

Project Application Instructions



City Of Sedona

Community Development Department

102 Roadrunner Drive Sedona, AZ 86336

(928) 282-1154 • Fax: (928) 204-7124

This is a generic application form and submittal packet for applications that require Planning and Zoning Commission and/or City Council approval. You are required to meet with Staff prior to submitting your application to review the development proposal, evaluate applicable submittal requirements, and discuss project scheduling. When you are ready to submit your application, you must schedule a submittal appointment, at which time Staff will verify that all required materials have been provided. For questions or to schedule a meeting, please call (928) 282-1154.

General Submittal Requirements

The size, scale and nature of a proposed development will determine submittal requirements for each project. Applicants should refer to the enclosed list of submittal requirements and the specific sections of the Land Development Code for a precise description of what should be included on the submittal drawings. **You may be required to submit additional materials to ensure proper evaluation of the request.**

Important:

- Staff will determine the filing fees based on the Development Fee Schedule.
- A digital copy of site plans is required when submitting for building permits. For questions regarding this requirement and preferred format, please contact City GIS at (928) 204-7206.
- Check with any Home or Property Owner's Association to ensure that your proposal is consistent with recorded codes, covenants, and restrictions that apply to the property.
- A public notice will be posted on the property at least 15 days prior to the hearing date. Once the notice is posted, it is your responsibility to maintain the sign. Staff will remove the posting after the hearing has been completed.

PROJECT SCHEDULING

Project schedules will vary depending on sufficiency of information, complexity of project, and Planning & Zoning Commission schedule. During the pre-application meeting, Staff will go over the anticipated scheduling of your project, tentative meeting dates, and deadlines that must be met to ensure those meeting dates.

Application Submittal and Initial Review

- Applications are accepted at any time. However, they are reviewed on a pre-set schedule. New review cycles typically start twice per month.
- After the review cycle starts for your project, you should expect the initial set of comments within 3 weeks.
- A public hearing for your project will not be set until all outstanding comments are addressed.
- An introductory work session with the Planning and Zoning Commission may be required. This would typically be scheduled one week after you receive Staff comments.

Conceptual Review (if required)

- Conceptual Review Public Meetings will generally be set for 4-5 weeks after the beginning of the review cycle. You are not required to address outstanding comments prior to a conceptual review public meeting.

Public Hearing

- A Public Hearing will be scheduled 3-4 weeks after the application has been deemed complete.

City Council Public Hearing

- A public hearing with City Council, if necessary, will be scheduled after the public hearing process with Planning & Zoning Commission is complete.
- Public Hearings with the City Council are typically scheduled 4-6 weeks after the Commission's hearing.
- You may be required to have a work session with the City Council prior to the public hearing. This can add 4 weeks to a project's time frame.

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GENERAL APPLICATION REQUIREMENTS

Required at time of submittal:

- 2 paper copies of the entire submittal packet
- 2 additional site plans
- 1 electronic copy of all documents on a CD
- Additional copies may be required prior to the public hearing for distribution to the Planning and Zoning Commissioners and/or City Councilors.

Application Form

- a. Letter of Authorization to file from the current property owner to the applicant (if not the same).

Letter of Intent

Project Plans, Including the following:

- a. Site Plan
- b. Building Elevations from each side of building (Sample building elevation only required for conceptual)
- c. Landscape Plans (not required for conceptual)
- d. Floor plans (not required for conceptual)
- e. Sign Plans (not required for conceptual)
- f. Lighting Plans (not required for conceptual)
- g. Development phasing map and proposed timing schedule (on the site plan or in the Letter of Intent)
- h. Samples of all proposed exterior materials and finishes (not required for conceptual)
- i. Representation of architectural details.
- j. Provisions for screening mechanical and utility equipment and trash dumpster (or include on the site plan)

Preliminary Plat for subdivisions. See SLDC 704.09 for a complete list of requirements.

Engineering Reports, Including the following:

- a. Traffic Impact Analysis (not required for conceptual). The required parameters of the analysis should be discussed with the Engineering Services Division prior to compiling the report.
- b. Preliminary Grading Plans (not required for conceptual)
- c. Preliminary Drainage Plans and Report (not required for conceptual)

An outline of proposed Citizen Participation Plan (not required for conceptual)

Mailing labels and a vicinity map for all property owners within 500 feet (or as determined by Staff). This information can be acquired from the City's GIS department for a separate fee.

Letters of serviceability from all proposed utility connections.

Legal description.

Title Report or A.L.T.A. Survey showing all easements on the subject property.

Any other information required, as determined by Staff, based on the scope of the project

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LETTER OF INTENT

The following is offered to assist you in compiling a Letter of Intent to present your project in a comprehensive manner. The letter should be addressed to the Planning and Zoning Commission and include a project name, address, and Assessor's Parcel Number.

Development Review Applications

Projects must be developed in conformance with the Land Development Code and within the guidelines of the Design Review Manual. Your letter of intent should discuss how the project addresses the following components:

- 1) Site design (Section 2.2 of the Design Review Manual)
 - Sensitivity to natural features, Arrangement of spaces, Viewshed Analysis, Sensitivity to historical sites, structures and roadways
- 2) Drainage Way Design (Section 2.3 of the Design Review Manual)
 - Drainage ways, Storm water detention basins, Soil Erosion and Sedimentation Control
- 3) Building Placement and Orientation (Section 2.4 of the Design Review Manual)
 - Relationship to adjacent developments, Relationship to public realm, Corner sites, View considerations, Relationship to topography and vegetation, Climate considerations
- 4) Linkage and Circulation (Section 2.5 of the Design Review Manual)
 - Vehicular and pedestrian connections
- 5) Parking (Section 2.6 of the Design Review Manual)
 - Parking area design and landscaping, Parking structures
- 6) Exterior Lighting (Section 2.7 of the Design Review Manual)
 - General, Parking area
- 7) Signage (Section 2.8 of the Design Review Manual)
 - Design, Location
- 8) Building Equipment and Services (Section 2.9 of the Design Review Manual)
 - Service areas, loading zones and refuse enclosures, Mechanical and electrical equipment
- 9) Fences and Walls (Section 2.10 of the Design Review Manual)
 - Design, Location
- 10) Architectural Character and Building Form (Section 3.0)
 - Architectural character and style, Proportion and scale of project, Building heights and any proposed application of alternate standards, Building massing, Building materials and textures, Color, Architectural details
- 11) Landscape (Section 4.0)
 - Design, Preservation of existing vegetation and topographic features, Plant selection, Outdoor spaces
- 12) Discuss how the application meets the Development Standards found in Article 9 of the SLDC, including heights, massing, color, screening, landscaping, and lighting.
- 13) Discuss how the application meets the approval criteria listed in Section 401.06 of the Land Development Code.
- 14) Discuss how the public art requirement will be met.

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Zone Change Applications

Discuss how the proposal meets identified community needs and what community benefits are provided to mitigate the impact of the zone change. Please refer to specific sections of the Community Plan.

Subdivisions

Discuss how the project meets the criteria for subdivision approval listed in Section 704.04.G of the Land Development Code.

Conditional Use Permits

Provide a description of the project, including type of business or use, days and hours of operation, number of employees, traffic impact on the surrounding area and any anticipated impact to the surrounding area. The letter should also address how the application meets the required findings listed in Section 402.06 of the Land Development Code.

PLAN CHECKLISTS

Site Plan Checklist:

- Project Name and Address
- Location Map and North Arrow
- Architect/designer name, address, phone number, and stamp or seal of the registered professional preparing the plans.
- Existing and proposed topographic contours (minimum 2-foot contour); indicate all grading.
- All natural topographic features such as watercourses, rock outcrops, vistas, and native vegetation.
- Location of existing and proposed buildings and associated setbacks
- Location of improvements such as driveways, curbs and gutters, ramps, steps, pedestrian walks, parking areas, walls/fences, mechanical equipment, outside storage areas, loading areas, refuse areas, and free standing signs.
- Alleys, adjacent streets with right-of-way, sidewalk, curb, and property line indicated. Label all streets and highways.
- Location of buildings, signs, roadways, curb cuts, or other improvements within 50 feet of subject property
- Outdoor lighting (See SLDC 911 for requirements)
- In chart or *tabular form*:
 - Total acreage, acreage for each use/phase
 - Percent lot coverage and floor area ratio
 - Parking spaces (required/provided)
 - Landscaped/open space areas by percentage
- Phasing schedule
- Location of all easements on subject property
- Roof Plan showing elevation heights of all roof ridge lines and parapets

Landscape Plan Checklist:

- Project Name and Address
- North Arrow
- Landscape architect/designer name, address, phone number, and stamp or seal.
- Draw to same scale as site plan
- Locations of existing trees proposed to be removed, retained and transplanted on the site
- Location and design of landscaped areas
- Varieties, numbers, and sizes of plant materials proposed
- Total area of proposed landscaping in square feet, and proposed lawn/turf areas.

Building Elevations Checklist:

- Drawn to scale
- All elevations of the proposed structures as they will appear upon completion
- Floor plans of proposed buildings
- Exterior surfacing materials and colors
- Height of all walls of all building masses, and the overall height of the proposed buildings
- Show line of natural grade and the 22-foot imaginary plane height line on each elevation.

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Sign Plan Checklist:

- Drawn to scale
- Sign area, dimensions, height
- All sign copy
- Sign colors
- Method of illumination (if any)
- Sign materials
- Mounting Details

Grading and Drainage Plan Checklist:

- Please contact the City's Engineering Services Division at (928) 204-7111 with any questions.
- All Site Plan requirements.
- Plans must be drawn to scale. Indicate the appropriate scale and include a north arrow.
- All existing ground contours at minimum 2-foot intervals including those under proposed structures. The existing contours are to be shown as solid lines.
- All proposed contours at min. 2-foot intervals. The proposed contours are to be shown as dashed lines.
- All existing drainage facilities, both on-site and off-site, that significantly impact the site.
- FEMA and/or the City of Sedona floodplain and floodway limits.
- All watercourses, no matter how small, must be included. Clearly show watercourse centerlines and tops-of-banks.
- Structures may be placed no closer than 20-feet from the top bank of a watercourse. This setback may be reduced if erosion protection is designed by a registered engineer. Include the engineer's erosion protection design with the plan submittal.
- Flow arrows to show surface water drainage patterns.
- Culverts, end-sections, and inlet/outlet protection, with dimensions, type and elevations.
- Channels, ditches, and swales with lengths, widths, cross-sections, and erosion control (i.e. rip rap, concrete, grout) indicated.
- Detention pond grading, outlets, inlets, safety barriers, and cross-sections.
- Cross-sections and details for all drainage facilities included in the development.
- Text and graphics necessary to clearly describe and locate the treatment of cut or fill slopes, i.e. revegetation, retaining walls, etc.
- List in the lower right area of the plan, the total amount of cut and fill in cubic yards.
- Driveway/street intersection and clear site distance available for a vehicle preparing to exit the driveway.
- Adjoining public and private rights-of way and all improvements within the right-of-way, such as edge of pavement, sidewalks, drainage devices, etc.

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PLANNING AND ZONING COMMISSION PUBLIC HEARING

A public hearing will proceed according to the Commission's adopted Rules of Procedure, and in accordance with State Statutes, in the following manner:

- The chairman will introduce the project.
- Staff will present the project, including a recommendation.
- Questions from the Commission to staff.
- The applicant and/or his agent will present to the Commission.
- Questions from the Commission to the applicant.
- The public hearing is opened to the general public.
- The Commission will discuss the project among themselves.
- A formal action will be taken in accordance with the Planning and Zoning Commission's adopted Rules of Procedure.

Your presentation is an opportunity to explain your proposal to the Commission and the public. *Please discuss your presentation with staff prior to the hearing date, so that appropriate accommodations can be made.*

The following points should be considered:

- The staff report and recommendation will be available at least 1 week prior to the public hearing. Be familiar with issues discussed in the staff report.
- Provide an overview of the entire proposal and a timeline for completion. Provide details of your Citizen Review Process and any changes made as a result of feedback received.
- The Commissioners will determine if your proposal meets the requirements of the Land Development Code, the Design Review Manual guidelines, and the Sedona Community Plan.
- Be prepared to answer detailed questions about the proposal from the Commission. You may bring others who are involved with the project to help answer questions.

CITIZEN REVIEW PROCESS

An applicant proposing a project which requires a public hearing is required to complete a Citizen Participation Plan, as required by SLDC Section 408. The following is a general overview of the requirements:

1. The applicant is required to contact neighboring property owners (typically within 500 feet of the project site) and any affected Homeowner's Associations. Based on the size and scope of the project, a larger notification radius may be required.
2. The applicant will send a letter to introduce themselves and the project and give the property owners a way to contact them directly. If an open house is planned, provide details on the date, time, and location.
3. Staff encourages the applicant to conduct a public open house meeting. It is the applicant's responsibility to acquire a location for the meeting, conduct the meeting, provide visual materials, answer questions, document the discussion, and obtain the names of those in attendance.
4. The applicant is required to keep track of all contact they have with neighboring property owners, including name, date, and item of concern.
5. All Citizen Participation information must be and presents a report to City Staff in advance of the public hearing on their application, including any changes that have been made to the application as a result of the Citizen Participation Process.
6. The Citizen Participation Report is required to be submitted prior to scheduling a public hearing.

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ART IN PRIVATE DEVELOPMENT GUIDELINES

Developers of new commercial projects that exceed 5,000 square feet gross floor area, or expansions of existing structures greater than 2,500 square feet gross floor area, are required to contribute toward public artwork. The Developer may choose to install art onsite or make a cash contribution to the Art in Public Places Fund. The amount is set based on square footage and increases every year based on Consumer Price Index (CPI). The rate for 2014 is \$0.48 per square foot. The Public Art contribution for a development must be paid or in place prior to the issuance of a Certificate of Occupancy.

What on-site artworks are acceptable?

Artwork selected by the developer to be integrated on the site of the project must be located on an exterior of the structure or the building site, which is visible to the public for at least 40 hours per week. These include the following:

- Building features and enhancements, which are unique and produced by a professional artist
- Landscape art enhancements such as walkways, bridges, unique water or unique art features.
- Murals or mosaics covering walls and walkways.
- Professional artist sculptures, which can be freestanding, wall-supported or suspended and made of durable materials suitable to the site.
- Other suitable artworks accepted by the Community Development Director and Arts and Culture Coordinator.

What on-site artworks are not eligible?

- Business logos.
- Directional elements such as super graphics, signage or color-coding.
- Mass-produced art objects, such as fountains, statuary, playground equipment.
- Art reproductions.
- Landscaping or hardscape elements normally associated with the artwork.
- Services or utilities necessary or desirable to operate or maintain artworks.

What are the eligible costs for artworks?

- Professional artist compensation.
- Fabrication and installation of the artwork.
- Site preparation.
- Structures enabling the artist to display the artwork.
- Documentation of the artwork.
- Acknowledgment plaque identifying the artist and the artwork.

Please contact the Arts & Culture Coordinator at (928) 203-5078 for questions regarding the process and procedures to meet the art requirements for your development

Project Application



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The following application is for:

Conceptual Review

Final Review

Appeal

Time Extension

Development Review

Subdivision

Variance

Conditional Use Permit

Zone Change

Major Community Plan Amendment

Minor Community Plan Amendment

PROJECT CONTACT:		Phone:		App. #:	
Address:		Cell Phone:		Date Rec'd:	
E-mail:		Fax:		Rec'd by:	
PROJECT NAME:		Parcel #:		Fee Pd:	
Project Address/ Location:		Acres:		Zoning:	

Project Description:	
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OWNER NAME:		APPLICANT NAME:	
Address:		Company Name:	
Phone:		Address:	
Cell Phone:		Phone:	
E-mail:		Cell Phone:	
		E-mail:	
ARCHITECT/ ENGINEER:		AUTHORIZED AGENT/OTHER:	
Company Name:		Company Name:	
Address:		Address:	
E-mail:		E-mail:	
Phone:		Phone:	
Cell Phone:		Cell Phone:	
ID #/Exp. Date:			
City Business License #:			