

Commercial and Multi-Family Residential Building Permit Packet Instructions



City Of Sedona Community Development Department
 102 Roadrunner Drive Sedona, AZ 86336
 (928) 282-1154 • Sedonaaz.gov/CD

The Commercial and Multi-Family Residential Building Permit Packet includes the following:

1. Commercial Building Permit Application
2. Commercial Preliminary Questionnaire
3. Color and Material Sample Sheet
4. Outdoor Lighting Application
5. Development Impact Fees Schedule
6. Construction Envelope Fencing Instructions
7. Stormwater Pollution Prevention Guidelines
8. Sign Permit Application
9. Customer Survey Form

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

- Yavapai County • 928-639-8100
- Coconino County • 928-774-5011
- Sedona Fire District • 928-282-6800
- Arizona Public Service • 928-282-4000
- Oak Creek Water Company 928-282-3404
- AZ Water Company • 928-282-5555
- Unisource Gas Company • 928-282-3919

Per these Ordinances, established by the Sedona City Council and Community Development Department, the following time frame applies:

License/Permit	Administrative Completeness	Substantive Review Time Frame	Overall	Authorizing Code
Multi-Family (Under 10 Units)	30 business days	21 business days	51 business days	City Code Title 15 LDC Article 6 & 9
Multi-Family (10-40 Units)	45 business days	45 business days	90 business days	City Code Title 15 LDC Article 6 & 9
Multi-Family (40 Units or more)	60 business days	90 business days	150 business days	City Code Title 15 LDC Article 6 & 9
Commercial (under 2000 sq ft)	30 business days	21 business days	51 business days	City Code Title 15 LDC Article 6 & 9
Commercial (2000-5000 sq ft)	45 business days	45 business days	90 business days	City Code Title 15 LDC Article 6 & 9
Commercial (5000 & greater sq ft)	60 business days	90 business days	150 business days	City Code Title 15 LDC Article 6 & 9

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STEPS FOR OBTAINING A COMMERCIAL AND MULTI-FAMILY RESIDENTIAL BUILDING PERMIT

Step 1 - Getting Started!

The Community Development Department and Public Works Department can inform you of requirements for building in the City of Sedona. City staff is available to assist you with questions related to:

- **Zoning** - For specific questions regarding setbacks, height limitations, lot coverage, exterior color, outdoor lighting standards and other zoning information zoning or land use requirements, please contact a Planner at 928-282-1154.
- **Building Code** - For specific questions regarding construction and building requirements code compliance, design standards including seismic design, wind load, roof load, soil bearing and other building code related information, please contact the Plans Examiner at 928-282-1154.
- **Drainage, Grading and Sewer** - For specific questions regarding drainage, grading, or sewer and sewer capacity fees please contact Public Works at 928-204-7111.
- **Inspection** - For specific questions regarding inspection requirements, please contact the Building Inspector, 928-282-1154.

Step 2 - Complete the Application!

- Complete application and questionnaire. The application can be downloaded from the Community Development web page located at www.SedonaAZ.gov/cd. Click on the "Permits" button on the left hand side of the Community Development web page. On this page you will find a menu of different types of permits available, click on the type of permit you wish to apply.
- If access to the Internet is not available, a paper copy of the application can be obtained from the Community Development Department at 104 Roadrunner Drive or by calling 928-282-1154.
- Detailed instructions, applicable fees and other related information are available upon request from Community Development staff or online at www.SedonaAZ.gov/cd. Click on the "Permits" button on the left hand side of the Community Development web page for more information.

Step 3 - Submit the Application!

- Once you have a complete application including all the required documents, such as all applicable fees, site plans, construction drawings, etc., submit your application and all attachments to staff at the Community Development Front Counter.
- Upon receipt of a complete application, Community Development Department and Public Works staff will review the application it for completeness. Applications that are not complete or considered to be deficient will be returned and not processed at that time.
- Once Community Development and Public Works staff determine that the application is complete, appropriate staff members will review and process the application through a substantive review analysis.
- Upon final substantive review and approval by Community Development and Public Works staff, a building permit will be issued and made available to you at the Community Development front counter.
- 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
- Please note: All applicants are entitled to request and receive a clarification from the City of Sedona regarding its interpretation or application of any statute, ordinance, code or authorized substantive policy statement as required by Arizona Law, A.R.S. §9-836. It is recommended that you submit a written request, by letter or email, identifying the provision needing clarification, any facts relevant to the requested ruling, your proposed interpretation, and if the issues concern an existing license or a license application.
- With the issuance of a building permit will be authorized to begin construction according to the approved plans and building permit.

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- Approved plans must be available on the building site at all times. These plans need to be available to the Building Inspector. No work shall be deemed approved until required inspections are completed and the inspection card is updated and signed by the Building Inspector.
- You must post your inspection card and building permit in a conspicuous location at all times when construction begins and they must remain posted until all inspections have been completed and satisfied. The inspection card is important as it is a record that the required inspections have been completed. Pursuant to the International Building Code, inspections are mandatory.
- For all inspections, arrangements are to be made in the following manner:
 - Inspections are scheduled by phoning 282-3268 between the hours of 7:00 am and 3:30 pm, Monday through Friday. Based on scheduling, the Building Inspector will schedule all inspection request made between these hours for the following business day. Inspection requests received after 3:00 will not be scheduled for the following business day, but will be placed for inspection on the next business day after.
- When calling for inspections always reference your building site address and building Permit number. If you do not include this information, you may not receive your desired inspection. When calling regarding questions related to your building permit and construction activity or if complications arise during construction or alterations are made, please contact the Community Development Department at 928-282-1154.

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PERMIT APPLICATION INSTRUCTIONS

The following outlines the typical information needed to obtain a construction permit for commercial, multi-family residences, hotels, motels and associated accessory buildings, including new buildings, additions, decks, patio covers, garages and carports, remodeling and repair or renovation work.

Plan Review Information

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
- SUITE NO. and BUILDING NAME (If applicable)

CONTRACTOR

Generally, all work must be done by licensed general or specialty contractors. New structures must be constructed by a licensed general contractor. Improvements to existing structures may be constructed by either a licensed general contractor or licensed specialty contractors hired individually by the 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

If the owner is hiring licensed specialty contractors for the work, indicate "Owner" for CONTRACTOR and complete the "Owner-Builder/Developer Statement" provided by this department. List the name, license number of each specialty contractor on the back of the "Owner-Builder/Developer Statement".

ARCHITECT / DESIGNER

State regulations do require professional design and construction drawings for any structure exceeding 3,000 square feet or having an occupant load of more than 20. Professional engineering is also required for services greater than 600 amps, single phase or 225 amp,

120/208 volts, three phase.

Professional design is recommended. The plans examiner may also require engineering for other elements of any structure if determined necessary.

FLOOR AREAS

Provide the area of new commercial space, garages, carports, decks, covered patios, sheds and basements. For remodels and additions, provide the floor area of the existing structure.

For new structures and additions, provide the building "footprint" which is the area of the building at ground level within the foundation. Indicate the number of stories.

For multifamily and motels, indicate the number of dwelling units or lodging units.

Plan Review Deposit

A Plan Review Deposit is required at the time an application is made for a building permit. The deposit is applied toward the total permit fees calculated by the plan reviewer. An additional permit application and deposit is required for each detached or separate structure on the site.

Plans Required

- **3** Complete Sets of Plans + 1 digital link
 - *No site plans necessary for interior-only work*
- 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.*

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and handrails.

SITE AND GRADING PLANS

(Scale: minimum 1"=20')

- Provide north arrow. Label all streets and highways.
- Show property lines, easements, edge of street pavement.
- Location of all proposed and existing buildings, decks and covered patios.
- Distance (setbacks) from property lines to all buildings, decks and covered patios.
- Show 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.
- Show all native vegetation and trees. Indicate canopy size and species. Indicate those to be removed.
- Indicate location of proposed construction envelope and natural vegetation to be preserved. Provide construction envelope fence for preservation.
- Show existing and proposed topographic contours (min 2' contour).
- Indicate finished floor elevations.
- Indicate edge of pavement elevation at driveway entrances.
- Show the proposed driveway and parking lot slope and drainage by indicating finish pavement elevations.
- Show all cut and fill slopes.
- Indicate estimated quantities of cut and fill.
- Indicate location and grading for on-site sewage disposal fields.
- Show proposed and existing culverts, swales and underground drainage devices.
- Show all retaining walls and fences. Indicate wall and fence heights above adjacent grade.
- Show location, type and height of all exterior building and site lighting.
- Indicate driveway material and finish.
- Show handicapped parking stalls, dimensions, cross-slopes and signage.
- Indicate handicapped accessible route from parking stalls and public sidewalks to building entrances; show slopes and details of curb ramps, stairs, ramps

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.
 - Detail and show ADA requirements (a separate sheet is recommended.)
 - Indicate the location and construction of all fire-rated walls and ceilings.
 - Show location of shear panels and wall bracing. (May be shown on structural framing plans)
- For remodels:
- Indicate existing walls, including those to be removed.
- For additions:
- Indicate the existing floor plan adjacent to the proposed addition.

BUILDING CROSS SECTIONS

- 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.

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FRAMING PLANS

- Floor Framing (if applicable)
 - Indicate girder and beam sizes.
 - Indicate bearing walls.
 - Show header sizes.
 - Show joist size, spacing and direction of spans.
 - Indicate or detail framing connections.
- Roof Framing (if applicable)
 - Indicate bearing walls.
 - Show header sizes.
 - Indicate beam sizes.
 - Show joist and rafter size, spacing and direction of spans
 - Show truss layout. Indicate location of girder and hip trusses.
 - Detail framing connections.

ELECTRICAL PLANS

- Location of outlets, switches, electrical devices.
- Location of electrical service (electrical meter) and all sub-panels.
- Show smoke detector, emergency lighting and exit sign locations.
- Provide one-line diagram of service section and sub-panels.
- Provide panel schedules and load calculations.

MECHANICAL PLANS

- Location, size and type of all heating and cooling equipment.
- Indicate provisions for combustion air and venting of gas-fired appliances.
- Show size and location of Type I hoods, exhaust fans and make-up air, detail hood protection and duct shaft requirements.
- Indicate provisions for mechanical equipment screening.

PLUMBING PLAN

- Show all plumbing fixtures and floor drains.
- Show grease trap or interceptor; indicate sizing calculation.
- Indicate gas line sizes; provide isometric.
- Indicate drain, waste and vent pipe sizes; provide isometric.
- Indicate water line sizes; provide isometric.

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 501 of the Land Development Code, and the following must apply (application within):
 - Commercial additions less than 25% must submit a site plan and complete inventory detailing all existing and proposed outdoor lighting.
 - Commercial additions greater than 25% 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.

STORMWATER POLLUTION PREVENTION

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

SOILS REPORT

STRUCTURAL ENGINEERING

- If soils reports or structural calculations are required or available, provide 2 copies of each.

Design Criteria and Adopted Codes

- 2018 International Building Code
- 2018 International Fuel Gas Code
- 2018 International Residential Code
- 2018 international Plumbing Code
- 2018 International Mechanical Code
- 2017 National Electrical Code
- Roof Live Load -- 25 PSF (ground snow)
- Wind Load – basic wind speed 115 MPH Vult

Fire Sprinkler Systems

Fire sprinkler systems are required for all new commercial and multi-family structures. Additions and remodels to existing non-sprinkled structures is required when the valuation of the proposed

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improvements exceed 10% of the valuation of the existing structure.

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

Design Review

Design Review approval by the City's Planning and Zoning Commission is required for all new commercial projects and additions to existing structures that are greater than 2000 square feet or contain 5 or more dwelling units or guest rooms.

Projects less than 2000 square feet or less than 5 dwelling units or guest rooms may be approved by zoning staff.

Contact Community Development at 928-282-1154 prior to or at the preliminary design stage with regard to the Design Review requirements.

Sign Permits

Commercial signs require separate applications and permits. Submittal information and applications are available at Community Development.

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.

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 when the plans are reviewed. Fees for new

structures are based on the combined areas of commercial space, guest rooms, dwellings, garages, carports, decks and covered patios. Grading fees are established on the quantity of cut or fill, whichever is larger.

The total building permit fee for new hotels, motels, multifamily residences and commercial projects vary considerably with the type of project and enclosed floor area.

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

DEVELOPMENT IMPACT FEES

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

SEWER CAPACITY FEE

For those properties authorized to connect to City sewer, the capacity fee due and payable at the time the building permit is issued. The Base Sewer User Rates table establishes capacity fees, as well as monthly user fees.

Public Works staff can determine if a particular property may connect to the City Wastewater System and what capacity fees will be assessed. Contact Public Works at 928-204-7111.

INDIVIDUAL WASTE TREATMENT SYSTEMS

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

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

-or-

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

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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.

[inspections](#) . Please leave the permit number and type of inspection you desire. You can request an AM or PM inspection.

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.

Expiration of Plan Review and Building Permits

Permit applications expire 180 days after the date of submittal, unless a building permit is issued.

Building permits expire 180 days after issuance, unless construction is commenced and diligently pursued to completion. Progress inspections must occur at least every 180 days in order to keep the permit active.

Requests for permit extension are available from Community Development. An extension may be granted for unforeseeable and justifiable delays.

Construction Inspections

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

Inspections are conducted between 7:30 a.m. and 3:30 p.m., Monday through Friday. Inspections are scheduled by calling 928-282-3268 and leaving a message, or online at <https://www.sedonaaz.gov/your-government/online-services/building-permit->

Commercial Building Permit Application
City Of Sedona Community Development Department



102 Roadrunner Drive Sedona, AZ 86336
 (928) 282-1154 · www.sedonaaz.gov/cd

Check <u>all</u> that apply:	<input type="checkbox"/> New Construction	<input type="checkbox"/> Demo	<input type="checkbox"/> Addition	<input type="checkbox"/> Alteration	<input type="checkbox"/> Tenant Improvement
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PRIMARY CONTACT:		Phone:		Permit #:	
Address:		Cell Phone:		Parent Permit #:	
E-mail:				Date Rec'd:	
Job Site Address:		Parcel #:		Deposit Pd.:	
Tenant Name:					
Complex Name:				Suite #:	
Project Valuation*	\$				

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

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

PLEASE LIST YOUR SUBCONTRACTORS:			
ELECTRICAL CONTRACTOR			
Name:		ROC License #:	
Phone:		City of Sedona Business License #:	
MECHANICAL CONTRACTOR			
Name:		ROC License #:	
Phone:		City of Sedona Business License #:	
PLUMBING CONTRACTOR			
Name:		ROC License #:	
Phone:		City of Sedona Business License #:	

Number of Stories:		Vacant Site: <input type="checkbox"/> Yes <input type="checkbox"/> No
Current Building/Tenant Sq. Footage:		Fire Alarms: <input type="checkbox"/> Yes <input type="checkbox"/> No
Proposed Building/Tenant Sq. Footage:		Existing Sprinklers: <input type="checkbox"/> Yes <input type="checkbox"/> No

Is the Property Within a Flood Hazard Area? Yes No

APPLICANT

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

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

Print Name

Signature

Date

Commercial Preliminary Questionnaire



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

Applicant Name:		Phone:		Permit #:	
Business Name:		Cell Phone:		Business License #:	
Street Address:	Suite #:				

Please describe, in detail the type of proposed business activity:	
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Responsible party for current sewer billing?		Account #:	
Hours of operation:		Location of restrooms relative to this space:	
Prior to this proposal, what type of business activity was conducted at this location?		What types of businesses are in the adjacent tenant spaces?	
Will the building exterior be painted?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please provide color samples.	
Does the building have a fire sprinkler system?	<input type="checkbox"/> Yes <input type="checkbox"/> No	What is the gross floor area? (square feet)	
Will exterior signs or window signs be used?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Describe any alterations or additions to exterior lighting.	
How many off-street parking spaces are located on the property?		How many spaces are solely reserved for your business' use?	

Restaurants

If planning a restaurant, please check the following that apply:	<input type="checkbox"/> Full service <input type="checkbox"/> Take-out <input type="checkbox"/> Self-service <input type="checkbox"/> Liquor service	Anticipated # of meals served per peak hours of operation:	
Grease trap size and location:		Grease interceptor size and location:	

*Restaurant alterations may be subject to additional sewer capacity and monthly billing.

I acknowledge the above information is true to the best of my knowledge. Sign & date below.

Print Name

Signature

Date

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



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Community Development Department
 104 Roadrunner Drive Sedona, AZ 86336
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All building materials shall meet the requirements of LDC Section 5.7.F(4)

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

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

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

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

EXTERIOR WALL COLOR

EXTERIOR TRIM COLOR

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

(ATTACH SAMPLE)

(ATTACH SAMPLE)

ROOF COLOR

FENCE/WALL COLOR *(if applicable)*

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

(ATTACH SAMPLE)

(ATTACH SAMPLE)

Applicant Signature

Exterior Lighting Application
 Commercial and Multi-Family
 See LDC Section 5.8: Exterior Lighting



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

Applicant and Permit Information

Applicant Name:		Permit #:	
Phone:		Date Rec'd:	
Email Address:		Initials:	
Action/Staff Initials:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date:	

Site Identification

Property Address/Location:	
Parcel Number	
Business Name (If applicable):	

Lumen Information

Gross acres of entire site:		Acres for Public Right-of-Way:	
Net Acreage of Site:		x 70,000 = Total initial lumens permitted*	

**Total outdoor light output shall not exceed 70,000 initial 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. Design goals should be the lowest level of lumens necessary to meet the lighting requirements of the site. Partially shielded light fixtures are limited to a maximum of 3,850 initial lumens per net acre and are counted towards the 70,000 initial lumens per net acre cap.*

Type of Shielding and Lumens Proposed (See Lumen Calculation Table – page 2)

Lumens: Fully Shielded Fixtures:	
Lumens: Partially Shielded Fixtures:	
Total Lumens Proposed:	

Applicant Signature

Signature:		Date:	
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Exterior Lighting Application

Commercial and Multi-Family

See LDC Section 5.8: Exterior Lighting

Lighting Inventory and Lumen Calculation Table

- Include a Site Plan identifying all lighting fixtures, keyed to the inventory table.
- Include all new/proposed lighting and all existing lighting.
- Include any lighting proposed for external illumination of signs.
- Attach cut sheets or manufacturer’s product description for all lights. If not available for existing fixtures, include photographs of the fixtures and any additional information to demonstrate compliance with code requirements.
- Attach additional sheets if necessary

Lighting Classes (See LDC Section 5.8.D(1) for a complete explanation):

- Class 1: High Activity Areas
- Class 2: Security and Public Safety
- Class 3: Decorative and Accent

Correlated Color Temperature(CCT)/Kelvin Rating: A maximum of 4,000K is permitted for all lighting; Class 2 Lighting is limited to a maximum of 2,700K

Shielding:

- F: Fully Shielded: Required for most lighting
- P: Partially Shielded: Limited to 3,850 lumens per acre
- U: Unshielded: Only permitted for existing, legal nonconforming lighting

Site Plan: Attached Provided with plans (Sheet _____)

Plan Key (ID)*	New or Existing (N or E)	Lighting Class (1, 2, or 3)	CCT/Kelvin Rating	Shielding (F, P, or U)	Initial Lumens	No. of Units	Total Lumens
Total Lumens Proposed:							

*Plan key identification in first column must correspond to labeling on site plan

**General Stormwater Pollution
Prevention Guidelines**



**City Of Sedona
Public Works Department**
102 Roadrunner Drive Sedona, AZ 86336
(928) 204-7111 • Fax: (928) 282-5348

NOTICE OF INTENT

The Sedona City Engineer, pursuant to Chapter 13.50.090 of the Sedona City Code, publishes these guidelines. They are minimum criteria for measures to be taken to reduce stormwater pollution from various sources.

Chapter 13.50.090E 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 of Intent (NOI) 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 City of Sedona Notice of Intent may only be used for projects that meet the criteria below (1 acre = 43,560 square feet). There is no fee for this City of Sedona Notice of Intent.

All construction activity that disturbs:

- a. one or more acres of land, or
- b. less than one acre but is part of a larger common plan of development, such as a platted subdivision that has potential to disturb greater than one acre (e.g. remaining undeveloped lots in subdivision),

must obtain permit coverage from ADEQ. There are fees associated with ADEQ coverage. Please visit the following URL (<https://az.gov/app/smartnoi>) for more information and to obtain an AZPDES General Permit.

Any project less than one acre, is not part of a larger subdivision (e.g. meets and bounds), or is within a subdivision that has less than one acre of disturbance potential remaining, is eligible for this Notice of Intent.

THIS FORM MUST BE COMPLETELY FILLED OUT TO BE ACCEPTED

<p>Permit Number/Project Name: (Provide permit number and/or project name)</p>	
<p>Property Owner: (Provide the name of the property owner)</p>	
<p>Compliance Responsibility: (Provide names for person (or persons) responsible for the implementation and maintenance of stormwater BMPs/devices for the project)</p>	
<p>Size of the project area: (Enter the project area in square feet or acres that will be disturbed during construction. 1 acre = 43,560 square feet)</p>	
<p>Project time frame: (Enter the number of days for the project buildout to completion)</p>	

The responsible person and the person owning the property for which this Notice of Intent is submitted agrees 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: Property Owner

Date

Signature: Person Responsible for Compliance

Date

City of Sedona Stormwater Pollution Prevention Best Management Practices

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

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

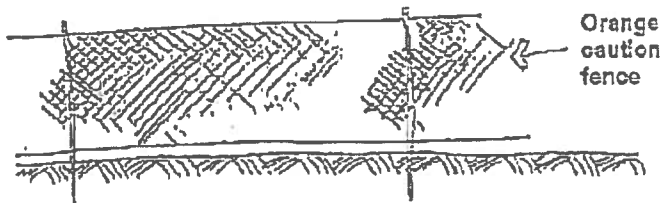
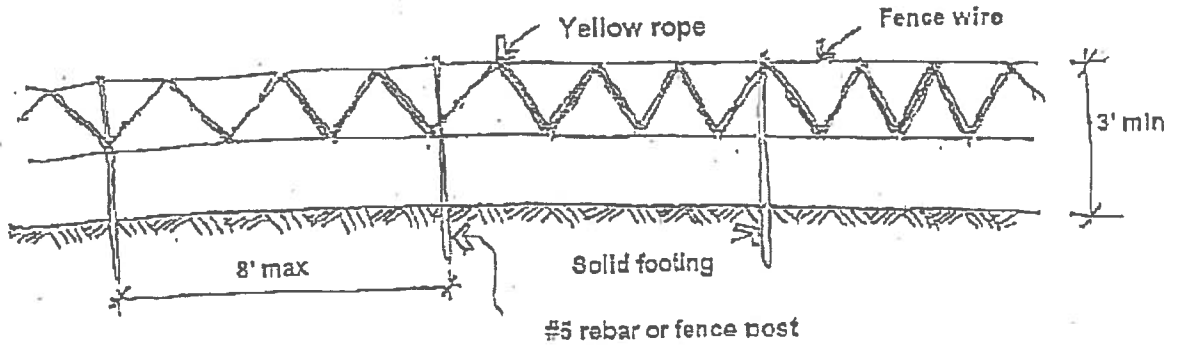
Development Impact Fees

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

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

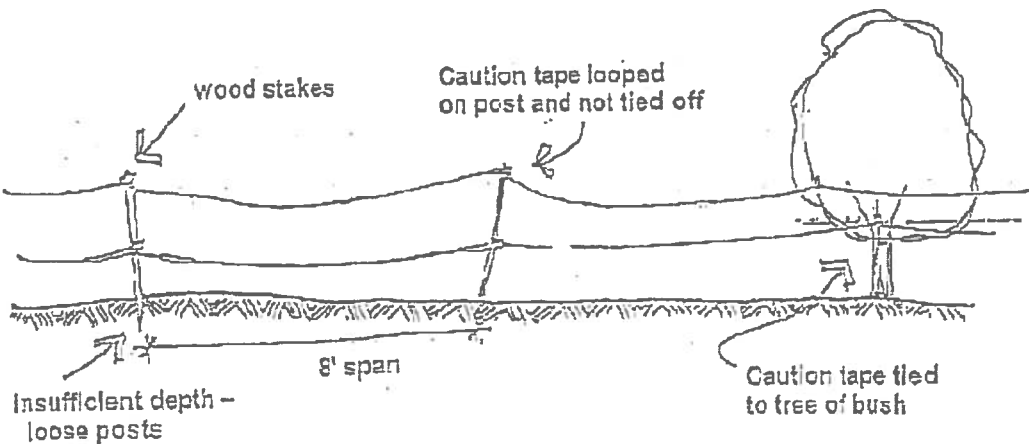
Minimum Requirements for the Installation of Construction Envelope Fencing

Acceptable



Note:
The construction envelope fence shown above does not need to be removed when transit lines for footings are laid out.

Non-Acceptable



Customer Satisfaction Survey



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

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

How was contact made?

- Front Counter
 Phone
 Email
 Field Employee
 Website
 Other: _____

Which division of Community Development did you contact?

- Building Safety
 Planning and Zoning
 Code Enforcement
 Other: _____

Please rate the following:

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

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

- Improving
 About the same
 Needs improvement

My overall service experience was:

- Poor
 Fair
 Good
 Great
 Excellent

Continue on back →

Comments:

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

(Optional)

Your Name:	
Email Address:	
Phone:	

May we contact you to follow up? Yes No

Please leave your completed survey at the front counter or mail to the address above or fax to: 928-204-7124.
Thank you for your time – we appreciate your feedback!