



DEPARTMENT OF COMMUNITY DEVELOPMENT
Current Planning Division

104 Road Runner Drive
Sedona, Arizona 86336

Tel: 928-282-1154
Fax: 928-204-7124
TDD: 928-282-3113

ATTENTION: PLEASE READ

You have received a generic application form and submittal packet in response to your request for information on how to proceed with a new Development Review, Conditional Use Permit, or Zone Change application in the City of Sedona. It is important that you review the attached materials and become familiar with them.

Please note that due to the size, scale and nature of a proposed development, not all of the information requested on the attached "General Submittal Requirements" form may be required to be submitted. Staff will determine what information will be required for your application.

IMPORTANT

You will need to schedule an appointment with the Current Planning Division to review the development proposal, evaluate applicable submittal requirements, and discuss project scheduling to the Planning and Zoning Commission and/or City Council prior to submittal of the application.

To schedule an appointment please call:

Nicholas Gioello, Senior Planner
Beth Escobar, Associate Planner

(928) 203-5100
(928) 203-5044



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APPLICATION FOR:

<input type="checkbox"/> Development Review	<input type="checkbox"/> Subdivision
<input type="checkbox"/> Conditional Use Permit	<input type="checkbox"/> Time Extension
<input type="checkbox"/> Conceptual Review	<input type="checkbox"/> Zone Change

Property Owner _____

Address _____

Telephone _____ **Fax** _____ **E-mail** _____

Applicant _____

Address _____

Telephone _____ **Fax** _____ **E-mail** _____

Authorized Agent (if applicable) _____

Address _____

Telephone _____ **Fax** _____ **E-mail** _____

Project Name _____

Project Address/Location _____

Description _____

Signature _____ **Date** _____

Print Name _____

FOR STAFF USE ONLY

Taken By _____

Application # _____

Date Filed _____

Filing Fee _____

Hearing Date _____

Zoning _____

Parcel # _____

Acreage _____

General Submittal Requirements

The following are general submittal requirements for applications for public hearings considered by the Planning and Zoning Commission and/or the City Council. Applicants should refer to the specific sections of the Land Development Code for a precise description of what should be included on the submittal drawings. Staff may request the submittal of additional materials to assure proper evaluation of the specific request.

Important:

- Complete applications must be submitted at least nine (9) weeks prior to the public hearing. See the Filing Deadlines and Meeting Dates on page 4 for filing deadlines. **An appointment must be scheduled** with a staff person to submit your review application. Each public hearing agenda typically has a four (4)-item limit, and items are placed on the agenda at the discretion of the Director.
- Staff will determine the filing fees at the time of application submittal based on the Development Fee Schedule, Ordinance No. 2003-11.

Multiple Approvals:

In instances where more than one review process is required, for example a zone change and development review or subdivision approval and a zone change, there shall be a full charge for the highest priced application plus a 10 percent charge for the lower priced applications.

Please note that at the time of submitting for a building permit, a digital copy of any site plans that have been electronically produced should also be provided to the Department of Community Development, together with all required plan submittals. These site plan files should be in .dxf or .dwg format, and should be submitted on a 3½-inch disk or e-mailed to Lisa Luers at lluers@sedonaaz.gov. If you have any questions on submitting digital files to the City, please contact Lisa directly at 928-204-7206. This information will be used to update the City of Sedona's GIS (Geographic Information System).

Reminders:

- Be sure to check with any Home or Property Owner's Association to ensure that your proposal is consistent with recorded codes, covenants and deed restrictions that might apply to the property.
- A public notice will be posted on the property by staff 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.



DEPARTMENT OF COMMUNITY DEVELOPMENT

Current Planning Division

Filing Deadlines and Meeting Dates for Development Applications-2011/2012

Filing Deadline By appointment only <u>APPLICANT</u>	Staff Development Review	Project Review Meeting <u>APPLICANT</u>	Preliminary Worksession <u>APPLICANT</u> 3:30 p.m.	Deadline for submittal of all packet material <u>APPLICANT</u>	P&Z Worksession <u>APPLICANT</u> 3:30 p.m.	P&Z Hearing <u>APPLICANT</u> 5:30 p.m.
December 27, 2010	December 28, 2010	January 27, 2011	January 27, 2011	February 14, 2011	February 24, 2011	March 1, 2011
January 31, 2011	February 1, 2011	February 24, 2011	February 24, 2011	March 14, 2011	March 31, 2011	April 5, 2011
February 28	March 1	March 31	March 31	April 11	April 28	May 3
March 28	March 29	April 28	April 28	May 16	June 2	June 7
May 2	May 3	June 2	June 2	June 13	June 30	July 5
May 31	June 1	June 30	June 30	July 11	July 28	August 2
July 5	July 6	July 28	July 28	August 15	September 1	September 6
August 1	August 2	September 1	September 1	September 12	September 29	October 4
August 29	August 30	September 29	September 29	October 10	October 27	November 1
October 3	October 4	October 27	October 27	November 14	December 1	December 6
October 31	November 1	December 1	December 1	December 12	December 29	January 3, 2012
November 28	November 29	December 29	December 29	January 16, 2012	February 2, 2012	February 7, 2012
December 27	December 28	February 2, 2012	February 2, 2012	February 14, 2012	March 1, 2012	March 6, 2012
January 31, 2012	February 1, 2012	March 1, 2012	March 1, 2012	March 12, 2012	March 29, 2012	April 3, 2012

- Staff Development Review meeting is typically on Tuesdays from 9:00 to 11:00 a.m.
- Project Development Review meeting with Review Agencies and Applicant is typically on Thursdays from 9:30 a.m. to 12:30 p.m.
- Schedule may be subject to change to accommodate holidays or staff work schedules.
- The Applicant filing deadline typically falls on a Monday, unless it is a public holiday.
- In City Council Chambers**

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GENERAL APPLICATION REQUIREMENTS

1. Fill out Application Form.
2. Letter of Intent. See the following sample (Page 7) for an outline of content.
3. Site Plan. See Plan Checklists (Page 9) for required content.
4. Preliminary Plat for subdivisions. See Section 704.09 of the Land Development Code for a complete list of requirements.
5. Building Elevations for each building from all four perspectives. Each elevation must include the line of natural grade and the 22-foot height plane. (For a conceptual review a sample building elevation is all that is required.). See Plan Checklists (Page 10) for required content.
6. Preliminary Grading Plans. See Plan Checklists (Page 10) for required content. (not required for conceptual)
7. Preliminary Drainage Plans and Report. See Plan Checklists (Page 10) for required content. (not required for conceptual)
8. Landscape Plans (not required for conceptual). See Plan Checklists (Page 9) for required content.
9. Floor plans (not required for conceptual)
10. Sign Plans (not required for conceptual)
11. Development phasing map (11" x 17" drawing) and proposed timing schedule delineating the configuration, size in acres and general sequence of development and dedication. (Or include on the site plan). Phasing can also be discussed in the Letter of Intent.

***** For development review, conditional use permits and zone change applications, 2 paper copies (24" x 36") plus one electronic copy (.pdf or jpeg) of all plans are required. For subdivisions, 3 paper copies (24" x 36") plus one electronic copy is required.*****

12. Exterior paint and stain samples and exterior building material and roof samples mounted on a **color board no larger than 11" x 17"** indicating Light Reflectance Values (not required at conceptual review.)
13. Representation of architectural details. See sample on page 20.
14. Drawings showing provisions for mechanical and utility equipment, and trash dumpster screening (or include on the site plan).
15. Traffic Impact Analysis (not required for conceptual). Please discuss the required parameters

of the analysis with our engineering department prior to compiling the report. (3 copies)

16. Information acquired from the City's GIS department as determined by staff at the pre-application meeting must accompany your application. There is a separate fee for this information. See the form on page 21 at the end of this application.
17. Letters of serviceability from all proposed utility connections.
18. Legal description
19. Letter of Authorization to file from the current property owner to the applicant (if not the same).
20. Title Report or A.L.T.A. Survey showing all easements on the subject property.

Please note that any revisions to submitted plans made later than three (3) weeks prior to the public hearing will result in an automatic continuance to the next available agenda.

Letter Of Intent

The following outline is offered to assist you in compiling a letter of intent that presents your project in a comprehensive manner.

- The letter should be addressed to the Planning and Zoning Commission.
- Please include a project name.
- Include an outline of the proposed Citizen Review Process as required by Section 408 of the Land Development Code (See pages 18-19).

Development Review Applications:

- Projects must be developed in conformance with the Land Development Code and within the guidelines of the Design Review Manual, Article 10 of the Land Development Code. Your letter of intent should discuss, in detail, how the project, through incorporation of the 13 Sedona Area Sensitive Design Principles found in the Design Review Manual, addresses the following components:

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

Drainage Way Design (Section 2.3 of the Design Review Manual)

- Drainage ways
- Stormwater detention basins
- Soil Erosion and Sedimentation Control

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

Linkage and Circulation (Section 2.5 of the Design Review Manual)

- Vehicular and pedestrian connections

Parking (Section 2.6 of the Design Review Manual)

- Parking area design and landscaping
- Parking structures

Exterior Lighting (Section 2.7 of the Design Review Manual)

- General
- Parking area

Signage (Section 2.8 of the Design Review Manual)

- Design
- Location

Building Equipment and Services (Section 2.9 of the Design Review Manual)

- Service areas, loading zones and refuse enclosures
- Mechanical and electrical equipment

Fences and Walls (Section 2.10 of the Design Review Manual)

- Design
- Location

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

Landscape (Section 4.0)

- Design
- Preservation of existing vegetation and topographic features
- Plant selection
- Outdoor spaces

- Discuss how the application meets the approval criteria listed in Section 401.06 of the Land Development Code.
- Discuss how the public art requirement, (Section 1802 of the Land Development Code) will be met.

Zone Change Application:

- 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 Permit:

- 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
- North point
- Architect/designer name, address, phone number and stamp or seal of the registered architect or engineer preparing the plans.
- Location map
- Show existing and proposed topographic contours (minimum 2-foot contour); indicate all grading.
- Show all natural topographic features such as watercourses, rock outcrops, vistas, native vegetation, and trees over 4-inch DBH indicating canopy size and species; indicate those to be removed/transplanted.
- Lot size
- Location of existing and proposed buildings and associated setbacks
- Show all proposed landscaping; materials, types and sizes of plants and vegetation.
- Location of other improvements such as driveways, curbs and gutters, ramps, steps, pedestrian walks, parking areas, walls/fences, mechanical and utility equipment, outside storage areas, loading areas, refuse areas, retaining walls, fences and free standing signs.
- Alleys, adjacent streets with road right-of-way, sidewalk, curb, property line indicated. Label all streets and highways.
- Location or buildings, signs, roadways, curb cuts, or other improvements within 50 feet of subject property
- External lighting
- Sewage disposal areas and drainage areas
- 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.

Landscape Plan Checklist:

- Project name and address
- North point
- Landscape architect/designer name, address, phone number and stamp or seal of the registered architect the plans if different to the above.
- Drawn 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
- Indicate the 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.

Sign Plan Checklist:

- Drawn to scale
- Sign area, dimensions, height
- Lettering styles
- All sign copy
- Sign colors
- Method of illumination (if any)
- Sign materials
- How sign will be mounted

Grading and Drainage Plan Checklist:

- All Site Plan requirements.
- Plans must be drawn to scale. Indicate the appropriate scale and include a north arrow.
- Show all existing ground contours at min. 2-foot intervals including those under proposed structures. The existing contours are to be shown as solid lines.
- Show 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.
- Use flow arrows to clearly 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.
- Include the 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.
- Clearly show the driveway/street intersection, and include clear site distance available for a vehicle preparing to exit the driveway.
- Identify adjoining public and private rights-of way and all improvements within the right-of-way such as, edge of pavement, sidewalks, drainage devices, etc.

PLANNING AND ZONING COMMISSION PUBLIC HEARING APPLICANT PRESENTATION

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

- Based on the posted agenda for the meeting, the chairman will introduce the project to the other Commissioners and the public, and invite staff to present their report.
- Staff will do their presentation to the Commission, and will make a recommendation for approval, approval with conditions, denial as submitted, or for continuance.
- After staff has completed their presentation, the chairman will invite questions from the Commission to staff.
- The applicant and/or his agent and design team will then make their presentation to the Commission.
- Following this presentation, the Commission has an opportunity to direct questions to the applicant and his team.
- The public hearing is then opened to the general public so that citizens may address the Commission on the proposal. The Commission may ask questions of any member of the public who chooses to speak. Any questions from the general public to the applicant or his team should be addressed through the chairman.
- Once the public hearing is closed, the Commission will discuss the project among themselves, and as necessary staff will be involved. At the conclusion of these discussions, a formal action will be taken in accordance with the Planning and Zoning Commission's adopted Rules of Procedure.

Your presentation before the Planning and Zoning Commission is an opportunity to explain your proposal to the Commission and the public in attendance. You may use exhibits such as large-scale drawings, renderings, and photographs, scale models or Power Point during your presentation. If drawings, renderings and/or photographs will be used, they should be mounted on boards so that they can be placed on an easel (staff will provide easels). Keep in mind that these exhibits need to be legible from a distance of at least 20 feet, therefore make your exhibit plainly visible. **Please discuss your presentation with staff several days prior to the hearing date, so that appropriate accommodations are made during the hearing for such things as: easels, PowerPoint projector and wireless microphones, etc.**

The following points should be considered:

- A copy of the staff report will be made available to you several days prior to the work session. You should be familiar with the issues discussed in the staff report.
- For your presentation, consider providing an overview of the entire proposal and a timeline for completion or when you anticipate operations to begin. Provide details of your Citizen Review Process. You should also discuss any changes made to your proposal as a result of feedback received from citizens during that process and from staff.
- Keep in mind that the Commission members have a responsibility to determine if your proposal meets all zoning requirements of the Land Development Code including the Design Review Manual guidelines, and that it meets the guidelines as set forth in the Sedona Community Plan.

- ❑ Be prepared to answer detailed questions about your proposal from the Commission. You may bring other knowledgeable people (ex: design architect, landscape architect, engineer, project manager, etc.) who are involved with the project to help answer questions.
- ❑ If you plan on using multiple exhibits, you may want to have an assistant manage or rotate display items as necessary so that your presentation flows without interruption. You may want to utilize a laser light pointer if you are discussing complex site plan issues.

PACKET SUBMITTAL REQUIREMENTS FOR HEARING APPLICATIONS

Approximately three weeks before the scheduled hearing, copies of all plan documents will need to be submitted for distribution in packets.

For hearings before the Planning and Zoning Commission the following is required:

- 10 (24" x 36") of all plan documents related to the project, including site plans, landscaping plans, elevations and grading and drainage plans.
- 10 (11" x 17") of same
- 1 (8 ½" x 11") of same
- 10 (11" x 17") presentation of architectural details. (See sample in packet)
- 1 (8 ½" x 11") of same
- 1 Electronic copy of all material

For hearings before the City Council the following is required:

- 15 (24" x 36") of all plan documents related to the project, including site plans, landscaping plans, elevations and grading and drainage plans.
- 15 (11" x 17") of same
- 1 (8 ½" x 11") of same
- 15 (11" x 17") presentation of architectural details. (See sample in packet)
- 1 (8 ½" x 11") of same
- 1 Electronic copy of all material

<p>All 24" x 36" plans must be folded with the title facing up. All 11" x 17" plans must be folded in half.</p>

Art in Private Development Guidelines

What does the Art in Private Development ordinance require?

The City of Sedona Public Art Ordinance No. 2000-11 requires that:

- Developers of any new commercial, professional office, lodging or timeshare projects that exceed 5,000 square feet gross floor area, or expansions of existing structures greater than 2,500 square foot gross floor area, are required to contribute toward public artwork.
- **Prior to the issuance of a building permit**, the developer needs to demonstrate that the proposed development or project will comply with the ordinance by either submitting an Initial Art Plan or making a cash payment to the City of Sedona Art in Public Places Fund.
- The developer's investment in public art involves a minimum investment per square foot based on the Consumer Price Index, which will be adjusted up or down annually. The 2008 value is 42 cents per square foot.
- **Before a Certificate of Occupancy is issued for the development or the expansion**, the art contribution must be certified by the Arts & Culture Commission as being in compliance with the ordinance.
- The developer's art investment may be one of the following options:
 1. On-site installation of developer-selected exterior artwork.
 2. Equivalent cash contribution to the City of Sedona Art in Public Places Fund.
 3. A combination of the above options.
- Approved artwork must be installed in accordance with approved construction and landscape plans **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 Arts and Culture Commission.

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.

What is the process for meeting the ordinance requirements for artwork?

The following checklist will help a developer create a successful public art project:

- Contact the Arts & Culture Division at 928/204-7119 should you have questions about the ordinance requirements.
- Initial Art Project Plan:** **The Initial Art Plan is required before a building permit is issued.** Fax, mail or e-mail a one-page narrative to the Arts & Culture Division with the following information:
 - Initial ideas for the art project.
 - Location and visibility of proposed artwork.
 - Name of professional artist, if selected.

The Arts and Culture Division will notify the Community Development Department that the Initial Art Project Plan has been received.

Should the developer choose to comply with the ordinance by making an equivalent cash contribution to the City of Sedona Art in Public Places Fund, this payment must be made prior to the issuance of a building permit.

Approval Process: When the developer is ready for the proposed art project to be reviewed, please contact the Arts and Culture Division to verify a meeting date. The Arts & Culture Commission reviews art project plans to insure that they meet the requirements of the ordinance. The commission normally meets the first Thursday of each month. **Please prepare eight copies of the following information and submit it to the Arts & Culture Division two weeks prior to the scheduled meeting.** A presentation will need to be given by the developer (or his/her representative) at the meeting to discuss:

- Narrative description of proposed artwork.
- Budget detailing applicable costs: artist's fees and expenses, costs for fabrication, installation, site preparation, structures to display artwork, plaque, and administrative costs.
- Letter of agreement between the developer and artist(s).
- Scale site plan and landscape plan.
- Scale drawing or model.
- Perspective view showing the proposed artwork in the development context.

For the presentation, the commission will consider the following:

1) Is the selected artwork produced by a professional artist?

The commission will review such items as the person's educational background in the arts, arts accomplishments within the past five years such as gallery or museum exhibits, and the person's recognition by accepted arts organizations as an artist.

2) Are the budget items and total amount acceptable to meet the minimum art investment for the development?

3) Is the proposed artwork visible to the public for at least 40 hours per week?

The commission will review the artwork plans and its placement in regard to the public visibility and enjoyment of the artwork.

The content of the artwork is developer-selected; however, the Arts & Culture Commission will be interested in the durability, safety, placement and visibility of the exterior art project.

Certificate of Occupancy: **Prior to the issuance of a Certificate of Occupancy, the approved artwork must be installed in accordance with approved construction and landscape plans.**

Staff Contact:

Ginger Wolstencroft, Director of Arts & Culture
102 Roadrunner Drive
Sedona, AZ 86336
928/204-7119 928/282-7207 (Fax)
gwolstencroft@SedonaAZ.gov

A Partial List of Sedona Area Design Professionals

This is a *partial* list of area design professionals who have completed work for clients seeking development approvals with the City through public hearing procedures, (includes Development Review, Conditional Use Permit applications, zone changes, new subdivisions, etc.)

Architects:

Jensvold -Thompson Architects	Steve Thompson and Dan Jensvold	282-4025
Design Group Architects	Max Licher and Mike Bower	282-4702
Lee N. Christensen and Assoc.	Lee Christensen	282-7397
John Kamas, Architect	John Kamas	282-4206
Vincent Loparco, Jr. Architect	Vince Loparco	282-2781
Don Woods, Architect	Don Woods	282-3791
Bob Woods, Architect	Bob Woods	646-5989
Chris Vernosky, Architect	Chris Vernosky	634-8318
Charles Vanblock, Architect	Charles Vanblock	282-1749
Dan Surber, Architect	Dan Surber	204-2814
Cate Design	Paul Cate	634-4980
Maggi Rambo	Maggi Rambo	646-5926
Ted Robert Cooke, AIA	Ted Cooke	634-4646
Design Rebillot	Blaine Rebillot	480-596-9506
Hochauer-Blatter	Jay Blatter	805-962-2746
Architecture Plus	Mark Fredstrom	602-264-7500

Designers:

Bob Groat Design Consultant	Bob Groat	282-4784
Chamberlain Architects	Terry Trujillo	282-0809
Vince Kaczynski	Vince Kaczynski	282-5256
Ron Ropp	Ron Ropp	284-5876
Az MediaOne Design	Allen Oyakawa	282-0808

Engineers:

Shepard-Wesnitzer, Inc.	Art Beckwith and John Wesnitzer	282-1061
SEC, Inc.	Jim Sullivan	282-7787
Pender Engineering	Tom Pender	639-0776
Lyon Engineering	Dean Lyon	928-776-1750

Land Surveyors:

SEC, Inc.	Jim Sullivan	282-7787
Landmark Engineering and Survey	Todd Graham	282-7104
Hammes Engineering	Tim Hammes	282-5686
High Plains Desert Land Surveying & Planning	Mike Jenkins	284-3831
Cornerstone Surveying & Mapping	Stan Dickey	649-0949
Heritage Land Surveying	Dugan McDonald	567-9170
True North Surveys, Inc.	Scott Smith	646-5951
Shepard-Wesnitzer, Inc.	Art Beckwith and John Wesnitzer	282-1061

Landscape Architects:

Richard Hubble and Assoc.	Dick Hubble	282-9477
Warner's Nursery & Landscaping	Terry Gordon	928-774-5911
Susan Gordan	Susan Gordon	300-4263

§ 408 CITIZEN REVIEW PROCESS.

In addition to the City's notice of hearing described in §§ 400.05, 400.08, 401.05, 402.04, 402.09, § 408 requires that every applicant who is proposing a project, which requires a public hearing, shall include a citizen participation plan, which shall be implemented prior to the first public hearing. This process shall be started prior to submitting a rezoning, development review, subdivision application, conditional use permit application or community plan amendment. This process should not occur until after the required pre-application meeting and consultation with the Director.

During the pre-application meeting, staff will discuss the various options for public contact as required by § 408. In most cases, staff encourages the applicant to conduct a public open house meeting. Staff will attend this meeting to observe and be available to only answer questions regarding City codes and procedures. Staff will not conduct the meeting. It is the applicant's responsibility to acquire a location for the meeting, contact all property owners, conduct the meeting, provide visual materials (site plans, floor plans, elevations, grading plans, etc.), answer questions, document the discussion with the public, and obtain the names of those in attendance. This information will then be compiled by the applicant and included in the Citizen Participation Report. It is important that the applicant coordinates with staff on choosing a date and time for the open house so that staff can attend the meeting. This should be discussed at the pre-application meeting and a date agreed upon by staff and the applicant at the time of the initial application deadline.

A. Purpose:

1. To ensure that applicants pursue early and effective citizen participation in conjunction with their applications, giving them opportunity to understand and try to mitigate any real or perceived impacts their application may have on the community.
2. To ensure that the citizens and property owners within the community have an adequate opportunity to learn about applications that may effect them and to work with applicants to resolve concerns at an early stage of the process.
3. Facilitate on-going communication between the applicant, interested citizens and property owners, staff, Planning and Zoning Commissioners and elected officials throughout the application review process.

B. Citizen participation plan. The citizen participation plan is not intended to produce complete consensus on all applications, but to encourage applicants to be good neighbors and to allow for informed decision-making.

C. Target area. The level of citizen interest and area of involvement will vary depending on the nature of the application and the location of the site. The target area for early notification will be determined by the applicant after consultation with the Director. At a minimum, the target area shall include the following:

1. Property owners within the public hearing notice area required by other sections of this Code.
2. The head of any homeowners association, or community/neighborhood appointed representative adjoining the project site.
3. Other interested parties who have requested that they be placed on the interested parties notification list.
4. Those residents, property owners, interested parties that may be affected by the application.
5. The Director may determine that additional notices or area be included.

D. Citizen Participation Plan. At a minimum, the Citizen Participation Plan shall include:

1. How those interested in and potentially affected by an application will be notified that an application has been submitted.
2. How those interested and potentially affected parties will be informed of the substance of the change, amendment, or development proposed by the application.
3. How those affected or otherwise interested will be provided an opportunity to discuss the applicant's proposal with the applicant and express any concerns, issues or problems they may have with the proposal in advance of the public hearing.
4. The applicant's schedule for completion of the citizen participation plan.
5. How the applicant will keep the Department of Community Development informed on the status of their citizen participation efforts.

E. Public notice. These requirements are in addition to public notice provisions required by the Land Development Code.

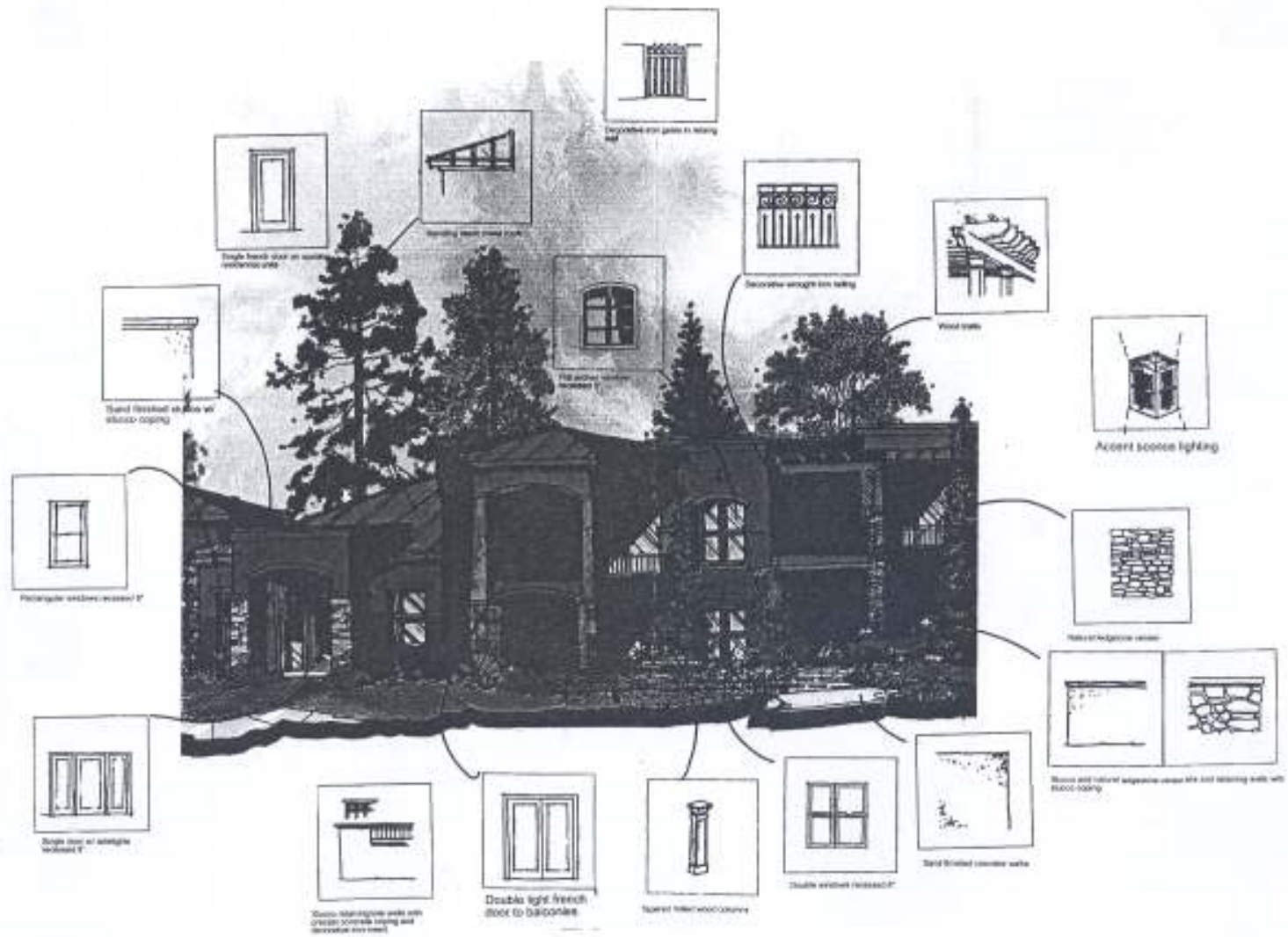
F. Additional meetings. The Director may require the applicant to hold additional citizen participation meetings based on:

1. The length of time between the last citizen participation meeting and the date of the submittal of the application.
2. The extent of changes that have occurred to the development proposal since the last citizen participation meeting was held.
3. The length of time between last public hearing (such as, a conceptual review hearing) and the date of submittal for further development application.

G. Citizen participation report. The applicant shall provide a written report to the Director and the Planning and Zoning Commission on the results of their citizen participation effort (prior to the notice of public hearing).

The citizen participation report shall include the following information:

1. Details of techniques the applicant used to involve the public, including:
 - a. Dates and locations of all meetings where citizens were invited to discuss the applicant's proposal;
 - b. Content, dates mailed, and numbers of mailings, including letters, meeting notices, newsletters and other publications.
 - c. Where residents, property owners, and interested parties receiving notices, newsletters, or other written materials, are located.
 - d. The number of people that participated in the process.
2. A summary of concerns, issues, and problems expressed during the process including:
 - a. The substance of the concerns, issues, and problems.
 - b. How the applicant has addressed or intends to address concerns, issues and problems expressed during the process.
 - c. Concerns, issues and problems the applicant is unwilling or unable to address, and why.



Sedona, Arizona

ARCHITECTURAL DETAIL SAMPLE

MAPPING REQUEST FORM

<input type="checkbox"/> Development Review	<input type="checkbox"/> Subdivision	<input type="checkbox"/> Zone Change	<input type="checkbox"/> CUP	<input type="checkbox"/> Other: _____
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Working Title of Project: _____

Parcel Number(s) of Project: _____

Date Requested: _____ **Deadline Maps Needed:** _____

Submitter: _____ **Department/Organization:** _____

Address: _____

Phone: _____ **FAX:** _____ **Email:** _____

11x17 (600 ft) Vicinity Map ___ Quantity Larger Size ___ or Rotation ___

8½x11 Aerial Map ___ Quantity Larger Size ___ or Rotation ___

8½x11 ___ft Ownership Map ___ Quantity Larger Size ___ or Rotation ___

Spreadsheet of Owners ___ Quantity

Mailing Labels ___ Quantity

Slope Analysis ___ Quantity

Export data and maps Yes No

Additional Maps or Notes:

FOR CITY USE ONLY

Completion Date: _____ **Hours Required:** _____

Storage Area: _____

WASTE MINIMIZATION PLAN

Sedona Area Sensitive Design Principle #10:

“Developments should strive to incorporate sustainable and healthy building practices”

In order to adequately address this principle it is recommended that the applicant include a waste minimization plan with their application. Waste minimization focuses on preventing the creation of waste through source reduction and recycling. This plan should incorporate as many of the following practices as possible:

Prior to Construction

- Optimize material use by planning building dimensions that correspond to standard lumber and drywall dimensions.
- Commit to use of recycled and salvaged materials
- Consider engineered alternatives to wood framing
- Contract with suppliers to buy-back unused materials
- Have recycle containers on site for collection of site waste
- Plan to purchase products that minimize packaging
- Store materials on-site in ways that ensure they will not be damaged
- Use reusable storage and shipping containers
- Encourage on-site use of reusable containers for drink and food
- Install automatic shut-offs for water and electrical connections
- Specify use of materials with high recycle content
- Plan to purchase materials locally
- Design the facility and site to encourage recycling and minimization of waste
- Incorporate passive heating and cooling opportunities into the site design



DURING CONSTRUCTION

- Set specific waste minimization goals for the project and attach them to the building plans
- Create mulch from all organic materials being cleared from the site
- Collect lumber, plywood and drywall scraps to be reused on-site as fillers and spacers
- Collect sawdust to be used for mulching
- Make accurate estimates for materials such as flooring and counter tops
- Network with suppliers and contractors to track material sharing opportunities

AFTER CONSTRUCTION

- Return or recycle unused materials
- Donate unused materials to the local Habitat for Humanity office
- Consider incorporating deed restrictions that encourage tenants and property owners to recycle

RESOURCES FOR ADDITIONAL INFORMATION:

Environmental Protection Agency: www.epa.gov
Sedona Recycles: www.sedonarecycles.org
Verde Valley Habitat for Humanity: www.vvhabitat.org
Sustainable Building: www.sbcouncil.org
Sustainable Arizona: www.sustainablearizona.com
Construction Waste: www.constructionwaste.sustainablesources.com

