

# PROPOSED CHANGES TO TITLE 17 SITE PLAN REQUIREMENTS

Existing Code	Proposed Changes	Explanation
<p style="text-align: center;"><b>Chapter 18.25</b></p> <p style="text-align: center;"><b>SITE PLAN REQUIRED</b></p> <p>Sections:                      18.25.010 General.                      18.25.020 Exemptions.                      18.25.030 Site plan requirements.                      18.25.040 <del>Development schedule.</del>                      18.25.050 Significance of approval.</p> <p><b>18.25.010 General.</b>                      Except as exempted in this chapter, a site plan approved by the planning and zoning commission or the <del>building official</del> shall be considered the primary condition for the establishment of any building, structure to be constructed on a development site in any zoning district, or use undertaken, constructed or planned in any zoning district. A use permit shall be required for all uses which are not exempted by the provisions of this chapter whether or not any construction is involved. When due to a change of plans or circumstances it becomes necessary to revise an approved site plan, a new site plan shall be submitted for review and approval by the planning and zoning commission or the <del>building official</del>.</p> <p>The building official shall be authorized to review and approve site plans submitted in conjunction with the establishment of any building, structure or use involving improvements having a square footage of 250 feet or less.</p> <p><b>18.25.020 Exemptions.</b>                      Development meeting the following criteria shall be exempt from the requirement to submit a development site plan detailed elsewhere in this chapter:</p> <p>A. Single-family residences and accessory buildings constructed in an approved subdivision in an R-1, R-2, R-3, VLDR, LDR, MDR or HDR zoning district. These developments shall be handled with a site plan submitted to the building official in conjunction with the building permit application.</p> <p>B. Mobile home residences and accessory buildings placed on lots in established mobile home parks <del>or approved subdivisions in R-3 zoning districts.</del>                      These developments shall be handled with a site plan submitted to the building official in conjunction with the building permit application.</p>	<p style="text-align: center;"><b>Chapter 18.25</b></p> <p style="text-align: center;"><b>SITE PLAN REQUIRED</b></p> <p>Sections:                      18.25.010 General.                      18.25.020 Exemptions.                      18.25.030 Site plan requirements.                      18.25.035 <b>Application Process</b>                      18.25.040 <b>Administrative Site Plan Review</b>                      18.25.050 Significance of approval.</p> <p><b>18.25.010 General.</b>                      Except as exempted in this chapter, a site plan approved by the planning and zoning commission or the <b>zoning administrator</b> shall be considered the primary condition for the establishment of any building, structure to be constructed on a development site in any zoning district, or use undertaken, constructed or planned in any zoning district. A use permit shall be required for all uses which are not exempted by the provisions of this chapter whether or not any construction is involved. When due to a change of plans or circumstances it becomes necessary to revise an approved site plan, a new site plan shall be submitted for review and approval by the planning and zoning commission or the <b>zoning administrator</b>.</p> <p>The building official shall be authorized to review and approve site plans submitted in conjunction with the establishment of any building, structure or use involving improvements having a square footage of 250 feet or less.</p> <p><b>18.25.020 Exemptions.</b>                      Development meeting the following criteria shall be exempt from the requirement to submit a development site plan detailed elsewhere in this chapter:</p> <p>A. Single-family residences and accessory buildings constructed in an approved subdivision in an R-1, R-2, R-3, VLDR, LDR, MDR or HDR zoning district. These developments shall be handled with a site plan submitted to the building official in conjunction with the building permit application.</p> <p>B. Mobile home residences and accessory buildings placed on lots in established mobile home parks. These developments shall be handled with a site plan submitted to the building official in conjunction with the building permit application.</p>	<p><b>New Headings</b></p> <p><b>Addition of zoning administrator in the approval process</b></p> <p><b>Reflects code change for approved locations for mobile homes</b></p>

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<p>C. Multi-family residences consisting of less than five units per lot. These developments shall be handled with a site plan submitted to the building official in conjunction with the building permit application.</p> <p><b>18.25.030 Site plan requirements.</b>  <del>Eight 24 by 36 inch copies of the sealed site plan folded to 8.5 by 11 inch size shall be submitted for review and approval by the commission. Three additional sets shall be submitted for final approval. Proof of ownership and proof of agency shall consist of a copy of a title report issued not more than 30 days prior to the date of submittal by a title company authorized to conduct business in the state of Arizona. If the land is owned by a corporation, proof of agency shall consist of a corporate resolution designating the individual to act as agent. The corporate resolution must be certified by the secretary of the corporation, and authenticated by the corporate seal, or acknowledged in the form prescribed by ARS Section 33-506.2.</del></p> <p><del>If the land is owned by a partnership, proof of agency shall consist of a written document designating an individual to act as agent. The document must be certified and acknowledged in the form prescribed by ARS Section 33-506.1.</del></p> <p><del>Such site plan shall include the following information upon the appropriate number of plan sheets:</del></p> <p><del>A. Location sketch showing dimensions, shape, area, and precise legal description of the development site, and its relationship to the surrounding zoning district(s), at any appropriate scale.</del></p> <p><del>B. Existing Conditions Data.</del></p> <p><del>1. Location, sizes, and shape of all existing buildings and structures.</del></p> <p><del>2. Location, width, and alignment of all existing abutting and on site streets, alleys, and easements and other public or private rights of way or reservations.</del></p>	<p>C. Multi-family residences consisting of less than five units per lot. These developments shall be handled with a site plan submitted to the building official in conjunction with the building permit application.</p> <p><b>D. When determined by the Town, modifications to an existing structure.</b></p> <p><b>18.25.030 Site plan <b>submittal</b> requirements.</b>  Proposed developments or uses not specifically exempted in Section 18.25.020 are required to submit a site plan for approval prior to issuance of any building permits. Site plans must meet the minimum site criteria, as applicable, as outlined in this Chapter. The number of copies of the site plan documents submitted shall be indicated on the application form.</p> <p><b>A. Site plan. Provide a site drawing, scaled at an approximate size (generally 20 – 30 scale is appropriate) providing the following information (multiple sheets may be required):</b></p> <ol style="list-style-type: none"> <li>1. A vicinity map showing lot location and major cross streets.</li> <li>2. A legend</li> <li>3. A north arrow</li> <li>4. Current zoning of the site and of all adjacent properties.</li> <li>5. Grading plan that include: <ol style="list-style-type: none"> <li>a. Topography</li> <li>b. Contour lines for existing and proposed elevations at 1-foot intervals</li> <li>c. Existing and proposed drainage flows (indicated with flow arrows).</li> <li>d. Finished floor elevations</li> <li>e. All slopes identified using percentages</li> <li>f. All depressed and mounded areas identified with general contour lines and/or proposed elevations.</li> <li>g. Any areas to be used for stormwater detention.</li> </ol> </li> <li>6. A legal description of the site.</li> <li>7. All property lines.</li> <li>8. Building setbacks as required by Zoning Code per zoning district.</li> <li>9. Buffering and screening as required by Zoning Code.</li> <li>10. The location of all existing and proposed structures, including distances from all structures to all lot lines.</li> <li>11. Dimensions of all buildings.</li> </ol>	<p><b>Clarification to include modifications to existing structures for exemptions</b></p> <p><b>New site plan submittal requirements</b></p>

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<p>3. Location of all existing abutting and on-site improvements such as pavement, sidewalks, curbs and curb cuts, gutters, storm and/or sanitary sewer facilities, drainage structures, water lines (including size), and fire hydrants (within 500 feet of the site).</p> <p>4. Existing hydrologic data, to include all pertinent elevations and inflow and outflow courses and locations, reflected on a one-foot contour internal overlay of the development.</p> <p><b>C. Proposed Conditions Data:</b></p> <p>1. Location, size and shape of all buildings and structures, including any existing buildings and structures to be retained and/or renovated.</p> <p>2. Location, width, and alignment of abutting and on-site streets, alleys, easements, and other public or private rights-of-way or reservations proposed for construction and/or dedication.</p> <p>3. Location of all proposed abutting and on-site improvements such as parking lots, pavement, trash collection areas, sidewalks, curbs and curb cuts, gutters, storm and/or sanitary sewer facilities (including termini at on-site and/or off-site connections), drainage structures, water lines (including size), and fire hydrants.</p> <p>4. Drainage plan for the development site referenced to the existing hydrologic data overlay and reflecting the ultimate flow conditions imposed by full development on the site. All pertinent elevations and grades of buildings, structures, and improvements, and inflow, on-site, and out-flow courses and locations, to include assumed flow quantities and calculations, shall be reflected.</p>	<p>12. Percentage breakdown of the site covered by structures, paving, and landscaping/pervious surfaces.</p> <p>13. Right-of-ways dimensions of all abutting streets, whether public or private, and access to the site.</p> <p>14. Parking, circulation and lighting as required by the Zoning Code.</p> <p>15. Americans with Disabilities Act accessibility as required by ADAAG.</p> <p>16. Locations of all existing and proposed access points.</p> <p>17. Locations, dimensions, and descriptions of all existing or proposed easements.</p> <p>18. Outdoor recreation and amenity areas, as applicable.</p> <p>19. Services areas such as mail, delivery and loading zones.</p> <p>20. Trash disposal method and location. Include the dumpster enclosure detail if applicable.</p> <p>21. Utility tie-ins including existing utilities adjacent to the property.</p> <p>22. Location of the nearest existing and future fire hydrants.</p> <p>23. Sidewalks, building entrances and open spaces.</p> <p>24. Landscaping and irrigation design as required by Zoning Code.</p> <p>25. Proposed free-standing sign locations.</p> <p>26. Any other information the Town may deem necessary.</p> <p>B. Building elevation drawings. Provide elevations of all principal and accessory building. The drawings need to indicate how rooftop mechanical equipment is to be screened.</p> <p>C. Exterior lighting. Provide a luminare schedule for any proposed exterior lighting as required by Zoning Code.</p> <p>D. Geotechnical report. Provide a report, as determined by the Town, for all new building developments.</p> <p>E. Hydrology report. Provide a site hydrology report prepared by an Arizona registered civil engineer.</p> <p>F. Proof of ownership and/or proof of agency. Provide a title report issued not more than 30 days prior to the date of the site plan submittal. In addition, the following is required:</p>	

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<p><b>18.25.040 Development schedule.</b>  <del>An application for establishment and maintenance of any building, structure or use constructed or to be constructed on the development site shall be accompanied by a development schedule, indicating, to the best of the applicant's knowledge, the appropriate date on which construction of the project will begin, progressive stages of development, if any, anticipated rate of development, and completion date.</del></p>	<p>1. If the land is owned by a corporation, a corporate resolution is required designating an individual to act as the agent.                  2. If the land is owned by a partnership, a written document is required, signed by all partners, designating an individual to act as the agent.                  3. If the land is owned by an individual, a written document is required, signed by the owner designating an individual to act as the agent.</p> <p>G. Development phasing. For any development proposed to be constructed in phases, the developer must first submit a master plan for the entire site and project for approval, and then submit a sit plan for the individual pads.</p> <p>H. Any other information the Town may deem necessary.</p> <p>18.25.035 Application Process</p> <p>A. The application and submittal documents shall be submitted to the Town for distribution to all applicable Town departments and utility companies, as applicable, for their reviews.</p> <p>B. After staff completes the review, comments will be sent to the applicant. The applicant will be required to revise and resubmit the required documents.</p> <p>C. All final site plans will then be reviewed by the planning and zoning commission for final approval. The commission shall determine approval based on consideration of all application code requirements. Any aggrieved person may appeal the commission's decision to the Town Board of Adjustment.</p> <p>D. After final approval, the applicant shall submit two plan sets of documents for stamped approval and an electronic copy of the stamped approved plans.</p> <p>18.25.040 Administrative Site Plan Review                  In the absence of an active planning and zoning commission, the Town Zoning Administrator may conduct an administrative review and approval process as outlined below. No fee shall apply for this administrative review. The alternative administrative review and approval process may also be used for developments that meet the following criteria (even with an active planning and zoning commission):</p>	<p><b>New Section to outline the site plan application process when there is an active planning and zoning commission</b></p> <p><b>In the absence of a planning and zoning commission, a streamlined alternative approval process by the Zoning Administrator is outlined</b></p>

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	<ul style="list-style-type: none"> <li>• Construction of a building addition that does not exceed 2,500 square feet and limited to a one-time increase</li> <li>• Construction of new accessory buildings</li> <li>• Construction of new impervious surface that does not exceed 10 percent of the existing impervious surface or 5,000 square feet, whichever is less, and is limited to a one-time increase.</li> <li>• When the existing site meets the minimum parking requirements as noted in the Zoning Code</li> </ul> <p>A. Submittal process. The administrative site plan submittals shall consist of the following information, as applicable:</p> <p>1.The administrative site plan application form.</p> <p>2.A site drawing, scaled at an appropriate size (generally 20-30 sale is appropriate), providing the following information:</p> <ul style="list-style-type: none"> <li>a. All property lines</li> <li>b. Building setbacks as required by Zoning Code per zoning district</li> <li>c. Current zoning of the site and all adjacent properties.</li> <li>d. Dimensions of all current and proposed buildings.</li> <li>e. Parking and circulation as required by Zoning Code</li> <li>f. Buffering and landscaping as required by Zoning Code.</li> <li>g. Utility tie-ins including existing utilities adjacent to the site.</li> <li>h. Americans with Disabilities Act accessibility as required by ADAAG.</li> <li>i. Location of all existing and proposed access points as required by Zoning Code.</li> <li>j. Location, dimensions, and descriptions of all existing or proposed easements.</li> <li>k. Drainage patterns on the site indicated with flow arrows.</li> <li>l. Location of all adjacent rights-of-way and existing public improvements.</li> <li>m. Public improvements, if any proposed.</li> <li>n. Any other information the Town may deem necessary.</li> </ul> <p>3.A luminare schedule for any new proposed exterior lighting as required by zoning Code.</p> <p>4.Proof of Ownership and/or Proof of Agency.</p> <p>5. Any other information the Town may deem necessary.</p>	

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<p><b>18.25.050 Significance of approval.</b>            Final site plan approval of a commercial development is valid for one year from date of approval and may be extended one time for six months from the expiration date of original approval by the commission upon written request from the developer, 30 days prior to expiration of original approval.</p>	<p><b>B. Application Process.</b></p> <ol style="list-style-type: none"> <li>1. The application and supplemental information shall be distributed to all applicable Town departments and utility companies for their reviews and approvals.</li> <li>2. After staff has completed their review, comments will be sent to the applicant. The applicant shall be required to review and submit new plans.</li> <li>3. Zoning administrator to grant the final approval. Conditions may be applied.</li> <li>4. After final approval, the application shall submit two plan sets of documents for stamped approval and an electronic copy of the stamped approved plans.</li> </ol> <p><b>18.25.05 Significance of approval</b>            Final site plan approval is valid for one year from date of approval.</p> <p><b>A. Final site plan approval may be extended one time by the zoning administrator for six months from the expiration date of the original approval upon written request from the developer, 30 days prior to the expiration of the original approval.</b></p> <p><b>B. A project that has not started construction and has not been issued a building permit 18 months after final approval, shall be required to revise the site plan to meet any new development/zoning code requirements.</b></p> <p><b>C. A project that has started construction, and is making substantial progress, as determined by the Town, within the 18-month validity period, shall be considered vested and not required to meet new development/zoning requirements.</b></p>	<p><b>Outlines how long an approved site plan is valid</b></p>

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