



WHERE THREE
CULTURES FLOURISH

Planning Department
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Site Plan Review Application / Solicitud de Revisión del Plan del Sitio Pg.1/2

Case No. _____
Fees Due: _____
☐ Fees Paid Date: _____

Purpose/Propósito: To review the layout, design, and configuration of development to ensure compliance with zoning standards, infrastructure requirements, and compatibility with surrounding uses. Revisar la distribución, el diseño y la configuración del desarrollo para asegurar el cumplimiento de las normas de zonificación, los requisitos de infraestructura y la compatibilidad con los usos circundantes.

Please print in black ink only.
Imprima solo en tinta negra.

Application Fee and Public Notice Fee...See Fee Schedule
Cuota de Solicitud y Cuota de Aviso Público...Ver Lista de Cuotas

OFFICE USE ONLY / SOLO PARA USO DE LA OFICINA

☐ Town-Initiated / Iniciado por la Ciudad ☐ Non-Profit or Public Agency-Initiated / Iniciado por otra organización sin fines de lucro o entidad pública ☐ Privately-Initiated / Iniciado por un particular

Date Application Received / Fecha de recepción de la solicitud Received by / Recibido por

Date Application Complete / Fecha en que la solicitud quedó completa Completeness Review by / Revisión de integridad por

Applicant/Solicitante: (required/requeridos)

Name/Nombre: Phone/Teléfono:

Mailing Address/Dirección de Envío: City/Ciudad, State/Estado, Zip/Código postal:

E-Mail Address:

Property Owner Authorization Form Required (if not Applicant)/Dueño de la Propiedad (si no es Solicitante):

OFFICE USE ONLY / SOLO PARA USO DE LA OFICINA

☐ Authorization Accepted / Autorización Aceptada

Project Name / Nombre del Proyecto:

The following items must be submitted with the application at the time of filing in order for the request to be complete. An incomplete application will not be scheduled for hearing and will be returned to the applicant / Los siguientes documentos deberán presentarse junto con la solicitud en el momento de su presentación para que la petición se considere completa. Una solicitud incompleta no será programada para audiencia y será devuelta al solicitante.

A Building Permit for your protection cannot be issued until the Site Plan has been approved / Por su protección, no podrá expedirse un Permiso de Construcción hasta que el Plan del Sitio haya sido aprobado.

☐ 3 hard copies of the Site Plan / 3 copias impresas del Plan del Sitio

GENERAL INFORMATION ON SITE PLAN

- ☐ Name of project/development;
- ☐ Location of project/development by street address;
- ☐ Location map, including area within one half (1/2) mile of site;
- ☐ Date of plan preparation;
- ☐ North point indicator;
- ☐ Scale of not less than one (1) inch to one-hundred (100) feet.



Site Plan Review Application / Solicitud de Revisión del Plan del Sitio, Pg.2/2

SITE PLAN DATA

- ☐ Boundary line of property with dimensions and setback distances
- ☐ Topographical contours at a minimum interval of two (2) feet;
- ☐ Adjacent streets and street rights-of-way to a distance of one-hundred-fifty (150) feet; except for sites adjacent to major arterial streets, where the distance shall be two hundred (200) feet;
- ☐ On-site streets and rights-of-way;
- ☐ Ingress and egress points;
- ☐ Traffic flow, on site;
- ☐ Traffic flow, off site;
- ☐ Medians and median breaks, if any.
- ☐ Utilities and utility right-of-way easements:
 - a. Electric; Overhead utility lines and size (e.g. 69KV, etc.)
 - b. Natural gas;
 - c. Telephone;
 - d. Water;
 - e. Sewer (sanitary and storm);
 - f. Cable television.
- ☐ Buildings and structures;
- ☐ Parking facilities;
- ☐ Surface water holding ponds and drainage ditches;
- ☐ Surface water drainage arrows;
- ☐ Sidewalks, walkways, driveways, bikeways, & loading areas
- ☐ Dimensions from intersection to driveway locations.
- ☐ Existing streetlights.
- ☐ Provision for handicapped accessibility, including but not limited to wheelchair ramps, parking spaces, handrails and curb openings, in accordance with Arizona Revised Statutes (ARS) 34-404 through 34-439;

- ☐ Fences and walls;
- ☐ Solid Waste container locations and pick up.
Exterior signs;
- ☐ Exterior refuse;
- ☐ Exterior lighting;
- ☐ Landscaping (detailed plan showing planting, equipment, etc.):
 - a. Botanical and common names of vegetation to be used;
 - b. Size of planting at time of planting and at maturity;
 - c. Area to be irrigated. Irrigation structures, appurtenances, ownership rights
- ☐ Number of employees and non-employee parking spaces, existing and proposed; Site statistics including % of site coverage (building and parking), dwelling unit density, % Park or open space.
- ☐ Phasing lines, if applicable

BUILDING DATA

- ☐ Height above mean sea level of the lowest floor when the structure is proposed in a floodway or floodplain area;
- ☐ Gross square footage of existing and proposed structures;
Front, rear and side elevations, with descriptions of exterior materials to be used.

PERMIT DATA

- ☐ A listing of all required federal, state and city permits and status of applications;
- ☐ "Will Serve" letter from Water and Sewer utility provided
- ☐ LAND USE (COMMERCIAL, RESIDENTIAL, ETC)
- ☐ COMMERCIAL BUILDING SQFT
- ☐ CONSTRUCTION TYPE
- ☐ MAX BUILDING HEIGHT
- ☐ RESIDENTIAL SINGLE FAMILY / MULTI FAMILY UNITS
OWN / RENTAL

NARRATIVE

- ☐ Narrative describing the proposed project, including any unique conditions to the site