

Application and Processing of Duplex, Multi-family Residential, Commercial, Office, Industrial, and Institutional Projects

From CONCEPT PLAN REVIEW



To SITE PLAN APPROVAL



Prepared by:
Planning and Development Services
City of Flagstaff
211 W. Aspen Avenue
Flagstaff, Arizona 86001
928.213.2618
FrontCounter@flagstaffaz.gov

Submittal Deadlines and Meeting Dates 2026

<u>Deadline for Submittals</u> 11:00 am Tuesday New Submittal 11:00 am Thursday Re-Submittal	<u>IDS Review</u> <u>Meeting Schedule</u> 9:00 am Thursday (Staff Only)
January 20, 2026 January 22, 2026	January 29, 2026
February 10, 2026 February 12, 2026	February 19, 2025
March 3, 2026 March 5, 2026	March 12, 2026
March 24, 2026 March 26, 2026	April 2, 2026
April 14, 2026 April 16, 2026	April 23, 2026
May 5, 2026 May 7, 2026	May 14, 2026
May 26, 2026 May 28, 2026	June 4, 2026
June 16, 2026 June 18, 2026	June 25, 2026
July 7, 2026 July 9, 2026	July 16, 2026
July 28, 2026 July 30, 2026	August 6, 2026
August 18, 2026 August 20, 2026	August 27, 2026
September 8, 2026 September 10, 2026	September 17, 2026
September 29, 2026 October 1, 2026	October 8, 2026
October 20, 2026 October 22, 2026	October 29, 2026

<u>Deadline for Submittals</u> 11:00 am Tuesday New Submittal 11:00 am Thursday Re-Submittal	<u>IDS Review Schedule</u> 9:00 am Thursday (Staff Only)
November 10, 2026 November 12, 2026	November 19, 2026
December 1, 2026 December 3, 2026	December 10, 2026
December 22, 2026 December 24, 2026	December 30, 2026 (Wed)
January 12, 2027 January 14, 2027	January 21, 2027
February 2, 2027 February 4, 2027	February 11, 2027
February 23, 2027 February 25, 2027	March 4, 2027

MINOR APPROVAL PROCESS (NO IMPACT ANALYSIS REQUIRED)	
APPLICATION TYPES:	
1. Conditional Use Permit 2. Zoning Map Amendment 3. Concept Plan 4. Site Plan	5. Concept Plat 6. Preliminary Plat 7. Plat Revision 8. Modified Subdivision Process
TIMELINE	
ADMINISTRATIVE COMPLETENESS REVIEW	26 days
SUBSTANTIVE REVIEW	22 days
OVERALL TIME FRAME	48 days ¹
Notes: ¹ This time period includes additional reviews after return of comments on the first review. Total time is less if only one review is needed for a particular approval	

COMPLIANCE REVIEW TIMEFRAMES	
MAJOR APPROVAL PROCESS (IMPACT ANALYSIS REQUIRED)	
APPLICATION TYPES:	
1. Conditional Use Permit 2. Zoning Map Amendment 3. Site Plan 4. Preliminary Plat 5. Plat Revision	6. Final Plat 7. Modified Subdivision Process 8. Minor Plan Amendment 9. Development Agreement 10. Annexation
TIMELINE	
ADMINISTRATIVE COMPLETENESS REVIEW	26 days
SUBSTANTIVE REVIEW	52 days
OVERALL TIME FRAME	78 days ¹
Notes: ¹ This time period includes additional reviews after return of comments on the first review. Total time is less if only one review is needed for a particular approval	



City of Flagstaff

Community Development Division

211 W. Aspen Ave

P: (928) 213-2618

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Date Received (City Use)		Application for Concept/Site Plan Review				File Number (City Use)	
Site Address		Project Name			Parcel Number		
Property Owner(s)		Title	Phone		Email		
Mailing Address					City, State, Zip		
Applicant(s)		Title	Phone		Email		
Mailing Address					City, State, Zip		
Project Representative		Title	Phone		Email		
Mailing Address					City, State, Zip		
Requested Review:		☐ Concept		☐ Site Plan			
Proposed Use(s)			Existing Use		Subdivision, Tract & Lot Number		
Zoning District		Regional Plan Land Use Category		Flood Zone		Size of Site (Acres)	
Property Information:		☐ Yes ☐ No Located in an existing Local/National Historic District? (Name: _____) ☐ Yes ☐ No Existing structures are over 50 years old at the time of application? ☐ Yes ☐ No Subject property is undeveloped land?					
Surrounding Land Uses: (i.e. Res, Commercial, Ind.)		North:		South:		East:	
		West:					
Proposed Use:		Number of Units		# of Affordable Units		# of acres per use	
Building Square Feet							
Duplex:							
Multi-Family:							
Commercial: Office							
Commercial: Retail							
Commercial: Restaurant							
Commercial: Service							
Commercial: Other							
Industrial:							
Institutional:							
Other:							
Please complete and submit: the "Concept Plan and Site Plan Application"; the "Application and Information Checklist"; required number of plans and information; and fees. Concept Plan fees are \$420. Site Plan fees are \$2,550 for projects less than an acre; \$1,062 plus \$1,553 per acre for sites greater than one acre. New application deadlines are every other Tuesday by 11:00 a.m. (See schedule for dates). Incomplete submittals will not be scheduled.							
Property Owner Signature			Date:		Applicant Signature		Date:
For City Use							
Staff Assignments		Planner:		Engineer:		Public Works/Utilities:	
						Fire:	
						Stormwater	
Action:							

Concept Plan

Application Information and Checklist

Concept Plan is a preliminary review to ensure that the applicant is aware of the procedures and substantive requirements of the city and to identify any potential problems or concerns prior to submitting for either a Building Permit or Site Plan Review. Pre-application meetings are strongly encouraged in cases where the applicant may be unclear about City codes and compliance. Two reviews of the same Concept Plan application are allowed with the filing of one fee. If additional reviews are required, an additional fee shall be submitted.

Submittal Schedule

New Concept Plan applications must be submitted by 11:00 a.m. every other Tuesday and resubmittal Concept Plans by 11:00 a.m. every other Thursday per the attached schedule. Incomplete or late applications will not be accepted. Please review the attached checklist for Concept Plan submittal requirements. **All applications and associated documents will be submitted electronically to FrontCounter@flagstaffaz.gov by the required deadline (late submissions will be delayed to the next submittal deadline).**

Concept Plan Process

Upon receipt of an application, a Planning Development Manager (PDM) is assigned to the case as the Single Point of Contact. The application is forwarded to the Inter-Division Staff (IDS) Team which reviews the application for compliance with City standards and regulations. The PDM will then provide conditions and comments to the applicant regarding the application. Upon receipt of conditions and comments, an applicant may request a meeting with the PDM to discuss the development requirements and how to proceed with the application.

Effect of Review

The Concept Plan Review nor the information or comments provided by the PDM shall be construed as either a recommendation for approval or denial of the application or development. No formal action is taken by the PDM during the Concept Plan Review. Failure to identify all required studies or all applicable requirements shall not constitute a waiver of those studies or requirements. Completion of Concept Plan Review allows an applicant to submit either an application for Site Plan Review and Approval or to the next stage in the development review process as deemed appropriate by the PDM.

Applicability

Concept Plan Review is required for the following:

1. All developments requiring Site Plan Review and Approval pursuant to Section 10-20.40.140 of the Zoning Code
2. Any change of use that triggers an increase in required parking
3. A proposed duplex
4. Non-structural remodeling of an exterior façade
5. A proposed single-family residence located on a parcel that is not part of a platted subdivision
6. Any project that will require review by the Planning Commission or City Council

For Further Information

For further information regarding the application and submission requirements, please contact:

Planning and Development Services

City of Flagstaff

211 West Aspen Avenue

Flagstaff, Arizona 86001

928-213-2618

FrontCounter@flagstaffaz.gov

(When applicable)

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Concept Plan Development Application Checklist

Submittal Requirements:

Following is a list of items that will be required for concept plan submittal. An application that does not include all required items will not be accepted. By signing the application, the Applicant acknowledges that all required documents/information are included within the submittal. **If, in the Applicant's opinion, any of the listed required items are not applicable to the proposed development, please identify them as "Not Applicable" on the concept plan or within the project narrative.**

If you have any questions regarding the information above, please contact the Planning and Development Services front counter at the information listed in the footer of this checklist.

PART I – GENERAL REQUIREMENTS

Staff Use Only		Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.
Req	Sub	
☒	☐	I.1 Concept Plan Development Application Checklist (this list)
☒	☐	I.2 Application Fee (Concept Plan fees are \$420 for two reviews, review fee is due again upon third submittal if applicable)
☒	☐	I.3 Completed Application for Concept Plan Review The application must be signed by the Applicant and the current property owner of record. If the property owner is unavailable to sign the application, a Letter of Authorization must be submitted.
☒	☐	I.4 – Electronic Submittal An electronic copy of all submitted information (.pdf or .tif format) with individual files labeled by checklist heading type i.e. II.1 Project Narrative; II.2 Concept Plan

PART II – REQUIRED PLANS & RELATED DATA

Staff Use Only		Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.
Req	Sub	
☒	☐	II.1 Descriptive (Project) Narrative Submit a brief narrative describing the proposed project. This information will aid staff if providing comments and answering questions about the project. The narrative shall include the following • Project title and date • Describe project/development request • Legal description of the parcel • Site acreage (gross and net) • Proposed building square footage, lot coverage, and FAR (non-residential projects) • Number of dwelling units and types (e.g. single-family, duplex, condo, townhome, apartment, etc.) • Describe known heritage resources (if any) • A list of material management strategies to be employed on site New-Development-Materials-Management-Guide_Final • A description of proposed stormwater management for the site • Any additional information or details pertinent to the case

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II.2 Concept Plan

Plan must be drawn to a standard engineering scale (e.g. 1:10, 1:20, but no larger than 1:60). The concept plan shall include the following information:

Project Information

- Development Name
- Site Address
- Assessor's Parcel Number (APN)
- Scale and North arrow
- Property owner's name and contact information
- Developer's name and contact information
- Preparer's name and contact information
- Date Prepared
- Legend
- Record parcel boundaries and dimensions
- Vicinity Map
 - North arrow
 - Project Area indicated

Within the Subject Site and Extending 200-feet Beyond the Site's Boundary (City GIS Data Acceptable)

- Contour lines at two-foot intervals (existing)
- Identify existing offsite drainage flows (entering the site) and stormwater discharge points (exiting the site)
- Existing building footprints
- Location of public rights-of-way with street names
- Points of access and driveways (existing and proposed)
- General location of pedestrian facilities/sidewalks (existing and proposed)
- Location of any existing improvements on the property

Within the Subject Site

- Location, size, and type of existing and proposed utilities (water, sewer, reclaim water mains, water services and meters)
- Location of Fire Department Connection, fire hydrants and fire lines
- Preliminary connection locations to public utilities
- General location of proposed building footprints and parking areas with required calculations.
- Existing walls and fences
- Existing, proposed, public and private easements including description and dimension
- Preliminary detention facilities and their location on the site
- Low Impact Development (LID) Integrated Management Practices (IMP's) and their locations on the site. Include identification for those IMP's to be utilized as ROCV facilities.
- Natural Features, slopes, and drainage courses
- Proposed drainage courses, conveyances, and site discharge locations (flow arrows, spot grades, or contours are acceptable)
- Existing drainage easements and to whom they are dedicated (public or private)
- FEMA 100-year floodplain elevation, flood zone (FEMA) and type (rural or urban), floodplain limits, and floodway limits
- Total existing and total proposed impervious surface calculations (roof area, pavement, sidewalks, etc.)
- Existing and proposed solid waste locations (see material management strategies [New-Development-Materials-Management-Guide_Final](#))
- Commercial building footprints that are over 50-years old at the time of application
- Residential building footprints built before 1946

II.3 Concept (Preliminary) Landscape Plan

Landscape plans shall be drawn to the same engineering scale as the concept plan. All preliminary landscape plans must include or show the following information, in accordance with Section 10-50.60.030 of the Zoning Code:

- Landscaping calculations and proposed planting areas
- General location of trees that may be credited for landscaping
- Preliminary detention facilities
- Low Impact Development (LID) Integrated Management Practices (IMPs) systems and their locations on the site.

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☐	☐	II.4 Preliminary Natural Resource Protection Plan A preliminary natural resource protection plan shows the general location of natural resources on the site before and after the proposed development (refer to Section 10-50.90.080 of the Zoning Code for applicability). This section is applicable to properties located in the Resource Protection Overlay (RPO) zone. The intent of this section is to identify resources early in the process so they can be considered during the site planning. All proposed improvements, such as buildings, paved areas, roads, etc., must be shown on the plan in relation to all on-site resources. For the purpose of the preliminary resource protection plan, forest and slope resources may be estimated. Please visit the Planning and Development Services front counter to obtain the site's aerial photography and topography through the City's website. Resources that must be estimated are listed below: • General forested areas • Moderate slopes (17 to 24.99 percent) • Steep slopes (25 to 34.99 percent) • Slopes greater than 35 percent • Rural and Urban Floodplain
☒	☐	II.5 Site Analysis A complete site analysis plan that depicts the terrain, scenic views, natural watercourses, preservation of vegetation, and relationships to existing development (refer to Section 10-30.60.030 of the Zoning Code). The following items are essential components of an analysis of undeveloped property or building expansions greater than 25%: (Not applicable to change of use or duplex applications) • Topography of the site • Solar orientation or aspect • Existing or native vegetation types and relative quality • View corridors • Climatic considerations • Subsurface conditions • Drainage swales and stream corridors • Built environment and land use context

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Site Plan

Application Information and Checklist

Site Plan Review and Approval is a formal application that allows City Staff to ensure all applicable City code requirements are satisfied prior to Planning Commission review or other regulatory processes such as Engineering/Civil Construction Plan review or Building Permit. **Absolutely no work, including tree removal or grading is to commence on a site/lot until an approved “NOTICE OF DECISION” letter or grading permit has been issued by the City.**

Submittal Schedule

New Site Plan applications must be submitted by 11:00 a.m. every other Tuesday and resubmittal Site Plans by 11:00 a.m. every other Thursday per the attached schedule. Incomplete or late applications will not be accepted. Please review the attached checklist for Site Plan submittal requirements.

Site Plan Process

Site Plan Review follows an optional Pre-Application Review and a required Concept Plan Review. For your convenience, please see the attached flow-chart diagram depicting the “Site Plan Review Process”. City Staff may approve the application as presented; approve with conditions; disapprove the application; or recommend the application to be reviewed at a future date if additional information is required before an action can be considered.

Applicability

A Site Plan Review is required for, but not limited to:

1. All multi-family (three units and above), commercial, office, industrial and institutional developments
2. Uses requiring a Conditional Use Permit
3. Direct to Ordinance Zoning Map Amendments

Please refer to Sections 10-20.30.050 and 10-20.40.140 of the Zoning Code for further information.

Expiration

Site Plan approval expires one (1) year from the date of approval unless a grading or building permit is obtained or the use is established.

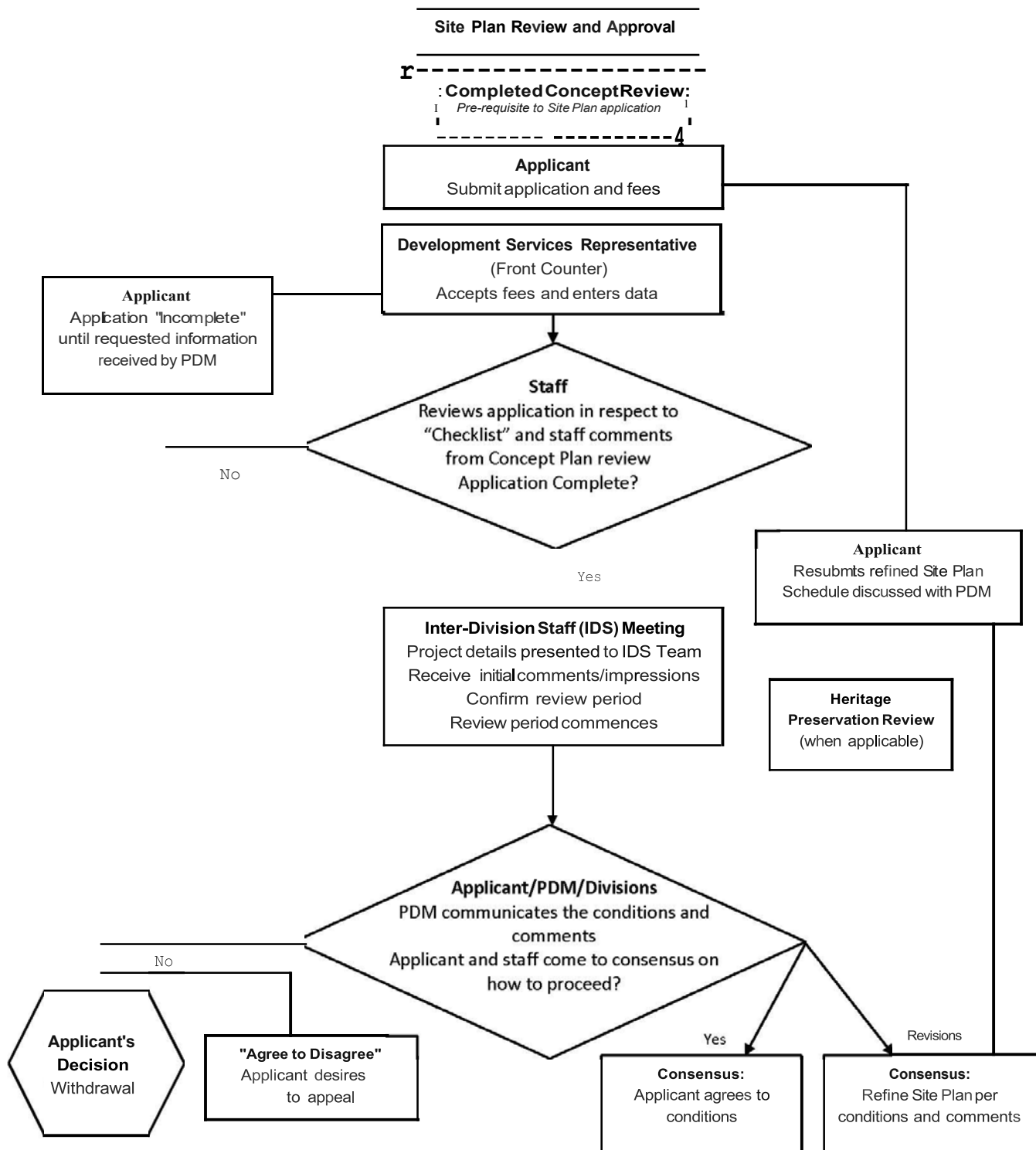
Appeals

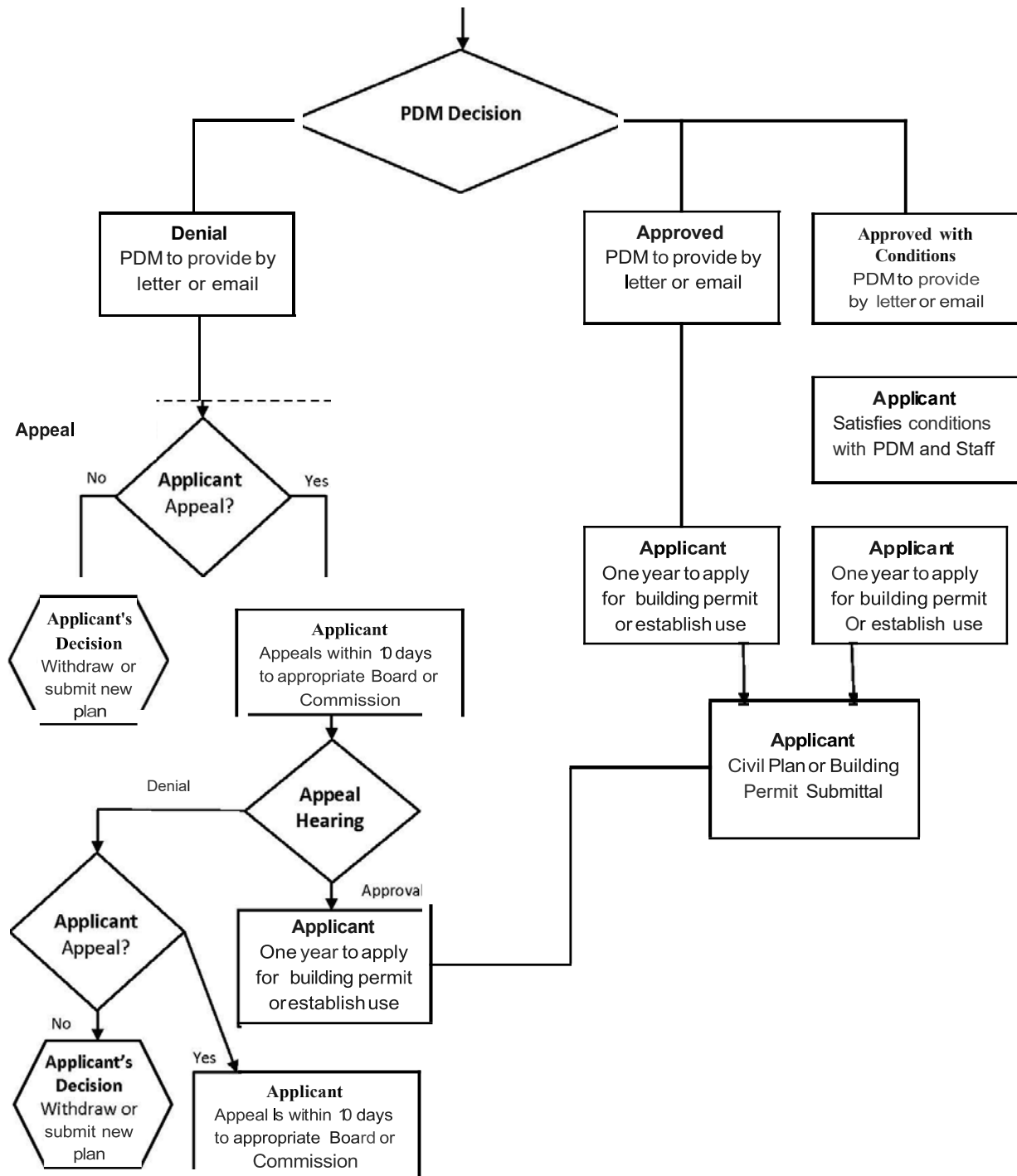
Any decision by staff related to the Zoning Code may be appealed to the appropriate Board or Commission. An appeal must be submitted, in writing, to the Planning and Development Services or Community Development Director within ten (10) days of the decision. To appeal a decision regarding codes or ordinances other than the Zoning Code, contact the department or division from which the decision originated.

For Further Information

For further information regarding these application and submission requirements, please contact:

Planning and Development Services
City of Flagstaff
211 West Aspen Avenue
Flagstaff, Arizona 86001
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Site Plan Development Application Checklist

Submittal Requirements:

As part of the Concept Plan Review Comments, the Planning Development Manager (PDM) assigned to your project will identify those items from this Development Application Checklist that will be required for site plan submittal. An application that does not include all required items will be rejected. By signing the application, the Applicant acknowledges that all required documents/information are included within the submittal.

If you have any questions regarding the information above or items indicated on this checklist, please contact your PDM at the contact information listed on Page 5 of this checklist.

PART I – GENERAL REQUIREMENTS

Staff Use Only		Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.
Req	Sub	
☒	☐	I.1 Site Plan Development Application Checklist (this list)
☒	☐	I.2 Site Plan Application Fee Base fee \$ _____ + (Per acre fee \$ _____ x Number of acres _____) = *TOTAL: \$ _____ Traffic Impact Analysis Review Fee (if applicable) \$ _____ Development Agreement Fee (if applicable) \$ _____ = *TOTAL FEE DUE AT TIME OF APPLICATION: \$ _____ *Please note, this fee calculation is good for 6 months from the date listed on Page 5 of this checklist. If submittal is to occur after expiration of this calculation, please contact the PDM listed on Page 5 of this checklist for an updated fee.
☒	☐	I.3 Completed Application for Site Plan Review The application must be signed by the Applicant and the current property owner of record. If the property owner is unavailable to sign the application, a Letter of Authorization must be submitted.
☒	☐	I.4 Concept Plan Review Comment Response Letter Written responses to concept plan comments or site plan revision comments.
☒	☐	I.5 Project Narrative – The narrative should include the following • Project title and date • Describe project/development request • Legal description of the parcel • Site acreage (gross and net) • Approximate building square footage, lot coverage, and FAR (non-residential projects) • Number of dwelling units, types (e.g. single-family, duplex, condo, townhome, apartment, etc.) • Dwelling units per acre • A list of material management strategies to be employed on site (see New-Development-Materials-Management-Guide_Final) • Construction logistics plan (e.g. materials, parking, deliveries, impact to public right-of-way, etc.) • A description of proposed stormwater management for the site • Indicate whether residential units will be ownership or rental if applicable
☒	☐	I.6 – Electronic Submittal – An electronic copy of all submitted information (.pdf or .tif format) with individual files labeled by checklist heading type i.e. 1.3 Site Plan Application; 1.4 Comment Response Letter; 1.5 Project Narrative etc.
☐	☐	I.7 Board of Adjustment Variance or Waivers from Community Development Staff (if applicable)

PART II – REQUIRED PLANS & RELATED DATA

Staff Use Only		Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.
Req	Sub	

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II.1 Site Plan

Plan must be drawn to a standard engineering scale (e.g. 1:10, 1:20, but no larger than 1:60). The site plan shall include the following information:

Project Information

III Development Name

IV Site Address

V Assessor's Parcel Number (APN)

VI Parcel size (acreage, net and gross)

VII Zone District

VIII Developer's name, address, and phone number

IX Preparer's name, address, and phone number

X Residential: Proposed dwelling units per acres/permitted dwelling units per acre by zone district

XI Commercial Proposed Floor Area Ratio (FAR)/permitted Floor Area Ratio (FAR) by zone district

XII Building(s) Information:

- Gross floor area
- Number of floors
- Proposed maximum height/permitted maximum height by zone district
- Number of units and proposed commercial suite numbers and/or residential apartment numbers
- Building square footage (if multiple structures, list uses, proposed building numbers and associated square footage)
- Proposed International Building Code Occupancy Class and Construction Type
- Indicate proposed fire sprinklers if applicable
- Proposed number of off-street parking spaces/required number of off-street parking spaces
- Proposed number of off-street ADA compliant parking spaces/required number of off-street ADA spaces
- Proposed and required number of bicycle parking spaces

XIII Vicinity Map

- North arrow
- Scale
- Project Area indicated

Subject Site (An * indicates to graphically illustrate those elements on the subject site and 200-feet beyond the subject parcel's boundary)

- Scale, north arrow, date prepared, and legend
- *Parcel boundaries and dimensions
- *Contour lines at one-foot intervals (existing)
- *Zone districts
- *Building footprints (Include limits of overhangs)
- *Street improvements (e.g. curb, gutter, lane striping, sidewalks, fire hydrants, street lights, etc.)
- *Dedicated rights-of-way and street names
- *Points of access and driveways
- Clear view zones for points of access and driveways per AASHTO requirements
- Parking lots including circulation patterns and dimensions
- Bike racks/bike parking including manufacturer's specification sheets for bike racks/bike parking
- *Location, size, and type of existing and proposed utilities (water, sewer, reclaim water mains, water services and meters)
- *Location of Fire Department Connection, fire hydrants and fire lines
- *Pedestrian facilities
- Open space and parks
- Solid waste dumpster enclosures including height, building material, and dumpster access turning movements per ASHTO SU-30 (see material management strategies [New-Development-Materials-Management-Guide_Final](#))
- Easements, public and private, existing, and proposed including description and dimensions
- *Walls, fences, and retaining walls including height and building material, proposed monument sign location
- Minimum required setbacks indicated from subject site's boundaries (per zone district)
- Existing and proposed structure's measured setbacks from property line to closest points of building(s) for front, sides, and rear elevations
- Natural features including forest, mature trees (greater than 8" diameter at breast height (DBH)), slopes, and drainage courses
- FEMA 100-year floodplain elevations, flood zone (FEMA) and type (urban or rural), floodplain limits, floodway limits (if applicable) and rock outcroppings (see Section II.9 below)
- Total existing and total proposed onsite impervious surface area calculations (roof area, pavement, sidewalk, etc.)
- Total Runoff Capture Volume (ROCV) required (the volume of water from all new impervious surfaces from a 1" rain)
- Location of existing (if any) and proposed Detention Facilities and Low Impact Development (LID) Integrated Management Practices (IMPs) Identify those IMP's to be utilized as ROCV facilities.
- Approximate area and volume of each of the IMPs to be utilized as ROCV facilities (total volume should equal or exceed the ROCV)
- Estimated finished floor elevations for all buildings

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☒	☐	II.2 Building Floor Plans Floor plans must be drawn to a standard architectural scale (1/4"=1' is preferred). The following information must be included/identified on the floor plans: • Interior room divisions • Proposed commercial suite numbers and/or residential apartment numbers • General function or use of each room • Interior wall height • Door and window openings • Plumbing fixtures • Dimensions for each room, including total area • Identify internal solid waste collection areas and systems for units and workspaces
☐	☐	II.3 Building Elevations Elevations must be drawn for all sides of the building to a standard architectural scale (1/4"=1' is preferred). The following information must be included on the elevation drawings: • Color elevations for all sides of all structures as they will appear upon completion, including finished grade • Building materials and finishes for all exterior surfaces, including roofs • Window Detail • Color and LRV (Light Reflectance Value) of all exterior surfaces, including roofs • Building height (graphic and written) • Specification sheets depicting finish and color for all exterior building materials and surfaces, including roofs • Proposed building mounted signage location
☐	☐	II.4 Landscape Plan Landscape plans shall be drawn to the same engineering scale as the site plan. For simple site plans, the Planning Development Manager may waive the requirement for a separate landscape plan and allow for the inclusion of the landscape requirements on the site plan. All landscape plans must include or show the following information, in accordance with Section 10-50.60.030 of the Zoning Code: • The location, size, and species of all proposed plantings, scaled to represent the size of the landscaping at maturity • Existing trees that are being used to offset landscape requirements • Groundcover for all landscaped or disturbed area • Landscaping calculations per the Zoning Code • Irrigation systems including lines and Hydrazones (when required) • Hose bibs (when used in lieu of an automatic irrigation system) • Plant species, quantity, and sizeable • Preliminary detention facilities • Low Impact Development (LID) Integrated Management Practices (IMPs) systems and their locations on the site.
☐	☐	II.5 Natural Resource Survey and Protection Plan A natural resource survey and protection plan must show all natural resources on the site before and after development (refer to Section 10-50.90.080 of the Zoning Code for applicability). When not required, a written statement stating such must be included in the project narrative, on the site plan, and on the landscape plan. The following items must be included on the natural resource survey and protection plan: • Forest canopy • Moderate slopes (17 to 24.99 percent) • Steep slopes (25 to 34.99 percent) • Slopes equal to or greater than 35percent • Floodplain (rural and urban) • Calculations demonstrating that the minimum resource protections standards are met • Other site features
☐	☐	II.6 Grading and Drainage Plan Grading and drainage plans must include all information specified by staff as well as the following: • Contour lines at one-foot intervals (existing) • Estimated limits of cut and fill (site only) Identify existing offsite flows (entering the site), drainage pathways, and discharge points (exiting the site) • FEMA 100-year floodplain elevations, floodplain limits, and floodway limits (if applicable) • Identify low flow channel. • Location(s) of LID Integrated Management Practices (IMPs) Identify those IMP's to be utilized as ROCV facilities • Existing and proposed detention facilities • Identify proposed stormwater conveyance features (i.e. culvert, drainage ditches, swales, etc.) Include flow arrows, spot grades or contours as necessary to show onsite flow routing.

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PART III – REQUIRED REPORTS, STUDIES, ANALYSIS, & RELATED DATA

Staff Use Only		Description of Documents Required for Complete Application. No application shall be accepted without all items marked below
Req	Sub	
☐	☐	III.1 Cultural Resource Study NOTE: All archeological Cultural Resource Study information is confidential and submitted ONLY to the Heritage Preservation Office and is NOT FOR DISTRIBUTION OR REPRODUCTION Federal and state agencies have legal responsibilities to safeguard locational information about cultural resources and must restrict access to cultural site locations depicted in cultural resource (study) reports and other information about cultural resources per Arizona Revised Statute §39-125, the National Historic Preservation Act, Title III, §304, and the Archaeological Resource Protection Act (16USC470aa et seq.). Heritage Preservation Application can be found here
☐	☐	III.2 Preliminary Drainage Documentation (Report, Letter, or Statement) Please contact stormwater staff for submittal requirement
☐	☐	III.3 Drainage Impact Analysis Please contact stormwater staff for submittal requirements
☐	☐	III.4 Water and Sewer Impact Analysis Please contact water services staff for submittal requirements and fees
☐	☐	III.5 Traffic Impact Analysis Please contact traffic staff for submittal requirements (if required fee must be paid at time of submittal)
☐	☐	III.6 Title Report – No older than 30 days from the submittal date complete Schedule A and Schedule B
☐	☐	III.7 Alta Survey or easement and encumbrance map delineating all easements and encumbrances from the title report in graphic form
☐	☐	III.8 Phase I Environmental Study (only if dedications will be made)
☐	☐	III.9 Preliminary Logistics Report
☐	☐	III.10 Notice of Right to appeal exactions owner certification

PART IV – OTHER SUBMITTAL REQUIREMENTS

Staff Use Only		Description of Documents Required for Complete Application. No application shall be accepted without all items marked below
Req	Sub	
☐	☐	IV.1 Other Requirements Please provide the following:

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Site Plan Application Checklist

Revision Date: 03/2022

PART V – PLANNING DEVELOPMENT MANAGER

No application shall be accepted without a Planning Development Manager signature below.

V.1 Planning Development Manager Contact Information

If you have any questions regarding this application checklist, please contact your Planning Development Manager (PDM). If you did not receive a completed copy of this Development Application Checklist as part of your Concept Plan Review Comments, please contact the PDM assigned to your Concept Plan application.

PDM Name (print): _____ Phone: _____

PDM E-mail: _____ Date: _____

PDM Signature: _____

City of Flagstaff Community Development Division

211 W Aspen Avenue, Flagstaff, AZ 86001 | Phone: (928) 213-2618 | Fax (928) 213-2609 | www.flagstaff.az.gov

Appeals of Dedication, Exactions or Zoning Regulations

Right to Appeal

An applicant may appeal the following actions to an administrative hearing officer:

1. A dedication or exaction required as a discretionary administrative, but not legislative, condition of granting approval for the use, improvement or development of real property.
2. The adoption of amendment of a zoning regulation that creates a taking of property in violation of A.R.S § 9-500.13.

Appeal Procedures

The applicant who intends to exercise their right to contest the requirement of a dedication or exaction shall file a written request for appeal to the Planning Director, who will transmit the request for appeal to the designated hearing officer.

- The appeal requires shall be filed within 30 days after notice is given of the final determination of the development or exaction requirement.
- The request for appeal may in the form of a letter or other written communication but shall give reasonable notice that the applicant requests an appeal of dedication or exaction requirement and of the particular dedication or exaction being appealed.
- After receipt of an appeal, the hearing officer shall schedule a time for the appeal to be heard not later than 30 days after receipt, unless the applicant consents to an extension of time. The applicant shall be given at least 10 days; notice of the time when the appeal will be heard unless the applicant agrees to a shorter time period.
- In all proceedings the City has the burden of establishing an essential nexus between the dedication or exaction and a legitimate government interest and that the proposed dedication or exaction is roughly proportional to the impact of the proposed use, improvement, or development. If more than a single parcel is involved this requirement applies to the entire property.
- The hearing officer shall hear such testimony and consider such evidence as is relevant to the determination of such issues. The hearing officer shall not be bound by technical rules of evidence or procedures in conducting the hearing.
- The hearing officer shall decide the appeal within five working days after the appeal is heard. If the City does not meet its burden the hearing officer shall either:
 - Modify or delete the requirement of the dedication or exaction appealed in compliance; or
 - In the case of a zoning regulation appealed, the hearing officer shall transmit a recommendation to the Council. The Council may accept, modify or deny the recommendation of the hearing officer.
- If the hearing officer modifies or affirms the requirement of the dedication or exaction, an applicant aggrieved by the decision of the hearing officer may appeal the decision to the Superior Court, at any time within 30 days after the hearing officer has rendered a decision, by following the procedures set forth in the Arizona Revised Statutes.

Please be aware that City Staff cannot give you legal advice. You may wish, but are not required, to hire an attorney to represent you in an appeal.

Owner Certification Acknowledging Receipt
Of
Notice of Right to Appeal Exactions and Dedications

I hereby certify that I am the owner of property located at:

(Address where development approval or city required improvements and dedications are required)

and hereby certify that I have received a notice that explains my right to appeal all exactions and/or dedications required by the City of Flagstaff as part of my property development on the parcel listed in the above address.

Signature of Property Owner

Date