

ADU 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 ADU Building Permit Packet includes the following:

1. Residential Building Permit Application
2. Conditions of Approval
3. Sewer Billing Information Form
4. APS Form
5. Color and Materials Sample Sheet
6. Outdoor Lighting Application
7. Owner-Builder/Developer Statement
8. Construction Envelope Fencing Instructions
9. Stormwater Pollution Prevention Guidelines
10. Using The City Right Of Way Info
11. Underground Color Code/Blue Stake Info
12. Customer Survey Form

Attached is the application for an Accessory Dwelling Unit (ADU) permit. It is used to apply for an ADU in a residential district on a single family lot in the following zoning districts RS-5A, RS-70, RS-36, RS-35, RS-18a, RS-18b, RS-12, RS-10a, RS-10b, RS-6, RMH-12, RMH-10, and RMH-6.

ADUs require full compliance with the conditions of the ADU ordinance as set forth in the Sedona Land Development Code as well as all applicable building safety codes.

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 Homeowner's Association, if applicable

Relevant Ordinances & Timelines

The relevant ordinances governing this permit application are found at www.codepublishing.com/AZ/sedona, Sedona City Code, Chapter 15, Building, and <http://www.codepublishing.com/AZ/sedona/ldc.html> Sedona Land Development Code, Articles 1-19. 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

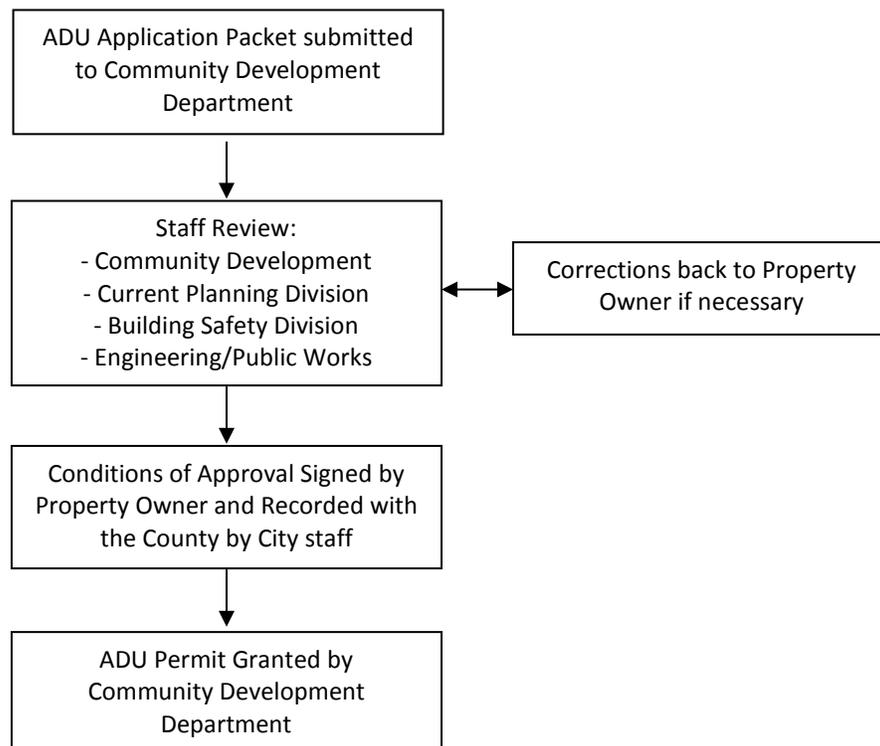
The following are general steps to expect in making your application:

1. Complete the ADU application packet

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2. Attach a site plan showing (see ordinance for full list of requirements):
 - a. Parcel identification
 - b. Existing zoning and all uses adjacent to property
 - c. Lot size and lot coverage
 - d. Building configurations and heights
 - e. Front, rear and side setbacks
 - f. Show all easements
 - g. Location of proposed ADU, entrance and outdoor space
 - h. Square footage of ADU
 - i. Location of primary home and garage
 - j. Square footage of primary home and garage (separated)
 - k. Landscape areas and screening (if applicable)
3. Attach a parking plan delineating parking space(s) for ADU and primary home.
4. If the proposed ADU is proposed to be inside an existing dwelling or attached to an existing dwelling, include photos of the existing dwelling and building elevations of the proposed ADU.
5. Submit the completed ADU application packet to the Community Development Department.
6. Once the above items are completed and submitted, Community Development, Engineering and Building Safety staff members will review the plans and contact you with any questions or comments. Staff may conduct a site visit as part of the approval process. (see diagram below of ADU Review Process)
7. When staff review is complete and all conditions are met, Community Development staff will notify you that the ADU permit is ready to pick up.

Outline of ADU Review Process:



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APPLICATION CHECKLIST

An ADU permit can only be granted after all conditions for an ADU are met. Please reference Section 918 of the Sedona Land Development Code for the specific requirements and more information.

- Development on Lot.** A single-family dwelling must exist as a primary dwelling unit on the lot or be constructed in conjunction with the ADU.
- Conformance to Building and Development Standards.** An ADU must meet the same building and development standards required for the primary dwelling unit except as otherwise noted in Section 918 of the Land Development Code.
- Covenants, Conditions and Restrictions (CC&Rs).** If the property is located in an area with a homeowners association, it is the responsibility of the property owner to check the CC&Rs to determine if an ADU is allowed and if so, what additional restrictions may apply.
 - Neighborhood covenants may apply that restrict your ability to construct an ADU. The issuance of a City of Sedona ADU permit does not eliminate the responsibility of the property owner to comply with applicable covenant restrictions. It is the responsibility of the property owner to determine if there are any covenants that may apply to and/or restrict an ADU. It is highly recommended that you contact your homeowner association before pursuing an ADU permit with the City. The City is not liable for any action that is in contradiction to applicable neighborhood covenants.
- Fire Protection Requirements.** Prior to issuing an ADU building permit, the Sedona Fire District, District Fire Marshal will review the application for fire code compliance. ADU occupancy may be required to be fire protected through the installation of an approved automatic residential fire sprinkler system as required by the adopted fire code, which is based on the 2003 edition of the International Fire Code, as amended and approved by the Arizona State Fire Marshal. Additional fees may apply.
- Parking.** A parking plan delineating parking spaces for the ADU and primary dwelling unit is required. At least one, but no more than two on-site parking space(s) is required for an ADU. Parking for the ADU is in addition to the required parking for the primary dwelling unit.
- ADU and primary dwelling unit size and configuration:**
 - Square footage of primary dwelling unit: _____
 - Square footage of proposed ADU: _____ Number of bedrooms: _____
 - Proposed ADU is: new construction existing structure attached to primary dwelling detached structure located within primary dwelling
- Owner Occupancy.** The owner(s) of the property must occupy either the primary dwelling unit or the ADU on a full-time basis. Full-time occupancy is defined as a property owner, as reflected in title records, who makes his or her legal residence at the site, as evidenced by voter registration, vehicle registration or similar means and actually resides at the site more than six months out of any given year.
- Mobile homes, trailers, and recreational vehicles cannot be used for detached ADUs.** ADUs may be attached to a mobile home or created within a mobile home provided all code requirements are met.
- Conditions of Approval Agreement.** Before issuing an ADU permit, the property owner shall sign conditions of approval agreement including declaration of restrictions.
- Site Plan.** A completed site plan including but not limited to: ADU location, setbacks, parking, square footage, percent of lot coverage, entrance location(s), and any other information necessary to review and evaluate an ADU application.
- Design.** To preserve the appearance of the single family dwelling, ADUs shall be compatible with the design of the primary dwelling unit by use of similar exterior wall materials, window types, door and window trims, roofing materials and roof pitch and colors. Photos of the primary dwelling shall be provided along with proposed elevations (front and side view sketches).
- Property Infrastructure.** Utilities on a property may not be sized adequately to handle an additional dwelling unit. It is highly recommended that a property owner check with the various utility agencies (natural gas, electricity, water, and sewer) to better understand utility requirements and options. Calculations will be required to show that the existing electrical service, gas service and water supply can handle the additional load. Also, if not on the City's sewer system, County approval will be necessary to show that the existing septic system can handle the additional

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load. For those properties on the City's sewer system using ejector pumps, larger capacity pumps and piping may be required depending on the manufacturer's ratings.

PERMIT APPLICATION INSTRUCTIONS

The following information is needed for review in order to obtain a construction permit for accessory dwelling units, including new buildings, converted, attached, and detached.

Plan Review Information

The Plan Review Application provides information about your project.

■ 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

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.

■ 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.

For new residences, provide the building "footprint" defined as the area of the building at ground level within the foundation. Indicate the *number of stories*.

Plan Review Deposit

A Plan Review deposit is required at the time of application. The amount of the deposit is based upon the living area of the new dwelling unit or a set fee established for additions. The deposit is applied toward the total permit fees calculated by the plan reviewer.

The following are the plan review deposits for new residential buildings, remodels and additions:

ADU \$50

Plans Required

Construction plan requirements for either county:

5 COMPLETE SETS OF PLANS plus PARKING PLAN delineating parking spaces for ADU and primary dwelling unit.

- 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, and edge of street pavement.
- Parcel identification
- Existing zoning
- Lot size and lot coverage
- Building configurations and heights
- Front, rear and side setbacks

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- Location of the primary dwelling and garage (if applicable).
- Location of proposed ADU, the entrance and outdoor space
- Square footage of the primary dwelling unit and garage (if applicable)
- Square footage of the ADU
- Designated off-street parking space(s) for ADU and primary dwelling unit
- Landscape areas
- 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, using a minimum 2' contour).
- Indicate finished 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 and disposal fields.
- 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.
 - Show ceiling height of each room.
- Indicate location and method of bracing.
For remodels:
 - Indicate existing walls, including those to be removed.**For additions:**
 - Indicate the existing floor plan adjacent to the proposed addition.
 - Minimum of one (1) each transverse and longitudinal sections required for submittal.
- BUILDING CROSS SECTIONS
 - 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.
- 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
 - 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.
 - Show foundation crawlspace ventilation.
- FRAMING PLANS
 - Floor Framing *(if applicable)*:
 - Indicate girder and beam sizes
 - Indicate bearing walls.
 - Indicate header sizes
 - Indicate joist size, spacing, direction of spans
 - Detail framing connections
 - Provide roof drain calculations based on 2½" rainfall per hour
 - Indicate roof framing *(if applicable)* and ventilation
 - Indicate bearing walls, header, and beam sizes

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- Indicate joist, rafter size, spacing, direction of spans
- Indicate truss layout. Indicate location of girder and hip trusses
- Indicate or detail framing connections

■ ELECTRICAL PLANS

- 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

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

■ PLUMBING PLAN

- 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.

■ STORMWATER POLLUTION PREVENTION

- Develop site specific plan -or- provide notice of intent to abide by the city's general storm water pollution guidelines.

Design Criteria and Adopted Codes

- 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

Fire sprinkler systems are required for all residences greater than 3600 square feet or constructed within gated communities. They may also be required if the home is more than 500' from a fire hydrant or if access to the home by the Fire Department is difficult. For questions regarding your specific fire sprinkler requirements, please contact the Sedona Fire District.

The system design and installation will be reviewed and approved by the Sedona Fire District 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.

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Subdivision Approval

Deed restrictions may require that each owner obtain 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.

Fees

■ BUILDING PERMIT

Plan review, building permit and grading fees are calculated upon review of the plans. Fees for new structures are based upon the combined areas of living space, garages, carports, decks and covered patios. Grading fees are established upon the quantity of cut or fill; whichever is larger.

Fees for remodels are most often based upon a percentage of those that are 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

■ 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. ADU's will be subject to one half ½ of the wastewater capacity fee charges applicable at time of application submittal. Building Department or Public Works staff can determine if a particular property may connect to the City Wastewater System and at what capacity fees will be assessed.

■ 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

Expiration of Plan Review and Building Permits

Permit applications expire 180 days after the date of submittal, unless a building permit has been issued. Building permits expire 180 days after issuance, unless construction is commenced and diligently pursued to completion. Progress inspections must occur at least once every 180 days in order to maintain an active permit. You may request a permit extension by completing the applicable form from Community

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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, and are scheduled by dialing 282-3268 and leaving a voice message. Please leave permit number and type of inspection. Calls received before 7:00 a.m. can be scheduled for inspection that same day.

Accessory Dwelling Unit (ADU) Permit Application



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

PROPERTY INFORMATION

Permit Type:		Zoning:		Permit #:	
Property Address:		Parcel #:		Parent Permit #:	
Job Site Address:		Lot #:		Date Rec'd:	
Subdivision Name:		Approximate Cost:		Deposit Pd.:	
Connected to City Sewer	<input type="checkbox"/> Yes <input type="checkbox"/> No	Alternate/Septic System	<input type="checkbox"/> Yes <input type="checkbox"/> No		

ADU INFORMATION		PRIMARY RESIDENTIAL SQUARE FOOTAGE	
<input type="checkbox"/> New Unit	<input type="checkbox"/> Detached <input type="checkbox"/> Attached	Primary Res. sq. ft.:	
<input type="checkbox"/> Existing Unit	<input type="checkbox"/> Within Existing	Garage:	
ADU Total sq. ft.:		Deck:	
ADU Deck sq. ft.:		Covered Patio:	
ADU Covered Patio sq. ft.:		Shed:	
ADU Number of bedrooms:		Unfinished Basement:	

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:	
City Business License #:		City Business License #:	

NOTE: Subdivision Approval - Deed restrictions may require that each owner obtain approval prior to beginning construction. It is the responsibility of the property owner to contact their subdivision's homeowners association in order to comply with regulations.

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

Print Name

Signature

Date

**Accessory Dwelling Unit (ADU)
Conditions of Approval/
Deed Restriction Agreement**



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

Property Owner:		Plan Check No.: ADU	
Address:		Date:	
		Approved:	
Parcel #:		By:	

1. The Owner(s) of the property must occupy either the primary dwelling unit or the accessory dwelling unit (ADU) on a full-time basis. Full-time occupancy is defined as a property Owner(s), as reflected in title records, who makes his or her legal residence at the site, as evidenced by voter registration, vehicle registration or similar means and actually resides at the site more than six months out of any given year.
2. The total number of people residing on the property, including the primary residential structure and the ADU, cannot exceed the definition of 'family' as described in Article 2 (Definitions) of the Land Development Code.
3. The ADU shall be rented for a minimum of 90 consecutive days.
4. The ADU shall not be used for short-term vacation rentals and/or bed and breakfast purposes.
5. The ADU shall not be sold separately.
6. The ADU shall be restricted to the approved size of _____ square feet and the approved number of _____ bedrooms.
7. Any exterior or interior modifications to an approved ADU requires building permit approval from the Department of Community Development.
8. If the property is listed for sale in the future the current property Owner(s) shall notify any prospective buyers about the conditions of approval for the ADU.
9. The property Owner(s) agrees to periodic inspections of the property, including the primary residence and ADU, at the discretion of the Director of Community Development.
10. The property Owner(s) agrees to complete the City's annual questionnaire to ensure compliance with the Conditions of Approval and compliance with the City's ADU ordinance. The information gathered through the questionnaire will also be used in the Community Development Director's annual report to City Council as required by the ADU ordinance.
11. This Agreement, any exhibits attached hereto, and any addendum, constitute the entire understanding and agreement of the Owner(s) and the City and shall supersede all prior agreements or understandings between the Owner(s) and City regarding the above-referenced property. This Agreement may not be modified or amended except by written agreement by the Owner(s) and City.
12. This Agreement is entered into in Arizona and will be construed and interpreted under the laws of the State of Arizona.

- 13. This Agreement runs with the land and is binding upon all present and future Owner(s) of the above-referenced property.
- 14. This Agreement is subject to revocation by the Director per the conditions outlined in Section 918.10 of the Land Development Code.
- 15. By signing this agreement the property Owner(s) agree and consent to all the conditions imposed by the City of Sedona regarding the Accessory Dwelling Unit Permit and waive any right to claim diminution in value or claim for just compensation for diminution in value under A.R.S. §12-1134 related to permit number _____ allowing for construction of an Accessory Dwelling Unit at _____.**

The Owner(s) warrant and represent that they are the Owner(s) of fee title to the above-referenced property and that no other person has an ownership interest in the property. The persons who sign on behalf of Owner(s) personally warrant and guarantee to the City they have the legal power to bind Owner(s) to this Agreement.

Dated this _____ day of _____, 2010.

City of Sedona Arizona, an
Arizona Municipal Corporation

By: _____
Property Owner(s)

By: _____
Director

State of _____

County of _____

SUBSCRIBED AND SWORN to before me this ____ day of _____, 20__, by

_____, Owner(s).
Property Owner(s) name(s)

My commission expires:

Notary Public

Property Sewer Billing Information



City Of Sedona Community & Economic Development Department

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

If your property is or will be connecting to the City's sewer system the following information is required in order to set up a sewer account and/or verify/update existing sewer information.

Property Owner Name:	
Mailing Address:	
Phone:	
Cell Phone:	
Email Address:	

Property Address:	
Parcel Number:	

Type of Property:

- Single-Family Residential
- Accessory Dwelling Unit
- Multi-Family
- Commercial Business
- Restaurant, number of seats:
- Other, please indicate:

County:

- Yavapai County
- Coconino County

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

Applicant Name:		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:	
TOTAL LUMENS PROPOSED: (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

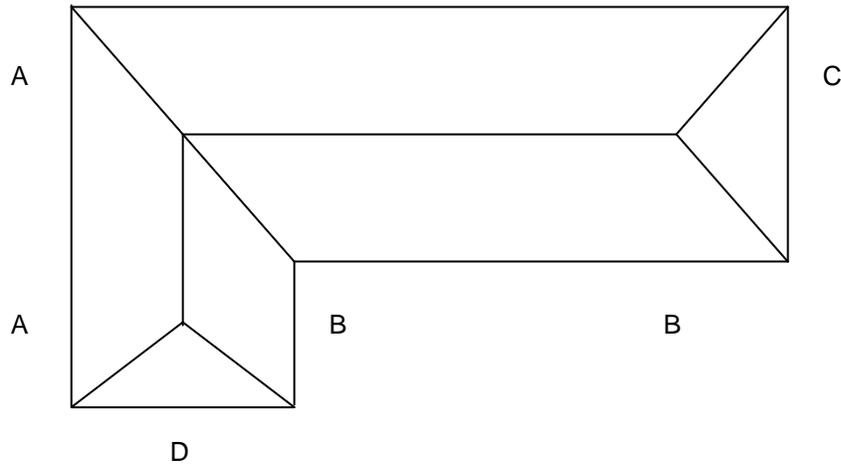
Plan Key (ID)*	Light Class (1, 2, or 3)	Lamp Type (LPS, HPS, MH, FL, IN)	Initial Lumens	No. of Units	Shielding (F, P, or U)	Watts (each)	New or Existing (N or E)	Total Lumens
A	1	FL	2,975	7	F	35	N	20,825
B	1	IN	1,750	6	F	100	N	10,500
C	2	LPS	13,500	2	F	135	N	27,000
D	1	MH	16,000	2	F	250	N	32,000
Total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

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
(928) 282-1154 • Fax: (928) 204-7124

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:

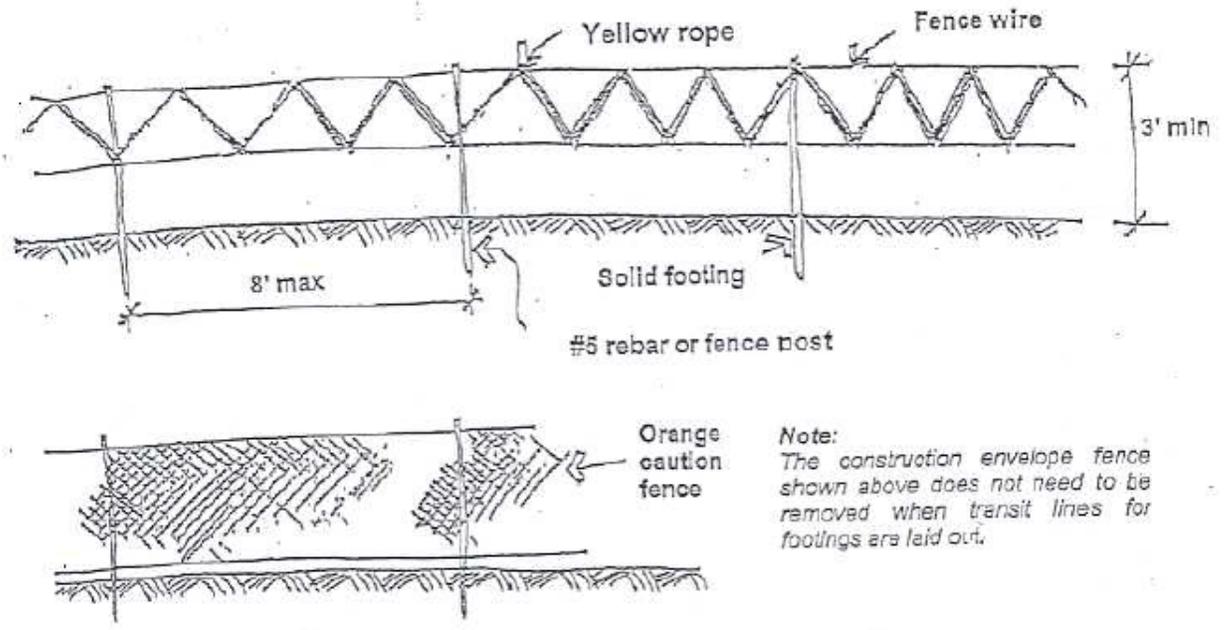
- The location of the CEF must be shown on the site plan submitted for building permit review. Failure to show the location of the CEF will result in the plans being returned for corrections.
- The City's Building Inspector will check the CEF as a part of the first inspection on a project. If the CEF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

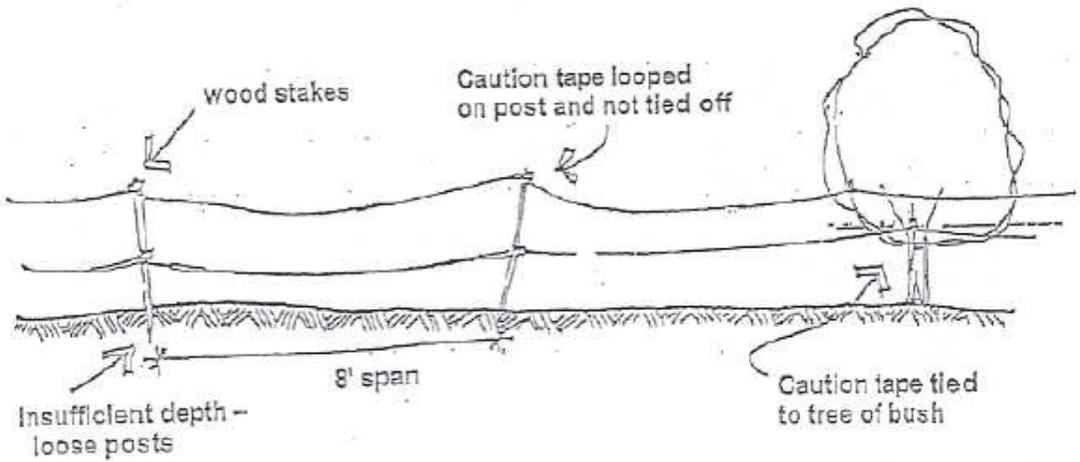
If you have any questions or need further clarification, please call the Community and Economic Development Department at 928-282-1154.

Minimum Requirements for the Installation of Construction Envelope Fencing

Acceptable



Non-Acceptable



General Stormwater Pollution Prevention Guidelines



**City Of Sedona Community &
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The Sedona City Engineer, pursuant to Section 14-1-9 of the Sedona City Code, publishes these guidelines. They are minimum criteria for measures to be taken to reduce stormwater pollution from various sources.

Section 14-1-9E of the City Code provides that the "Smaller areas may develop a site-specific plan or provide a notice of intent to abide by the city's general storm water pollution guidelines." The Notice is provided below. If a site-specific plan is not provided, the Notice of Intent shall be provided in cases where a permit is required for grading, new building construction, or building modification. The Notice may only be used for projects affecting an area of less than 1 acre. (1 acre = 43,560 square feet)

Is this project located within ¼ mile of Oak Creek? Yes No

Notice of Intent to Comply with General Stormwater Pollution Prevention Guidelines

Name of Development: <i>(Provide name of business or subdivision. If there is no name, write N/A.)</i>	
Property Owner:	
Person Responsible for Compliance: <i>(This is the person responsible to make sure that the guidelines are implemented and maintained on the project site.)</i>	
Size of the project area in square feet or acres:	
Project time frame (# of days):	

The responsible person and the person owning the property for which this Notice of Intent is submitted agree to require that all construction work and related activity be conducted in accordance with the Sedona City Code and the requirements of the City of Sedona General Stormwater Pollution Prevention Guidelines. Persons further understand that failure to meet the mentioned requirements will be sufficient cause for the City to restrict or stop work on the property until the requirements are met. Also, persons shall additionally be subject to other actions under law.

In lieu of preparing a site-specific Stormwater Pollution Prevention Plan,
I hereby declare my intent to comply with the City of Sedona General Stormwater Pollution Prevention Guidelines.

Signature of Property Owner

Signature of Person Responsible for Compliance

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 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 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 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



City Of Sedona Community &
Economic 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 & Economic Development Department

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

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!