

Manufactured Home and Factory Built Building Permit Packet Instructions



City Of Sedona Community Development Department
104 Roadrunner Drive Sedona, AZ 86336
(928) 282-1154 www.sedonaaz.gov/cd

The State Office of Manufactured Housing has jurisdiction for the issuance of the permit and inspection, for the installation of the unit, including original accessory structures that are included in the dealers sales contract, e.g, footing/foundation, mechanical equipment, awnings, etc. State Office of Manufactured Housing fees are separate from fees assessed by City of Sedona.

Accessory structures/equipment (attached or detached) not planned or are not included in the dealers sales contract, will require a separate Residential addition/remodel permit submittal, through the City of Sedona Development Services.

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

1. Building Permit Application
2. Color and Material Sample Sheet
3. Outdoor Lighting Application
4. Owner-Builder/Developer Statement
5. CEF Instructions
6. Using The City Right Of Way Info
7. Underground Color Code/Blue Stake Info
8. 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:

- 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 business days	21 business days	42 business days	LDC Article 6 & 9

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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

PROJECT LOCATION

- Assessor's Parcel Number
- Project Address
- Subdivision and Lot Number
- Building Name and Suite Number (if applicable)

OWNER INFORMATION

General information, including name, phone number, and email.

CONTRACTOR

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 it is not for sale or rent, and is solely occupied by the property owner.

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, indicate "Owner" for CONTRACTOR and complete the "Owner-Builder/Developer Statement".

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 following are the plan review deposits for new manufactured homes, factory built buildings.

Manufactured home	\$120.00
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PLANS REQUIRED

Construction plan requirements for either county:

- 4 Complete Sets of Plans + 1 Electronic Link
 - For detailed information regarding submittal requirements, please review the Design Review, Engineering, and Administrative Manual.
 - Plans must be clear and legible and present enough information to allow a thorough review to be performed by zoning, engineering, and building safety staff members.
 - Plans considered deficient will be returned before processing the application. Plan sheets shall be no larger than 30" x 42" in size.

SITE AND GRADING PLANS

(Scale: minimum 1"=20')

At a minimum, plans shall include the following:

- North arrow.
- All streets and highways.
- Property lines, easements, and edge of street pavement.
- All proposed and existing buildings, decks and covered patios.
- Distance (setbacks) from property lines to all buildings, decks and covered patios.
- Proposed and existing site utilities, including the location of the following:
 - Natural gas meter and yard line.
 - L.P. tank and yard line.
 - Water service.
 - Size of electric service.
 - Sewer line
 - Septic tanks, treatment plants and disposal areas.
- All native vegetation and trees, including those proposed to be removed and preserved. Indicate canopy size and species.
- Construction envelope fencing
- Existing and proposed topographic contours, using a minimum 1' contour.
- Finished floor elevations.
- Edge of pavement elevation at center of driveway.
- Proposed driveway slope with finish pavement elevations.
- All cut and fill slopes.
- Estimated quantities of cut and fill.

Manufactured Home and Factory Built Building Permit Packet Instructions

- Location and grading for on-site sewage and disposal fields.
- Proposed and existing culverts, swales and underground drainage devices.
- All retaining walls and fences, including wall and fence heights above adjacent grade.
- Location, type and height of all exterior building and site lighting.
- Driveway material and finish.

SOILS CLASSIFICATION AND SOILS ENGINEERING & GEOLOGY REPORT

- A soils classification, prepared by an Arizona registered geotechnical engineer is required for all new structures. See additional requirements and waivers below.
- A soils engineering & engineering geology report is required if the soils classification determines the soils have a plasticity index of 15 or greater, or otherwise proved conditions necessitate this report. These reports shall meet the requirements of the Design, Review, Engineering, and Administrative Manual Chapter 3.1.F.(4) and 3.1.F.(5).
- A soils classification waiver; Non-habitable residential structures or accessory structures (attached or detached) 400 square feet or less; sheds, garages (with a non-conversion agreement recorded by the applicable county) and decks.

For remodels:

- Indicate existing walls, including those to be removed.

For additions:

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

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 maximum building height:
 - Elevation of lowest natural grade at the exterior wall or column.
 - Elevation of highest point of building
- Identify all exterior wall and roof materials.
- Identify finish floor level and indicate elevation(s).

COLORS AND MATERIALS

Color and roof samples indicating LRV and chroma. Physical samples of all proposed colors and materials are required (copies and printouts are not acceptable). A separate color board may be provided or the applicant may use the form provided in this handout.

OUTDOOR LIGHTING

All proposed lighting must comply with the LDC Section 5.8 (Exterior Lighting) and complete the exterior lighting application.

- All lighting fixtures shall be fully shielded, unless otherwise permitted in LDC 5.8.
- All light sources shall be 4000 Kelvin or warmer.

FIRE

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

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

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

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.

Manufactured Home and Factory Built Building Permit Packet Instructions

FEES

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.

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 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

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. 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.

Manufactured Home Building Permit Application



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Accessory structures/equipment (attached or detached) not planned or are not included in the dealers sales contract, will require a separate Residential addition/remodel permit submittal, through the City of Sedona Development Services.

PRIMARY CONTACT:		Phone:		Permit #:	
Address:		Cell Phone:		Parent Permit #:	
E-mail:		Parcel #:		Date Rec'd:	
Job Site Address:				Deposit Pd.:	
Project Valuation*:	*(The cost of installation , not the price of the home)				

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

Color and Material Samples
LDC Section 5.7.F(4) & (5)



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All building materials shall meet the requirements of LDC Section 5.7.F(4)

All exterior building colors must meet requirements for light reflective value (LRV) and chroma, as described in LDC Section 5.7.F(5) and shown in the Munsell Book of Color, available for review in the Community Development Department.

Date Rec'd:	
Approval:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Staff/Date:	

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

IMPORTANT: Indicate all exterior colors and materials below or on a separate sample board. Physical samples may be required. Use of colors and/or materials not provided here may not be approved and may be required to be changed at the expense of the property owner. The LDC requires that metallic surfaces be treated to reduce reflections and prohibits reflective or shiny surfaces. If the installation of a color or material results in a reflective or shiny surface, the property owner may be required to treat, modify, or replace the material to meet LDC requirements.

EXTERIOR WALL COLOR

EXTERIOR TRIM COLOR

Paint manufacturer:		Paint manufacturer:	
Paint name/number:		Paint name/number:	

(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)

Applicant Signature

Residential Outdoor Lighting Application
LDC 5.8: Exterior Lighting



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Applicant Name:		Phone:		Permit # B	
Address:		Cell Phone:		Date Rec'd	
E-mail:		Parcel #:		Staff Initials	

Lighting Inventory Table:

- Refer to page 2 for an example of a plan view diagram and completed table.
- The shielding column below refers to: full (F), partial (P), or unshielded (U).
- Attach cut sheet or manufacturer's product description for all new lights. If such data is not available, 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.

Plan Key (ID)*	No. of Units	Shielding (F, P, or U)	Kelvin Rating	Cut Sheet Attached (Y or N)

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

Site Plan (See example on page 2):

Attached Provided with plans (Sheet _____)

Applicant Signature: _____ Date: _____

Residential Outdoor Lighting Application

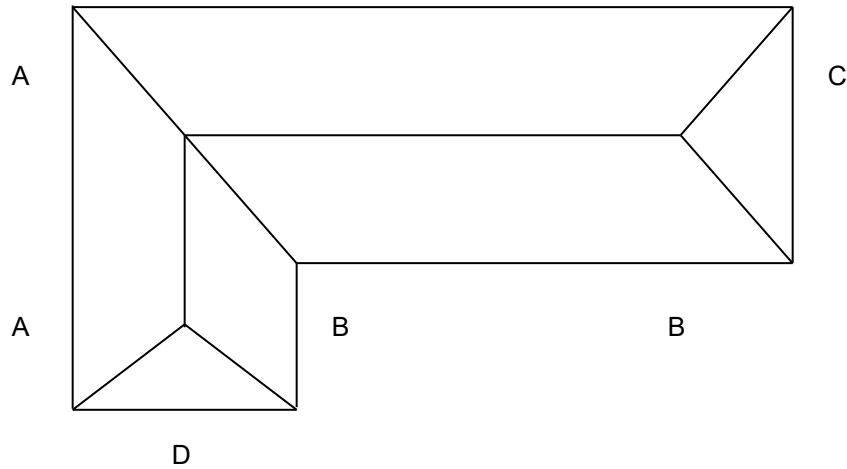
Example Inventory

Example of a Lighting Inventory Table:

Plan Key (ID)*	No. of Units	Shielding (F, P, or U)	Kelvin Rating	New or Existing (N or E)
A	2	F	3000	N
B	2	F	3000	N
C	1	F	4000	E
D	1	F	3500	E

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

Example - Plan View:



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



City Of Sedona
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(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.:	

Development Impact Fees

Residential Development	Development Fees per Unit				
Square Feet	General Government	Parks and Recreational	Police	Street	Proposed Fees
700 or Less	\$0	\$717	\$468	\$2,088	\$3,273
701 to 1,200	\$0	\$1,004	\$656	\$2,831	\$4,491
1,201 to 1,700	\$0	\$1,363	\$890	\$3,580	\$5,832
1,701 to 2,200	\$0	\$1,578	\$1,030	\$4,134	\$6,741
2,201 to 2,700	\$0	\$1,721	\$1,124	\$4,574	\$7,419
2,701 to 3,200	\$0	\$1,865	\$1,218	\$4,943	\$8,025
3,201 to 3,700	\$0	\$2,008	\$1,311	\$5,256	\$8,575
3,701 to 4,200	\$0	\$2,151	\$1,405	\$5,526	\$9,082
4,201 to 4,700	\$0	\$2,223	\$1,452	\$5,767	\$9,442
4,701 or More	\$0	\$2,295	\$1,498	\$5,985	\$9,778

Nonresidential Development	Development Fees per Square Foot				
Development Type	General Government	Parks and Recreational	Police	Street	Proposed Fees
Industrial	\$0.00	\$0.74	\$0.16	\$1.18	\$2.09
Commercial	\$0.00	\$1.07	\$0.83	\$5.36	\$7.25
Office / Other Services	\$0.00	\$1.36	\$0.32	\$2.32	\$4.00
Institutional	\$0.00	\$0.42	\$0.43	\$3.07	\$3.92
Lodging (per room)	\$0	\$1,434	\$278	\$1,990	\$3,702

WASTEWATER		
Fee Description	Current Base Fee	Additions, Limits, & Notes
Wastewater Capacity Fees:		
<ul style="list-style-type: none"> 0 – 8 WSFUs* 	\$ 4,633.00	*Water Supply Fixture Units Calculation based on the Economics Research Network (ERN) rate increase of 4.93% for calendar year 2024. ($\$4,415.00 \times 4.93\% = \$217.66 + \$4,415.00 = \$4,632.66$) and rounded to the nearest dollar amount.
<ul style="list-style-type: none"> 8.1 – 17 WSFUs 	\$11,854.00	Calculation based on the Economics Research Network (ERN) rate increase of 4.93% for calendar year 2024. ($\$11,297.00 \times 4.93\% = \$556.94 + \$11,297 = \$11,853.94$) and rounded to the nearest dollar amount.
<ul style="list-style-type: none"> 17.1 – 29 WSFUs 	\$21,036.00	Calculation based on the Economics Research Network (ERN) rate increase of 4.93% for calendar year 2024. ($\$20,048.00 \times 4.93\% = \$988.37 = \$21,036.37$) and rounded to the nearest dollar amount.
<ul style="list-style-type: none"> 29.1 – 42 WSFUs 	\$31,541.00	Calculation based on the Economics Research Network (ERN) rate increase of 4.93% for calendar year 2024. ($\$30,059.00 \times 4.93\% = \$1,481.91 + \$30,059 = \$31,540.91$) and rounded to the nearest dollar amount.
<ul style="list-style-type: none"> 42.1 – 55 WSFUs 	\$42,295.00	Calculation based on the Economics Research Network (ERN) rate increase of 4.93% for calendar year 2024. ($\$40,308.00 \times 4.93\% = \$1,987.18 + \$40,308.00 = \$42,295.00$) and rounded to the nearest dollar amount.

WASTEWATER		
Fee Description	Current Base Fee	Additions, Limits, & Notes
<ul style="list-style-type: none"> > 55 WSFUs (per WSFU) 	\$827.21	This fee is for each WSFU, or portion thereof, over 55 and is added to the fee for 55 WSFUs. For example, 60 WSFUs would be calculated as follows: $\$37,326 + (5 \times \$730.01) = \$40,976.05$.

TABLE P2903.6

WATER-SUPPLY FIXTURE-UNIT VALUES FOR VARIOUS PLUMBING FIXTURE GROUPS

TYPE OF FIXTURES OR GROUP OF FIXTURES	WSFU Unit Value		
	HOT	COLD	COMBINED
Bathtub (with or without overhead shower head)	1.0	1.0	1.4
Clothes Washer	1.0	1.0	1.4
Dishwasher	1.4	-	1.4
Full-bath group with bathtub (with or without shower head) or shower stall	1.5	2.7	3.6
Half-bath group (water closet & lavatory)	0.5	2.5	2.6
Kitchen group (dishwasher & sink with or without food waste disposal)	1.9	1.0	2.5
Kitchen sink	1.0	1.0	1.4
Laundry Group (clothes washer standpipe & laundry tub)	1.8	1.8	2.5
Laundry tub	1.0	1.0	1.4
Lavatory (sink)	0.5	0.5	0.7
Shower stall	1.0	1.0	1.4
Water closet (tank type)	-	2.2	2.2
Do not count hosebibs	0	0	0



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:

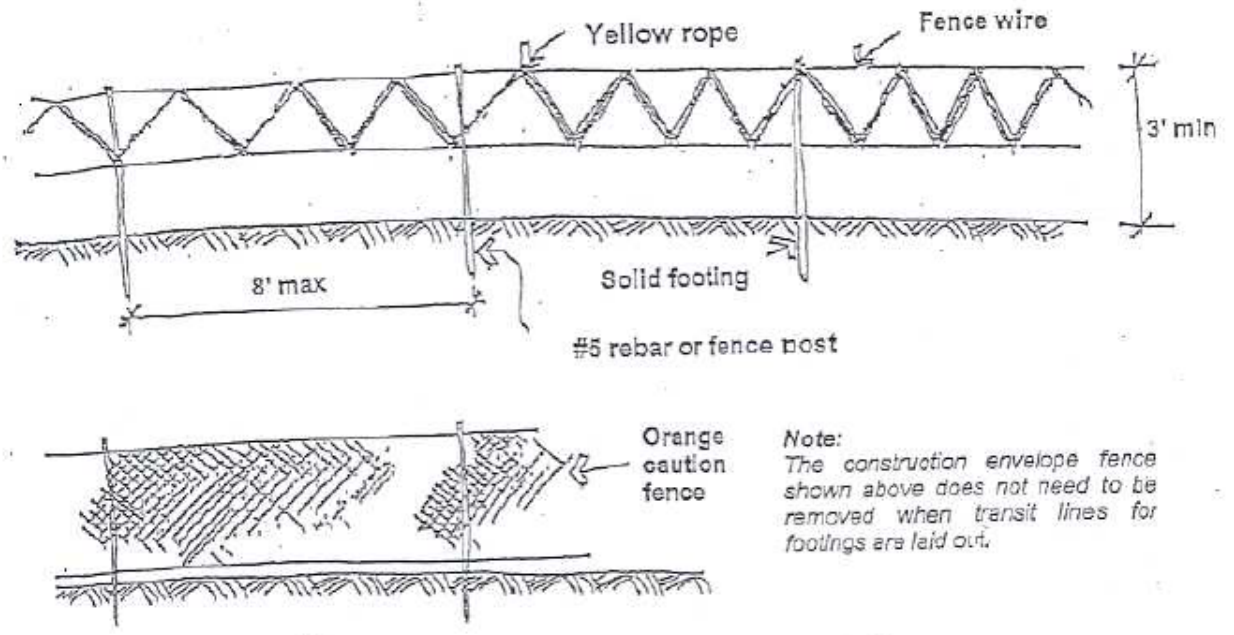
- The location of the CEF must be shown on the site plan submitted for building permit review. Failure to show the location of the CEF will result in the plans being returned for corrections.
- The City's Building Inspector will check the CEF as a part of the first inspection on a project. If the CEF 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 Article 5, 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.**

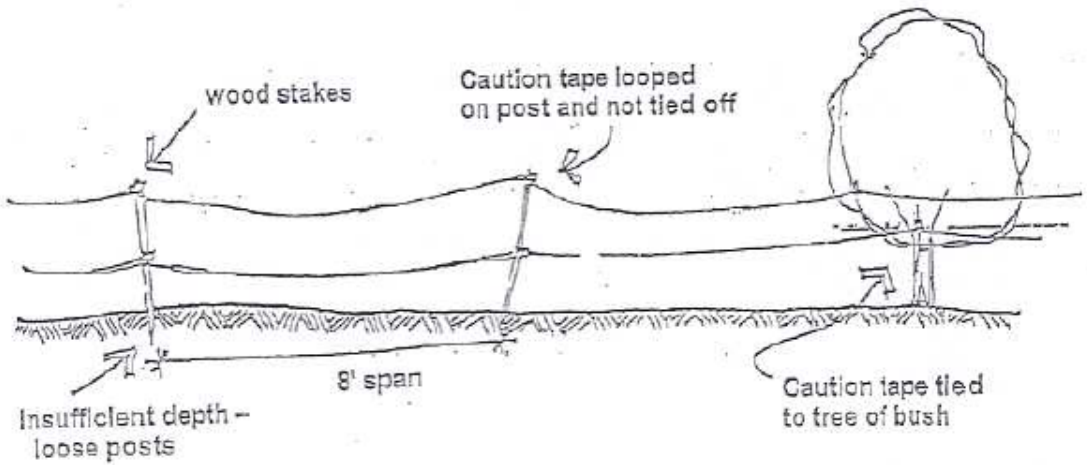
If you have any questions or need further clarification, please call the Community Development Department at 928-282-1154.

Minimum Requirements for the Installation of Construction Envelope Fencing

Acceptable



Non-Acceptable





Public Works Department

102 Roadrunner Drive Sedona, AZ 86336
(928) 204-7111 • Fax: (928) 282-5348

REQUEST FOR SOILS CLASSIFICATION WAIVER

This waiver may be used in lieu of providing a soils classification for non-habitable residential structures or accessory structures (attached or detached) 400 square feet or less; sheds, garages (with a non-conversion agreement recorded by the applicable county) and decks.

This document shall be filled out and signed by the **Owner** prior to a building permit being issued. Please understand that this request does not guarantee the waiver to be granted.

Building Permit Number: _____

Building Site / Lot Address: _____

I (**owner**) _____ being the owner or duly authorized representative of the owner of the property located as stated above, hereby request a waiver of the requirement of providing a soils classification for my prospective building lot or site.

I hereby certify the following:

- 1) The minimum effective soil bearing capacity and design bearing pressure meet city of Sedona building code requirements for designing without a soils classification or soils report.
- 2) Existing structures have no foundation problems.
- 3) There is no existing fill on-site in the area of the proposed improvements.
- 4) The city of Sedona will be indemnified and held harmless by owner or owner’s authorized representative for any damage resulting from insufficient bearing pressure, expansive soil, or any other soil problems.

Owner / Owner’s Agent / Authorized Individual (If agent: title, relationship to project, and furnish letter signed by the owner authorizing you as an agent)

Printed Name: _____

Signature: _____ Date: _____

For Office Use Only	
Approved: <input type="checkbox"/>	Disapproved: <input type="checkbox"/>
Comments:	

City of Sedona Public Works Dept.	Date

City of Sedona Stormwater Pollution Prevention Best Management Practices

There are a number of “Best Management Practices” (BMPs) that can reduce pollution in the municipal separate storm sewer system. The City of Sedona is committed to encouraging and requiring the implementation and maintenance of good practices throughout the city.

<p>Erosion Control</p> <p>Measures to control erosion of dirt, rock, and other debris with the eroded material being carried into the storm system by runoff:</p> <ol style="list-style-type: none"> 1. Cover or seed piles. 2. Use and maintain settling ponds. 3. Compact soils well. 4. Don't run water over steep slopes, loose dirt, or loose rock. 5. Avoid long, steep slopes. 6. Use hay, wattles, or similar material to slow water. 7. Use silt fences to contain eroded material. 8. Do not store or leave loose material in waterways. 9. Phase construction to minimize exposed dirt and loose rock areas. 10. Use rock, filter cloth, or other material over storm drain inlets to filter eroded material out of the water. 11. Place containment barriers around all exterior storage areas. 	<p>Oil, Grease, and Gasoline Control</p> <p>Measures to reduce the amount of oil, grease, and gasoline related to cars and trucks from reaching the storm system:</p> <ol style="list-style-type: none"> 1. Have oil and grease changed at a professional mechanics shop. 2. Wash your vehicles at a commercial car wash. 3. If you change your own automotive fluids capture them in a proper container and take them to a recycling center. 4. Parking lot drainage should be filtered prior to being discharged to the City system or offsite. 5. Maintain the filter devices or area by periodically removing the filter material and replacing it with fresh filter material. 6. Keep the area around grease traps and grease containers free of dripping or spilled oil and grease. 7. Use absorbent material to collect spills and dispose of swept materials properly. 8. Sweep streets and parking lots frequently.
<p>Trash and Debris Control</p> <p>Measures to limit the amount of trash and garbage reaching the storm system:</p> <ol style="list-style-type: none"> 1. Put solid waste into trash containers, not the wash. 2. Put cups, wrappings, bags, and other trash in trashcans. Don't litter. 3. Put landscape clippings, and other vegetative waste into trashcans. 4. Make sure that trashcans are not overfilled on windy days. 5. Use rock, filter cloth or other material over storm drain inlets to filter debris out of the water. 6. Businesses should provide adequate and easily located trash receptacles for customers. 7. Discard diapers, bottles, cans, cigarette butts, string, can pull tabs, and other debris in trash cans not on sidewalks, streets, or the ground. 	<p>Dirt/Dust Control</p> <p>Measures to control dirt and dust being washed off of surfaces and carried to the storm system by runoff:</p> <ol style="list-style-type: none"> 1. Cover or seed piles. 2. Keep dirt piles moist. 3. Don't track mud or dirt onto streets and sidewalks. 4. Avoid working in muddy conditions. 5. Maintain and refresh rock pads in the entrance to construction areas and keep tires clean. 6. Sweep sidewalks, driveways, and streets areas rather than washing them down. 7. Use rock, filter cloth or other material over storm drain inlets to filter silt out of the water.
<p>Miscellaneous Tips</p> <p>These measures address a number of ways to reduce the introduction of pollutants into the storm system:</p> <ol style="list-style-type: none"> 1. Do not connect the sanitary sewer or other waste piping to the storm system, they are separate systems. 2. Do not wash paint, solvents, concrete, or other construction materials into the storm system. 3. Pick up after your animals. Scoop the poop! 4. Place containment barriers around all exterior chemical storage areas. 5. Do not overuse pesticides, insecticides, or solvents. 6. Maintain BMPs to keep them effective. 	



Using the City Right of Way

The Streets Division of Engineering Services 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 Engineering Services 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 (928) 203-5100 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



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



Electric Power



Gas – Oil – Product Lines



Communication/Cable Television



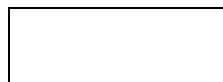
Water Systems – Slurry Pipelines



Sanitary Sewer Systems



Temporary Survey Markings



Proposed Excavation



Reclaimed Water

Effective 10/30/2001



Customer Satisfaction Survey



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

We are currently in the process of evaluating our customer service, and need your feedback so we may improve even further. Please take a moment to complete the survey below, and let us know how we are doing. Participants who provide contact information are entered in our periodic drawings.

How was contact made?

- Front Counter
 Phone
 Email
 Field Employee
 Website
 Other: _____

Which division of Community Development did you contact?

- Building Safety
 Planning and Zoning
 Code Enforcement
 Other: _____

Please rate the following:

	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
Staff was helpful, courteous and professional.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff provided clear, concise, and accurate information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff responded to my needs in a timely manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employees of Community Development demonstrate a willingness to help customers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff members demonstrate knowledge and expertise.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community Development makes information easily accessible and available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am satisfied with the range of services provided by Community Development.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Thinking about Community Development as a whole, would you say the permitting process is:

- Improving
 About the same
 Needs improvement

My overall service experience was:

- Poor
 Fair
 Good
 Great
 Excellent

Continue on back →

Comments:

Please explain why you rated us as you did, and provide any suggestions on how we might serve you better in the future.

If you would like to be entered in our periodic drawings, please provide your contact information:

Your Name:	
Email 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!