 and §32-1154. Violation of this law is a Class One Misdemeanor.

A licensed contractor is required on all commercial repairs or new construction. A Registrar of Contractors (ROC) and City of Sedona Business license is required to do work in Sedona.

Unless the project is exempt from State contracting license regulations, licensed general or specialty contractors must do all work. The project is exempt from contractor licensing regulations if:

1. It is not for sale or rent, AND
2. Is solely occupied by the property owner.

Any questions regarding contractors or license regulations should be directed to the Registrar of Contractors in Phoenix (602-542-1525) or Flagstaff (928-526-2325).

If a contractor will be used or is required for your project, the state requires that you provide:

- CONTRACTOR NAME AND ADDRESS
- LICENSE TYPE and NUMBER
- SALES TAX NUMBER

If the project is exempt from licensing regulations or the owner is hiring licensed specialty contractors for the work, indicate "Owner" for CONTRACTOR and complete the "Owner-Builder/Developer Statement" provided in this handout.

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## ■ ARCHITECT / DESIGNER

Professional design is recommended but not required, plans may be returned for improvement prior to review if they are considered deficient. The plans examiner may also require engineering for certain elements of the structure.

## ■ FLOOR AREAS

Provide the area of new living space, garages, carports, decks, covered patios, sheds and basements. For remodels, provide the existing floor area that is being modified.

## Plan Review Deposit

A Deposit is required at the time of application and is determined based on the type of improvement proposed. The deposit is applied toward the total permit fees calculated by the plan reviewer.

The following are the plan review deposits for new manufactured homes, factory built buildings, remodels, additions, and accessory structures:

Manufactured home	\$150.00
Factory Built Building	\$150.00
Remodels, additions, patio covers & decks	\$ 50.00
Garages and Carports	\$ 75.00

IGA Fees	IGA Fee
Mobile/MFG Home	\$350.00
FBB-Residential	\$450.00 per story Including systems
	<u>State Issued Permit Fee</u>
FBB-Commercial	\$4.50/LF per story including systems

## Plans Required

Provide 2 copies of the State approved plans and details

5 Complete Sets of Plans

1 extra site plan attached to APS form, if applicable.

- All plans shall be drawn to scale and dimensioned.
- Plans must be clear and legible and present enough information to allow a thorough review to be performed by zoning, engineering, flood control and building safety staff members.
- *Plans considered deficient will be returned before processing the application.*

## ■ SITE AND GRADING PLANS

(Scale: minimum 1"=20')

- Provide north arrow. Label all streets and highways.
- Indicate property lines, easements, edge of street pavement.
- Location of all proposed and existing buildings, decks and covered patios.
- Indicate distance (setbacks) from property lines to all buildings, decks and covered patios.
- Indicate proposed and existing site utilities.
  - Location of natural gas meter and yard line.
  - Location of L.P. tank and yard line.
  - Location of water service.
  - Location and size of electric service.
  - Location of building sewer.
  - Location of septic tanks, treatment plants and disposal areas.
- Indicate all native vegetation and trees including those to be removed. Indicate canopy size and species.
- Indicate with construction envelope fencing, the location of natural vegetation to be preserved.
- Indicate existing and proposed topographic contours (2' min).
- Indicate finish floor elevations.
- Indicate edge of pavement elevation at center of driveway.
- Indicate the proposed driveway slope with finish pavement elevations.
- Indicate all cut and fill slopes.
- Indicate estimated quantities of cut and fill.
- Indicate location and grading for on-site sewage disposal fields, if applicable.
- Indicate proposed and existing culverts, swales and underground drainage devices.
- Indicate all retaining walls and fences. Indicate wall and fence heights above adjacent grade.
- Indicate location, type and height of all exterior building and site lighting.
- Indicate driveway material and finish..

## ■ FLOOR PLAN

- Label all rooms according to use.
- Indicate door sizes and direction of swing.
- Indicate types of windows and sizes.
- Identify all appliances and plumbing fixtures.
- Indicate all stairs and ramps, including rise and run.
- Indicate the location and construction of all fire-rated walls and ceilings.

# Manufactured Home and Factory Built Building Permit Packet Instructions

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## For remodels:

- Indicate existing walls, including those to be removed.

## For additions:

- Indicate the existing floor plan adjacent to the proposed addition.

## ■ BUILDING CROSS SECTIONS

*(For additions, garages and carports)*

- Indicate full building cross section(s), both transverse and longitudinal, including footing/foundations or stem walls; floor slabs and/or floor framing; roof framing; columns/beams and/or bearing walls.
- Identify the extent and construction of all fire rated walls and ceilings.

## NOTE:

All additions, carports, garages, decks and wood awnings and patio covers must be self-supporting, independent of the manufactured home or factory built building unless specifically approved by the manufacturer of the home or building.

## ■ EXTERIOR ELEVATIONS

- Indicate natural grade and 22 foot imaginary height plane. May indicate on cross-section.
- Indicate maximum building height:
  - Elevation of lowest natural grade at the exterior wall or column.
  - Elevation of highest point of roof or parapet.
  - If building is found to be over height, indicate applied alternate standards calculations.
- Identify all exterior wall and roof materials.
- Identify finish floor level and indicate elevation(s).

## ■ FOUNDATION PLAN and DETAILS

*(For additions, garages, carports, and sheds)*

- Indicate all footings, wall, column, and pier sizes and reinforcement.
- Indicate retaining wall footing size and reinforcements.
- Indicate all lintel sizes, bolt sizes & spacing, metal post bases and beam seats.

## ■ FRAMING PLANS

*(For additions, garages, carports, and sheds)*

- Floor Framing (if applicable)
  - Indicate girder and beam sizes.
  - Indicate bearing walls.
  - Indicate joist size, spacing and direction of spans.

- Indicate or detail framing connections.
- Roof Framing
  - Indicate bearing walls.
  - Indicate header and beam sizes.
  - Indicate joist, rafter size, spacing and direction of spans.
  - Indicate or detail framing connections.

## ■ ELECTRICAL PLANS *(if applicable)*

- Indicate locations of outlets, switches, electrical devices.
- Indicate location of electrical service (electrical meter) and all sub panels.
- Indicate locations of smoke detectors.

## ■ MECHANICAL PLANS *(if applicable)*

- Indicate location and type of all heating and cooling equipment.
- Indicate provisions for combustion air.
- Indicate provisions for mechanical equipment screening.

## ■ PLUMBING PLAN *(if applicable)*

- Indicate all plumbing fixtures and floor drains.

## ■ EXTERIOR PAINT

- Stain and roof samples indicating LRV. Provide paint and roof samples on the 8½" x 11" form provided in this handout

## ■ OUTDOOR LIGHTING

- Before a permit can be issued, information regarding all outdoor lighting is required. All proposed lighting must comply with the Outdoor Lighting Ordinance; Section 911 of the Land Development Code, and the following must apply (application within):
  - Single-family additions less than 50% must submit a site plan and complete inventory detailing all existing and proposed outdoor lighting.
  - Single-family additions greater than 50% must bring the entire site into conformance with all outdoor lighting requirements.
  - All lighting fixtures are required to be fully shielded and installed so that the shielding complies with the definition of fully shielded light fixtures.
  - Partially shielded light fixtures may be allowed, and are limited to a maximum of 5,500 lumens per net acre and shall not exceed 2,000 lumens per lamp.

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## Design Criteria and Adopted Codes

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- 2006 International Building Code
- 2006 International Residential Code
- 2006 International Plumbing Code
- 2006 International Mechanical Code
- 2006 International Fuel Gas Code
- 2005 National Electrical Code
- Roof Live Load -- 25 PSF (ground snow)
- Wind Load – basic wind speed (3 second gust) is 90 mph.
- Wind Exposure B (unless a specific site is located in exposure C)
- IRC seismic design category: C (soils class D)
- IBC seismic category: C for groups I and II
- IBC seismic category: D for group III
- IBC: MCE map values:
  - $S_s=32.2\% g$  (short period map value)
  - $S_1=09.1\% g$  (1.0 sec period map value)
- Site class (w/o soils report): D
- Soil Bearing -- 1500 PSF maximum unless a higher value is substantiated by soils testing.
- Rainfall: 2.5" per hour

## Fire Sprinkler Systems

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Fire sprinkler systems may be required if the home is more than 500' from a fire hydrant or if there is difficult fire department access to the home. Commercial uses in factory built buildings are required to be sprinkled, unless otherwise approved by the Sedona fire Department.

The system design and installation will be reviewed and approved by the Sedona Fire Department located at 2860 Southwest Drive, Sedona. 928-282-6800.

## Special Designations

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Special approvals are required if your property is:

- An area with a slope greater than 30% where construction will occur. A soil and geology report identifying areas of unstable slope may be required.
- A historic building, or is located within a Historic District.

## Subdivision Approval

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Deed restrictions may require that each owner obtain subdivision architectural committee approval prior to beginning construction. It is the responsibility of the property owner to contact their subdivision's committee in order to comply with regulations.

## Processing Times

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Plans and permit applications are processed on a first come first serve basis. Review times vary with the complexity of the project, the current volume of permit applications, and the quality of the submittals received.

Subsequent submittals and additional time are sometimes required to address significant corrections or obtain other agency approvals before the permit can be issued.

## Fees

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### ■ BUILDING PERMIT

Building permit fees for new manufactured homes and associated structures constructed at the same time as the home is installed are The fee covers plan review and three (3) inspections. If more than 3 inspections are required, an additional charge of \$50.00 for each inspection will be assessed.

Fees for factory built buildings are based upon the installation cost, not including the actual cost of the home. The owner must submit the contract costs for fee determination.

Grading fees are established upon the quantity of cut or fill, whichever is larger.

Fees for remodels or additions are based on a percentage calculated for a new structure and vary with the extent and nature of the improvements. Remodel fees may also be established by calculating "unit fees" for each particular type of work involved.

### ■ DEVELOPMENT IMPACT FEES

Impact fees are a one-time fee paid by residential and non-residential developers to offset the demand of new development on municipal infrastructure. Fees will be paid when a building permit is issued. For information regarding impact fee amounts, please refer to the table included in this packet.

### ■ SEWER CAPACITY FEE

The sewer capacity fee is due and payable at the time the building permit is issued for those properties authorized to connect to city sewer. Capacity fees, as well as monthly user fees, are established by the Base Sewer User Rates table.

Public Works staff can determine if a particular property may connect to the City Wastewater System and at what capacity fees will be assessed. Contact Public

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Works at 928-204-7111.

## ■ INDIVIDUAL WASTE TREATMENT SYSTEMS

An on-site sewage disposal system is required if your property cannot be served by city sewer. A permit to construct an individual sewage system permit can be obtained by applying to:

Yavapai County Environmental Services  
6th and Mingus Avenue  
Cottonwood, AZ 86326 928-639-8136

-or-

Coconino County Health Services  
2500 N Fort Valley Road  
Flagstaff, AZ 86001 928-774-8941

If an alternate (aerobic) system is required, the system must be designed by an engineer who will submit to the appropriate agency for review, approval and permit issuance.

*For remodels and additions:*

If the improvements include additional bedrooms or plumbing fixtures, you may be required to verify that the existing treatment system is adequate for the increased discharge, or the existing system will require improvement.

*A Permit to Construct an Individual Waste Treatment System* must be obtained and a copy submitted to this department prior to the issuance of the building permit.

## ■ WATER, NATURAL GAS and ELECTRIC UTILITY COMPANIES

- **Arizona Water Company**  
65 Coffeepot Drive  
Sedona 928-282-5555
- **Oak Creek Water Company**  
90 Oak Creek Boulevard  
Sedona 928-282-3404
- **Unisource Energy Services (natural gas)**  
500 S. Willard Street  
Cottonwood, AZ 86326 - 928-634-5555
- **Arizona Public Service (electric)**  
1250 E. Highway 89A  
Cottonwood, AZ 86326 - 928-646-8452

New electric service locations are required to be approved by Arizona Public Service. The APS approval form is available within this packet.

- A site plan must be attached for review.

## Expiration of Plan Review and Building Permits

Permit applications expire 180 days after the date of submittal, unless a building permit is issued. Building permits expire 180 days after issuance, unless construction is commenced and diligently pursued to completion. Progress inspections must occur at least every 180 days in order to keep the permit active. Requests for permit extension are available from Community Development. An extension may be granted for unforeseeable and justifiable delays.

## Construction Inspections

All of the customary inspections required for new structures are listed on the job card you receive when your permit is issued. The particular inspections applicable to each project will vary dependent upon the nature of construction. Building Department staff may be contacted in order to determine the specific inspections required for your project.

- ***It is the customer's responsibility to call for all required inspections.***

No portion of the construction work may be covered, concealed or put into use until approved by the inspector.

A final inspection of the project must be requested prior to occupying the structure or improvement. Failure to request a final inspection prior to occupying the structure may result in termination of utilities.

Inspections are conducted between 7:30 a.m. and 4:00 p.m. Monday through Friday. Inspections are scheduled by calling 282-3268 and leaving a voice message. To schedule an inspection, ***the applicant must call by 3:30 P.M.*** the day before you would like your inspection. Please leave permit number and type of inspection and if you would prefer an am or pm inspection.

# Residential Building Permit Application



## City Of Sedona Community & Economic Development Department

102 Roadrunner Drive Sedona, AZ 86336  
(928) 282-1154 • Fax: (928) 204-7124

Check <u>all</u> that apply:	<input type="checkbox"/> New Construction	<input type="checkbox"/> Demo	<input type="checkbox"/> Addition	<input type="checkbox"/> Alteration	<input type="checkbox"/> Mobile Home Setup
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<b>PRIMARY CONTACT:</b>	Phone:	Permit #:
Address:	Cell Phone:	Parent Permit #:
E-mail:	Fax:	Date Rec'd:
Job Site Address:	Parcel #:	Deposit Pd.:
Subdivision Name:	Lot #:	
Condos-Bldg Name:	Unit #:	
Manuf. Homes-Park Name:	Space #:	Project Valuation*:

\*(do not include cosmetic improvements such as paint and carpet)

Scope of Work:	
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<b>OWNER NAME:</b>	<b>CONTRACTOR NAME:</b>
Address:	Company:
Phone:	Address:
Cell Phone:	Phone:
E-mail:	Cell Phone:
	E-mail:
	City Business License #:
	ROC State License #:
<b>ARCHITECT:</b>	<b>ENGINEER:</b>
Company:	Company:
Address:	Address:
Phone:	Phone:
Cell Phone:	Cell Phone:
E-mail:	E-mail:
ID #/Exp. Date:	ID #/Exp. Date:
City Business License #:	City Business License #:

**BUILDING/FIRE**

	Existing Sq. Ft.	New Sq. Ft.		Existing Sq. Ft.	New Sq. Ft.
Basement:			Garage:		
1 <sup>st</sup> Floor:			Covered Deck:		
2 <sup>nd</sup> Floor:			Covered Porch:		
3 <sup>rd</sup> Floor:			Uncovered Deck:		
Total:			Other:		
			Number of Bedrooms:		

Fire Sprinklers?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Type of Construction:	

**MECHANICAL** (indicate the number of each new and/or relocated fixture type in the space below)

Air Conditioner/Heat Pump		Gas Cook Top		Wall Heater	
Fans-stationary, incl. whole house		Gas Dryer		Vents/Single Duct	
Fireplace insert		Gas Piping (# of outlets)		Water Heater	
Furnace < 100,000 BTUs		Gas Stove/Range			
Other:		Other:		Other:	

**PLUMBING** (indicate the number of each new and/or relocated fixture type in the space below)

Bathtub		Kitchen/Bath/Laundry Sink		Hose Bibb	
Shower/Tub Combo		Dishwasher		Modular Building Connection	
Toilet		Clothes Washer			
Other:		Other:			
Water Service: <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, size of pipe:		<u>Total # of Fixtures:</u>	

Is the Property Within a Flood Hazard Area?    Yes    No

**APPLICANT**   (check one of the following):    Owner    Owner's Agent    Contractor    Contractor's Agent

I certify that I have read this application and declare under penalty of perjury that the information contained herein is correct and complete. I agree to comply with all city and county ordinances and state laws relating to building construction and hereby authorize representatives of this city to enter upon the above mentioned property for inspection purposes. I am either the owner of the property on this permit application, the Arizona State registered contractor for the work, or I represent the owner or contractor as signified above and am acting with the owner's/contractors full knowledge or consent.

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 Print Name

Signature

Date

Space above for ARIZONA PUBLIC SERVICE APPROVAL

## Request for Temporary Electric Service



**City of Sedona Community & Economic Development Department**  
102 Roadrunner Drive, Sedona, AZ 86336  
(928) 282-1154 • Fax: (928) 204-7124

Building Permit:	
Owner/Tenant:	
Mailing address:	
Project Address:	
Type of Work:	

The undersigned requests temporary electric service at the referenced project address for the purpose of construction in accordance with section 305-3(a) of the National Electric Code. The undersigned hereby agrees that the temporary electric service shall not be used for any other purposes, including occupancy of the building or space prior to receiving a final inspection approval.

If the temporary service is used for any purpose other than construction or related work authorized by the building permit, the Building Official may request the serving utility company de-energize the system. Neither the City nor utility company herein shall be liable for any damages caused by the loss of electrical service.

It shall be the responsibility of the undersigned to assure that a final inspection is made and approval received prior to occupying the building or any portion thereof.

**\*\*\*\* Please attach 1 additional site plan to this application prior to submission. \*\*\*\***

Signature of Owner/Tenant

Date

# Color and Material Samples



## City Of Sedona Community & Economic Development Department

102 Roadrunner Drive Sedona, AZ 86336  
(928) 282-1154 • Fax: (928) 204-7124

All exterior colors must meet City color requirements for light reflective value (LRV) and chroma, as described in SLDC 904 and shown in the Munsell Book of Color, available for review in the Community & Economic Development Department.

Date Rec'd: \_\_\_\_\_  
Staff Initials: \_\_\_\_\_  
Approved: \_\_\_\_\_  
Not Approved: \_\_\_\_\_

Owner:		Owner Phone:	
Contact Name:		Contact Phone:	
Project Address:		Plan Check No.:	

### EXTERIOR WALL COLOR

### EXTERIOR TRIM COLOR

Paint manufacturer:		Paint manufacturer:	
Paint name:		Paint name:	

(ATTACH SAMPLE)

(ATTACH SAMPLE)

### ROOF COLOR

### FENCE/WALL COLOR *(if applicable)*

Manufacturer's number:		Paint manufacturer:	
Manufacturer's name:		Paint name:	

(ATTACH SAMPLE)

(ATTACH SAMPLE)

### IMPORTANT:

Remember to indicate all exterior materials on the submitted sample board (e.g. stucco, wood siding, red rock, etc.). When necessary, exterior material samples will be required by the Director and must be provided.

Applicant Signature

# Outdoor Lighting Application Part 1



**City Of Sedona Community & Economic Development Department**  
102 Roadrunner Drive Sedona, AZ 86336  
(928) 282-1154 • Fax: (928) 204-7124

<b>Applicant Name:</b>		Phone:		Permit # B	
Address:		Cell Phone:		Date Rec'd	
E-mail:		Fax:		Staff Initials	

*The following is for COMMERCIAL only.*

**Approved:**      **Yes**      **No**

## 2. Site Identification

Parcel #:			
Building Site Location:			
Business Name (if applicable):			

## 3. Lumen Information for Non-residential and Multi-family Use Only: - Commercial only

Gross acres of entire site:			
Acres for Public Right-of-Way:			
Net Acreage of Site:		X 100,000* =	

## 4. Type of Shielding and Lumens Proposed: - Commercial only -See Lumen Calculation Table (page 2)

Fully Shielded Fixtures - Lumens Proposed:	
Partially Shielded Fixtures - Lumens Proposed:	
<b>TOTAL LUMENS PROPOSED:</b> (fully + partially shielded fixtures)	

\*Total outdoor light output shall not exceed 100,000 lumens per net acre for all development except single-family residential uses. This cap is not intended to be achieved in all cases or as a design goal. Instead, design goals should be the lowest levels of lumens necessary to meet the lighting requirements of the site. Partially shielded light fixtures are limited to a maximum of 5,500 lumens per net acre and are counted towards the 100,000 lumens per net acre cap.

# Outdoor Lighting Application

## Part 2 – Inventory

### Lighting Inventory and Lumen Calculation Table

- Refer to page 3 for an example of a plan view diagram and completed table.
- List all new or proposed lighting first, then any existing light.
- Include any lighting proposed for external illumination of signs.
- Attach photometric data sheet or manufacturer’s product description for all lights, both new and existing (must include lumens). If such data is not available for existing fixtures that will be retained, include photographs of the fixtures showing sufficient detail to determine the shielding characteristics.
- Please include a Site Plan identifying all proposed and existing lighting fixtures.

Lamp Type Key: LPS Low Pressure Sodium  
 HPS High Pressure Sodium  
 MH Metal Halide  
 FL Fluorescent  
 IN Incandescent (including quartz-halogen)

Shielding Key: F Fully Shielded  
 P Partially Shielded  
 U Unshielded

Plan Key (ID)*	Light Class (1, 2, or 3)	Lamp Type (LPS, HPS, MH, FL, IN)	Initial Lumens	No. of Units	Shielding (F, P, or U)	Watts (each)	New or Existing (N or E)	Total Lumens
Total Lumens =								

*\*Plan key identification in first column must correspond to labeling on site plan map below.*

Please attach a site plan (see following example) of your structure and locations for the new and existing exterior lighting.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Outdoor Lighting Application

## Example Inventory

### Example of a Lighting Inventory and Lumen Calculation Table

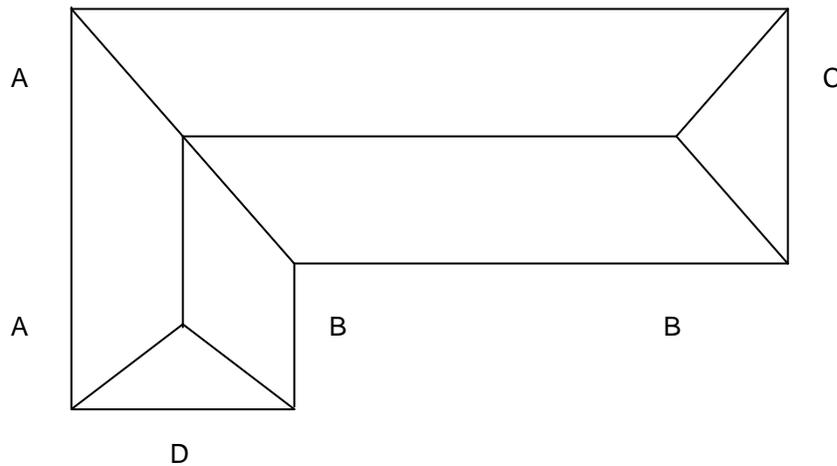
Plan Key (ID)*	Light Class (1, 2, or 3)	Lamp Type (LPS, HPS, MH, FL, IN)	Initial Lumens	No. of Units	Shielding (F, P, or U)	Watts (each)	New or Existing (N or E)	Total Lumens
A	1	FL	2,975	7	F	35	N	20,825
B	1	IN	1,750	6	F	100	N	10,500
C	2	LPS	13,500	2	F	135	N	27,000
D	1	MH	16,000	2	F	250	N	32,000
Total Lumens =								90,325

\*Plan key identification in first column must correspond to labeling on site plan map, as shown below.

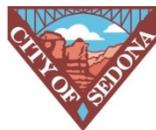
Lamp Type Key: LPS Low Pressure Sodium  
 HPS High Pressure Sodium  
 MH Metal Halide  
 FL Fluorescent  
 IN Incandescent (including quartz-halogen)

Shielding Key: F Fully Shielded  
 P Partially Shielded  
 U Unshielded

### Example - Plan View:



**Owner-Builder/Developer Statement  
Part 1 - Exemption from Contractor  
Licensing Requirements**



**City Of Sedona Community &  
Economic Development Department**  
102 Roadrunner Drive Sedona, AZ 86336  
(928) 282-1154 • Fax: (928) 204-7124

Arizona Revised Statutes, 32-1121, items 1-16, allows exemptions from state licensing requirements under the following conditions (items 5 & 6 are common to the area and are reproduced below):

**(Owner-Builder) Item 5.** “Owners of property who improve such property or who build or improve structures or appurtenances on such property and who do the work themselves, with their own employees, or with duly licensed contractors, if the structure, group of structures or appurtenances, including the improvements thereto, are intended for occupancy solely by the owner and are not intended for occupancy by members of the public as the owner’s employees or business visitors and the structures or appurtenances are not intended for sale or for rent. In all actions brought under this chapter, proof of the sale or rent, or the offering for sale or rent of any such structure by the owner-builder within one year after completion or issuance of a certificate of occupancy is prima facie evidence that such project was undertaken for the purpose of sale or rent. As used in this paragraph “sale” or “rent” includes any arrangement by which the owner receives compensation in money, provisions, chattels, or labor from the occupancy or the transfer of the property or the structures on the property.”

**(Owner-Developer) Item 6.** “Owners of property who are acting as developers and who build structures or appurtenances to structures on their property for the purpose of sale or rent and who contract for such a project with a general contractor licensed pursuant to this chapter and owners of property who are acting as developers, who improve structures or appurtenances to structures to their project for the purpose of sale or rent and who contract for such a project with a general contractor or specialty contractors licensed pursuant to this chapter. To qualify for the exemption under this paragraph, the licensed contractors’ names and license numbers shall be included on all sales documents.”

*NOTE: Commercial zoning requires commercially licensed contractors.*

If an owner is allowed to utilize his own employees, the owner is required to: a) provide each employee with unemployment and workman’s compensation insurance, b) have a Federal and State Tax I.D. number, and c) withhold and file Federal and State income tax for each employee.

I CERTIFY THAT I AM NOT REQUIRED TO BE LICENSED OR UTILIZE A LICENSED GENERAL CONTRACTOR FOR THE WORK AUTHORIZED BY BUILDING PERMIT NO. **B**\_\_\_\_\_ ON THE BASIS THAT (check all that apply):

- The structure is **not for sale or rent** and is **solely owner occupied**.
- The **improvements are for sale or rent** and all work will be done by **licensed contractors identified** on the back of this form.
- The **improvements will be occupied by the general public** and **all work will be done by licensed contractors identified** on the back of this form.

Signature of Owner

Date

**VIOLATION OF ARIZONA CONTRACTORS LICENSING  
IS A CLASS ONE MISDEMEANOR UNDER ARS 32-1151 AND 32-1154.**

**Owner-Builder/Developer Statement  
Part 2 - Licensed Contractors**

---

**ELECTRICAL CONTRACTOR**

Name:		Phone:	
Address:		License No.:	
		Sales Tax No.:	

**MECHANICAL CONTRACTOR**

Name:		Phone:	
Address:		License No.:	
		Sales Tax No.:	

**PLUMBING CONTRACTOR**

Name:		Phone:	
Address:		License No.:	
		Sales Tax No.:	

**OTHER CONTRACTOR (specify):**

Name:		Phone:	
Address:		License No.:	
		Sales Tax No.:	

**OTHER CONTRACTOR (specify):**

Name:		Phone:	
Address:		License No.:	
		Sales Tax No.:	

**OTHER CONTRACTOR (specify):**

Name:		Phone:	
Address:		License No.:	
		Sales Tax No.:	

**OTHER CONTRACTOR (specify):**

Name:		Phone:	
Address:		License No.:	
		Sales Tax No.:	

# Interim Development Impact Fee Schedule\*



## City of Sedona Community & Economic Development Department

102 Roadrunner Drive, Sedona, AZ 86336  
(928) 282-1154 Fax: (928) 204-7124

### Storm Drainage Development Fees (by drainage basin)

	Dry Creek Wash	Coffeepot Wash	Soldier Wash	Oak Creek Wash
<b>Residential (per unit)</b>				
Single-Family				
Very Low Density	\$2,810.00	\$0.00	\$0.00	\$0.00
Low Density	\$2,248.00	\$1,263.00	\$317.00	\$394.00
Medium Density	\$1,404.00	\$789.00	\$199.00	\$247.00
High Density	\$703.00	\$395.00	\$0.00	\$122.00
Multifamily	\$526.00	\$296.00	\$75.00	\$92.00
All Other Types of Housing	\$0.00	\$332.00	\$0.00	\$104.00
<b>Nonresidential (per square foot of total land development)</b>				
Nonresidential Development	\$0.17	\$0.09	\$0.02	\$0.03

### Citywide Development Fees

	Parks and Recreation	General Government	Police	Transportation	TOTAL
<b>Residential (per unit)</b>					
Single-Family Detached	\$5,932.00	--	\$313.00	\$1,917.00	\$8,162.00
Multifamily	\$5,073.00	--	\$268.00	\$1,346.00	\$6,687.00
All Other Types of Housing	\$5,267.00	--	\$277.00	\$1,000.00	\$6,544.00
<b>Nonresidential (per square foot of building/hotel room)</b>					
Commercial 25,000 SF or less	N/A	--	\$0.71	\$9.73	\$10.44
Commercial 25,001 – 50,000 SF	N/A	--	\$0.67	\$9.02	\$9.69
Commercial 50,001 – 100,000 SF	N/A	--	\$0.59	\$7.89	\$8.48
Commercial 100,001 – 200,000 SF	N/A	--	\$0.50	\$6.83	\$7.33
Commercial over 200,000 SF	N/A	--	\$0.43	\$5.87	\$6.30
Office/Inst. 10,000 SF or less	N/A	--	\$0.33	\$4.54	\$4.87
Office/Inst. 10,001 – 25,000 SF	N/A	--	\$0.27	\$3.68	\$3.95
Office/Inst. 25,001 – 50,000 SF	N/A	--	\$0.23	\$3.13	\$3.36
Office/Inst. 50,001 – 100,000 SF	N/A	--	\$0.20	\$2.67	\$2.87
Office/Inst. over 100,000 SF	N/A	--	\$0.18	\$2.28	\$2.46
Business Park	N/A	--	\$0.18	\$2.56	\$2.74
Light Industrial	N/A	--	\$0.10	\$1.40	\$1.50
Warehousing	N/A	--	\$0.07	\$0.99	\$1.06
Manufacturing	N/A	--	\$0.05	\$0.76	\$0.81
Hotel (per room)	N/A	--	\$84.00	\$1,128.00	\$1,212.00

\*The Interim Schedule was developed in compliance with the requirements of SB 1525

# Requirements for Installation of Construction Envelope Fencing

Prior to Issuance of a Building Permit



## City Of Sedona Community & Economic Development Department

102 Roadrunner Drive Sedona, AZ 86336  
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In order to preserve existing vegetation and limit access to a construction site, the City of Sedona requires that a Construction Envelope Fence (CEF) be installed and maintained on all active construction sites. Please keep the following information in mind when planning for and installing your CEF:

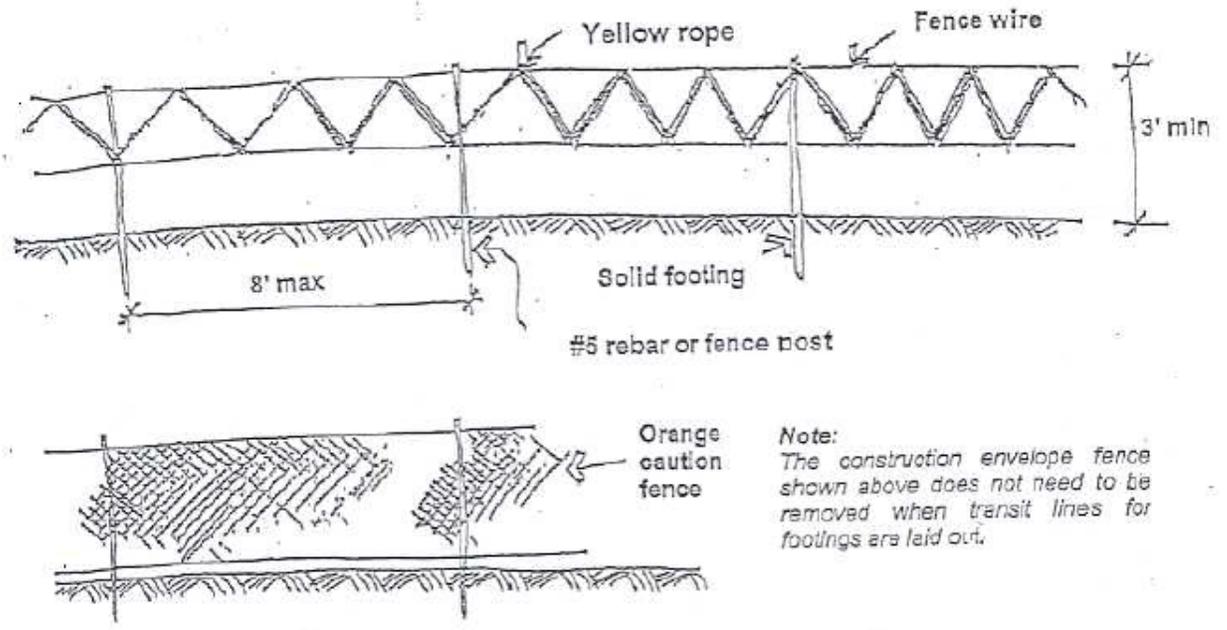
- The location of the CEF must be shown on the site plan submitted for building permit review. Failure to show the location of the CEF will result in the plans being returned for corrections.
- The City's Building Inspector will check the CEF as a part of the first inspection on a project. If the CEF is not properly installed, a notice of correction will be issued and the project will not be permitted to proceed until the CEF is properly installed and reinspected.
- The CEF must be located on the construction side of all trees to be preserved. Additional trees to be preserved may be individually fenced off. SLDC Section 909.D defines how trees within the construction envelope should be protected:

"All trees which are to be saved within the construction envelope shall be fenced during construction to avoid compaction of the root system and low branches from being broken. Such a barrier shall be no smaller than the diameter of the drip line of the tree to be saved and shall be a minimum of three feet high, except that trees within three to five feet of a structure's walls or that overhang a driveway or patio may be exempt from the requirements of this section, provided that six or more inches of gravel is placed over that portion of the drip line to reduce compaction damage, and if it can be shown that construction activities would be unduly hindered by the fencing requirements. Other recognized procedures for tree preservation may be approved by the Director."
- Examples of acceptable and non-acceptable CEFs are on the back of this form.
- **Once installed, the permittee is responsible for ensuring the CEF remains in place during the ENTIRE construction phase. Failure to maintain the CEF may result in the City issuing a Stop-Work Order for a permit until the CEF is reinstalled properly.**

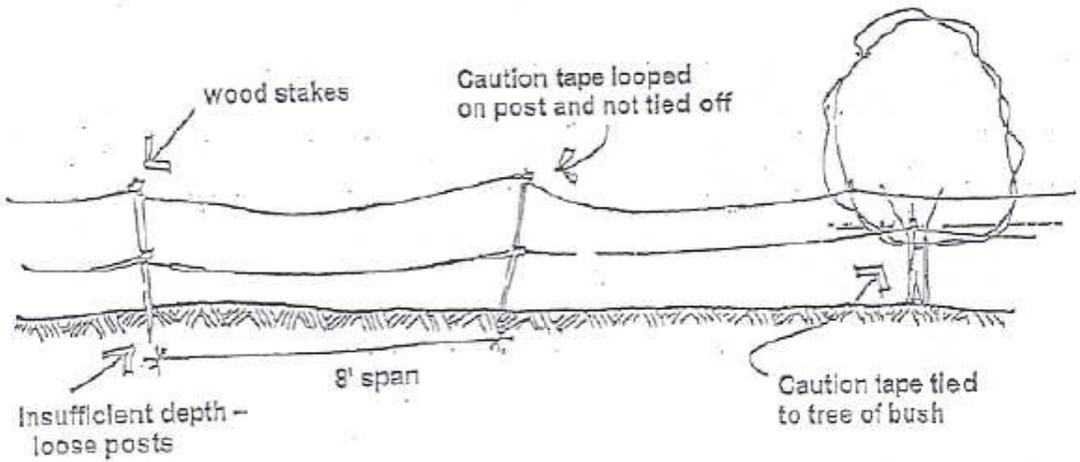
If you have any questions or need further clarification, please call the Community and Economic Development Department at 928-282-1154.

# Minimum Requirements for the Installation of Construction Envelope Fencing

## Acceptable



## Non-Acceptable





## **Using the City Right of Way**

The Streets Division of the Public Works Department helps protect the public right of way and the assets within the right of way.

## **What is the Right of Way?**

The Right of Way is the property under, on the surface, and above the roadways and sidewalks usually extending 10 to 20 feet beyond the roadway pavement. A right of way often extends well into what you may consider your yard. Assets within the right of way may include the roadway, curb, gutter, sidewalks, vegetation, drainage culverts and ditches, sewer and water lines, telephone, power, gas and cable TV. The right of way may also include areas that do not coincide with a roadway area, such as, easements associated with water ways and drainage ways, City sewer easements, and public utility easements.

## **When do I need a Right of Way Use Permit?**

You will need a permit for any activity that disrupts traffic, restricts access, or modifies any infrastructure within the right of way. This includes replacement or modifications to driveways, placement of fences/walls, or rocks in the right of way, placement of dumpsters, "Porta-Johns" and construction materials in the right of way, parking moving vans or other vehicles in restricted parking areas, block parties, and other uses. Utility and construction companies are required to obtain permits for all work within the right of way.

The Streets Division of the Public Works Department is happy to assist you in the early stages of your planning to help determine if a right of way use permit is necessary for your work. Staff can also advise you as to problems that may be encountered or revisions that may be needed to meet city codes or other regulations.

- ❖ If a permit is required, please plan on submitting your application at least two weeks prior to your desired project / event start date. Please call 204-7800 with any questions regarding Right of Way Use Permits.

## **IMPORTANT!**

If you dig in the public right of way, even to plant a shrub, you may encounter power lines or other utilities. In addition to the obvious life-safety concerns, you may also be held liable for damage to any utility encountered. CALL BEFORE YOU DIG - 1-800-782-5348 to locate utilities in the area of your work.

## **IT IS THE LAW!**

# Color Code for Marking Underground Utility Lines



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Electric Power



Gas – Oil – Product Lines



Communication/Cable Television



Water Systems – Slurry Pipelines



Sanitary Sewer Systems



Temporary Survey Markings



Proposed Excavation



Reclaimed Water

Effective 10/30/2001



# Customer Satisfaction Survey



## City Of Sedona Community & Economic Development Department

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To help us provide better service, we would like your comments regarding our performance. Please take a moment to fill out this survey and let us know how we are doing.

Date:		Time:		Who Assisted You:	
-------	--	-------	--	-------------------	--

Staff was available to assist me:

- Strongly Agree     Agree     Disagree     Strongly Disagree

Staff was helpful, courteous and professional:

- Strongly Agree     Agree     Disagree     Strongly Disagree

Staff provided clear, concise and accurate information:

- Strongly Agree     Agree     Disagree     Strongly Disagree

Staff responded to my needs in a timely manner:

- Strongly Agree     Agree     Disagree     Strongly Disagree

Staff kept me informed of progress and resolved problems clearly and promptly:

- Strongly Agree     Agree     Disagree     Strongly Disagree

Overall service was:

- Excellent     Good     Fair     Poor

Comments:

*Please explain why you rated us as you did and any suggestions as to how we might improve.*

--

Your Name:	
Address:	
Phone:	

May we contact you to follow up?     Yes     No

Please leave your completed survey at the front counter or mail to the address above or fax to: 928-204-7124.

Thank you for your time – we appreciate your feedback!