



City of Flagstaff

Community Development Division

211 W. Aspen Ave
Flagstaff, AZ 86001
www.flagstaff.az.gov

P: (928) 213-2618

Date Received		Application for Zoning Map Amendment and/or Minor Regional Plan Amendment		File 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 ☐ Zoning Map Amendment ☐ Minor Regional Plan Amendment ☐ Continued				

Site Address		Parcel Number(s)	Subdivision, Tract & Lot Number	
Existing Zoning District		Proposed Zoning District:	Existing Regional Plan Land Use Category	
Existing Use		Proposed Use		
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?			
Requested Urban Growth Boundary Change (If Applicable)		Proposed Regional Plan Land Use Category		
Property Owner Signature(required)		Date:	Applicant Signature	Date:

For City Use					
Date Filed:		File Number(s):		Type of Zoning Map Amendment: ☐ Small scale ☐ Medium scale ☐ Large scale ☐ Multi-phase scale	
P & Z Hearing Date:		Publication and Posting Date:			
Council Hearing Date:		Publication and Posting Date:			
Fee Receipt Number:		Amount:	Date:		
Action by Planning and Zoning Commission:			Action by City Council:		
☐ Approved			☐ Approved		
☐ Denied			☐ Denied		
☐ Continued			☐ Continued		
Staff Assignments	Planning	Engineering	Fire	Public Works/Utilities	Stormwater

Application for Zoning Map Amendment or Minor Regional Plan Amendment

The information included below is intended to help an applicant complete the necessary forms and provide the required information in support of an application for a Zoning Map Amendment (i.e. rezoning) as established in Zoning Code Division 10-20.50 (Amendments to the Zoning Code Text and the Zoning Map).

Zoning Code Section 10-20.50.040.D (Application Procedures – A Two Pronged Approach) establishes two approaches for the processing of a rezoning application. Using a concept zoning plan as the basis for the application (Authorization to Rezone with a Concept Zoning Plan), an application for rezoning will be processed before an application for Site Plan Review and Approval will be considered. If an applicant chooses to combine the application for a rezoning with site plan review, then the Direct Ordinance with a Site Plan process shall be followed, and applicants should refer to the application and submittal requirements for concept plan and site plan review and approval.

Requests for Minor Regional Plan amendments shall be submitted in compliance with the submittal requirements established in City Code Title 11-10.10.020.H (General Plans and Subdivisions) and shall include a concept zoning plan as described below. A separate application is required for Major Regional Plan amendments. **One complete set of all submitted documents will be required in hard copy form in addition to an electronic copy with files labeled appropriately.**

1. A minimum of 30 calendar days is required to process an application for a Planning and Zoning Commission hearing. The Commission meets the second and fourth Wednesday of each month.
2. Each request for rezoning or a Minor Regional Plan amendment to the Flagstaff Regional Plan shall be advertised in a local newspaper at least 15 calendar days prior to the public hearing.
3. At a minimum a list of all property owners within 300 feet of the subject property (or as determined by the Planning Director), as well as potentially affected citizens identified in the Citizen Participation Plan and citizens listed on the Registry of Interested Persons, shall be mailed a Public Notice notifying them of the requested rezoning and/or minor Regional Plan amendment and hearing date. The names and addresses of such property owners and citizens shall be provided in a list and on pre-addressed stamped envelopes, and illustrated on a map.
4. The requested rezoning and/or minor Regional Plan amendment will be scheduled for a public hearing by the City Council a minimum of 21 calendar days or more after action by the Commission.
5. Fees established in the adopted fee schedule (Zoning Code Appendix 2, Planning Fee Schedule), are payable with the application, and are non-refundable.
6. Application(s) shall be made on the forms provided by the City which shall bear the signature of the owner of the property affected. If the applicant is other than the owner, the applicant shall also sign the application.
7. A Neighborhood Meeting shall be conducted by the applicant, and if applicable, the Additional Requirements for Citizen Outreach (see Sections 10-20.30.060 and 10-20.30.070 of the Flagstaff Zoning Code) shall be implemented.
8. All applications shall be reviewed by staff to determine the completeness of the application prior to it being scheduled to a public hearing of the Planning and Zoning Commission or City Council.
9. A proposed development agreement, if applicable, shall be submitted as a printed copy and in an electronic format as a Word.docx file.
10. The Planning Director may request any additional information that is relevant to assist in the review of the rezoning or minor Regional Plan amendment request (Zoning Code Section 10-20.50.040.C.3).
11. The Planning Director may also waive the requirements for any of the information required in Zoning Code Section 10-20.50.040.C if it is determined that such information is not necessary in order to complete a review of the requested Zoning Map amendment.

Application for Zoning Map Amendment - Authorization to Rezone with a Concept Zoning Plan

SUBMITTAL REQUIREMENTS FOR A CONCEPT ZONING PLAN

Submittal Requirements – Concept Zoning Plan:

The minimum information required for a concept zoning plan submitted in support of a medium-scale, large-scale, and multiphase-scale zone change application (Section 10-20.50.040.C (Application Requirements)) is provided below. A concept zoning plan may not be required in support of an application for a small-scale zone change application. Note that all the details established in the Zoning Code, Engineering Standards, and other City documents will be submitted at the next level of review of the proposed project, i.e. site plan review through staff IDS (Section 10-20.40.140 (Site Plan Review and Approval)).

An application for a Minor Regional Plan Amendment shall also include the information required for a concept zoning plan.

One complete set of all submitted documents will be required in hard copy form in addition to an electronic copy with files labeled appropriately.

The concept zoning plan does not need to be based on accurate survey data. The City's GIS topographic and other data, as well as the City's aerial photographs are appropriate for use as the base layer for the concept zoning plan.

1. Cover Sheet

1.1. Administrative data

1.1.1. Developer's name, address, contacts information, etc.

1.1.2. Property owner's name, address, contact information, etc.

1.1.3. Name, address, contact information, etc. of the application preparer and all consultants assisting with the application

1.1.4. Date of application

1.2. Property data

1.2.1. Site address

1.2.2. Assessor's Parcel number

1.2.3. Site area (acres)

1.2.4. Existing zoning classification

1.3. Project Data:

1.3.1. Development name

1.3.2. General computation of proposed number of dwelling units for residential use and building type and approximate area of building by type for commercial or other non-residential use

1.3.3. General description of open space types

1.4. Vicinity Map:

1.4.1. Sheet 1: An 8½" x 11" map showing the location of the subject property(s) within the City of Flagstaff relative to interstate highways, major arterials and collectors, as well as close-up view of the subject property(s) showing surrounding parcels and streets within 300 feet.

1.4.2. Sheet 2: An 8½" x 11" map based on a recent aerial photograph with the subject property(s) highlighted as well as street names.

1.4.3. See attached sample.

2. Context and Site Analysis

- 2.1. Context analysis map (11" x 17") drawn on a recent aerial photograph identifying the following within 500' of the subject property:
 - 2.1.1. Subject property(s) boundaries
 - 2.1.2. Existing zoning
 - 2.1.3. Existing uses
 - 2.1.4. Street names
 - 2.1.5. Contour lines (min. 5-foot intervals)
 - 2.1.6. Other natural features, including floodplains and floodways, if applicable
 - 2.1.7. See attached sample.
- 2.2. Site analysis map (11" x 17") drawn on a recent aerial photograph in compliance with Section 10-30.60.030 (Site Planning Standards) that identifies the following:
 - 2.2.1. Subject property(s) boundaries
 - 2.2.2. Natural features including forest resource locations, general drainage pathways (including floodplains and floodways, if applicable,) and discharge point locations (with arrows)
 - 2.2.3. Contour lines (min. 2 foot intervals)
 - 2.2.4. Existing improvements, buildings, and uses
 - 2.2.5. Residential building footprints built before 1946
 - 2.2.6. Commercial building footprints that are over 50 years old at the time of application
 - 2.2.7. Location of adjacent streets, and existing FUTs, driveways, bus stops, etc.
 - 2.2.8. See attached sample.

3. Concept Zoning Plan

The Concept Zoning Plan (11" x 17") which may be drawn on a recent aerial photograph to include the following:

- 3.1. Scale and north arrow
- 3.2. Legend
- 3.3. Date prepared
- 3.4. Subject property(s) boundaries
- 3.5. Contour lines (min. 2 foot intervals)
- 3.6. List of all uses proposed on the subject property. This list should also describe those uses that will not be permitted on the subject property).
- 3.7. Identification of a maximum building envelope for all proposed uses (actual building footprints optional)
- 3.8. Conceptual representation of parking areas with approximate number of total parking spaces (a detailed parking space layout is not required)
- 3.9. Location of existing improvements, buildings, and uses on the subject property(s)
- 3.10. Public rights-of-way with street names, as well as existing sidewalks, transit facilities, FUTS, etc.
- 3.11. Conceptual representation of points of connection to public rights-of-way, pedestrian facilities, FUTS, etc.
- 3.12. Conceptual representation of areas proposed for resource preservation, if located in the RPO
- 3.13. Conceptual representation of areas proposed for open space, civic space, parks, etc.
- 3.14. Conceptual representation of areas proposed for storm water detention and LID
- 3.15. Traffic and utility (water, sewer, and stormwater) impact analyses to determine implications to existing infrastructure (2 copies to be submitted)
- 3.16. Location, size, and type of existing and proposed utilities with a conceptual representation of points of connection
- 3.17. Photographs to illustrate proposed building types and forms, with descriptions of, for example, estimated number of units (residential or lodging), number of floors, floor area (commercial or industrial uses), etc.
- 3.18. Photographs to illustrate proposed civic space types, if applicable
- 3.19. Description of any proposed grading activity for the site
- 3.20. Anything else the applicant would like to submit in support of the application
- 3.21. See attached sample.

4. Project narrative:

- 4.1. Statement describing how the proposed zone change request meets the findings established in Section 10-20.50.040.E (Findings for Reviewing Proposed Zoning Map Amendments and Text Amendments) establishing how the zone change request meets the goals of the Regional Plan and any applicable specific plans; will not be detrimental to public health, safety and welfare; how the site is suitable for the proposed use; and, how the proposed use will benefit the community.
- 4.2. Narrative describing the proposed project and providing additional information to assist with the review of the application.
- 4.3. Description of how essential public services, including water, sewer, stormwater, and solid waste, will be provided.

Additional Submittal Requirements – Enhanced Concept Zoning Plan – for Multi-phase scale applications only:

In addition to the requirements described above, applications for Master Plan scale zone changes (See Section 10-20.50.040.C.2.d (Multi-phase Scale Zoning Map Amendments)) will also include the following:

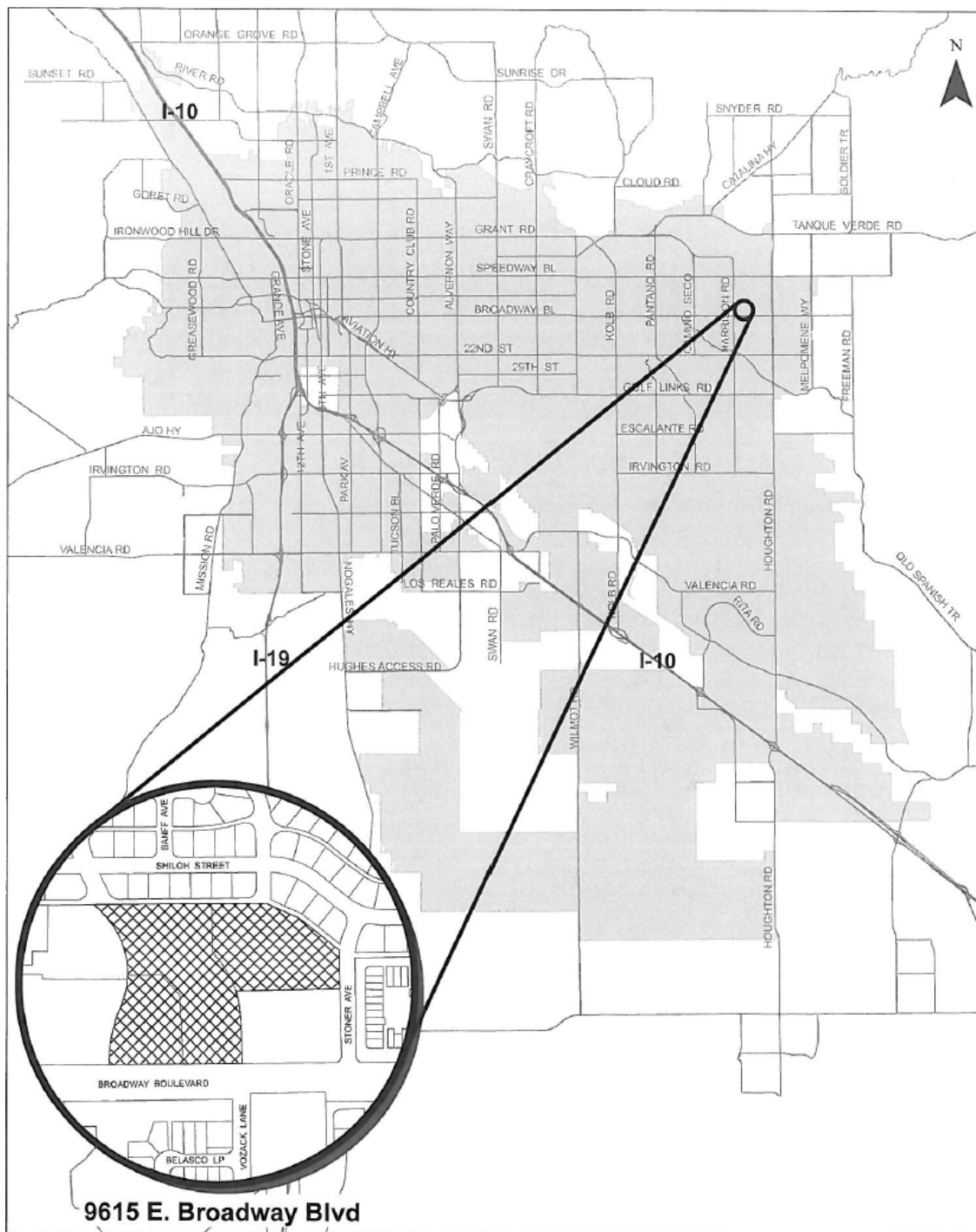
- Conceptual representation of vehicular circulation within the project area (e.g. arterial and collector roads) and connections to existing vehicular infrastructure
- Three-dimensional bulk and mass analysis/visualization of the project or parts of the project
- Architectural rendering
- Traffic impact analysis and utility (water, sewer, and stormwater) impact analyses
- Phasing map indicating the sequence of zoning, development, and public utility and infrastructure improvements
- Map indicating proposed zoning designations within the project area.

No application shall be accepted until the above items have been provided in full.

One complete set of all submitted documents will be required in hard copy form in addition to an electronic copy with files labeled appropriately.

**Applications should be filed with the
Community Development Office
211 W Aspen Ave., Flagstaff, AZ 86001
928-213-2618
cdfrontcounter@flagstaffaz.gov**

PROJECT NAME: Street Address

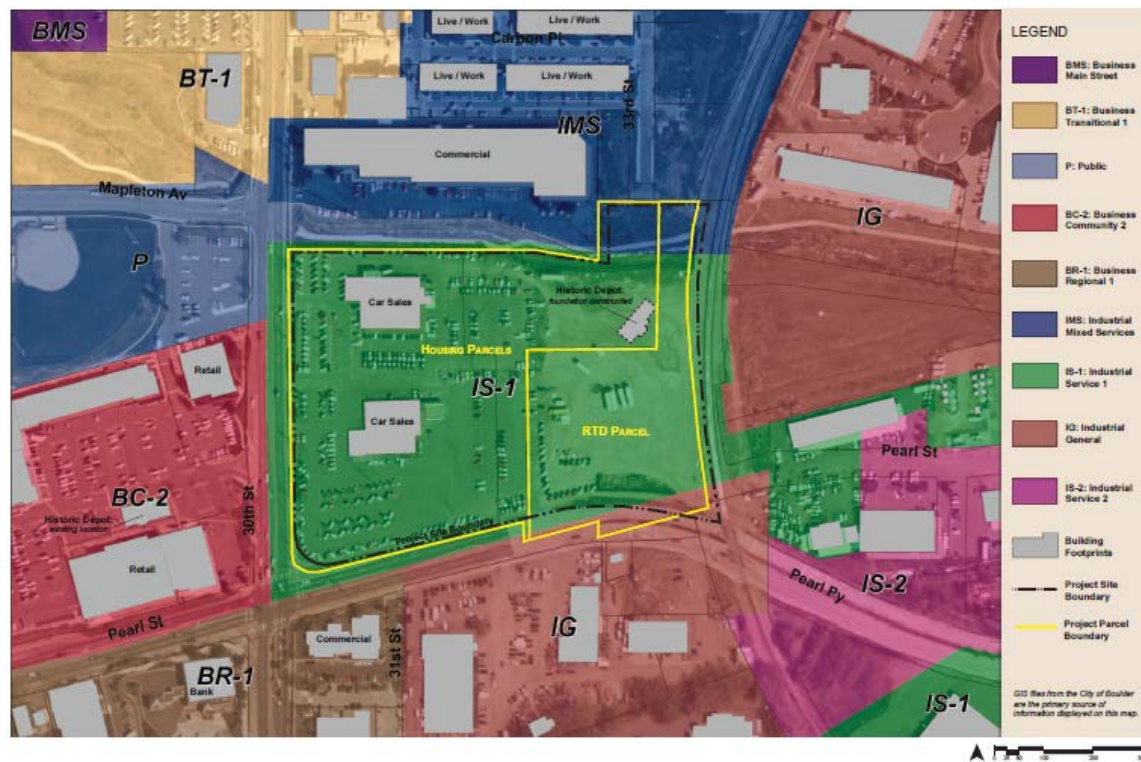


Sample Vicinity Map, Sheet 2:

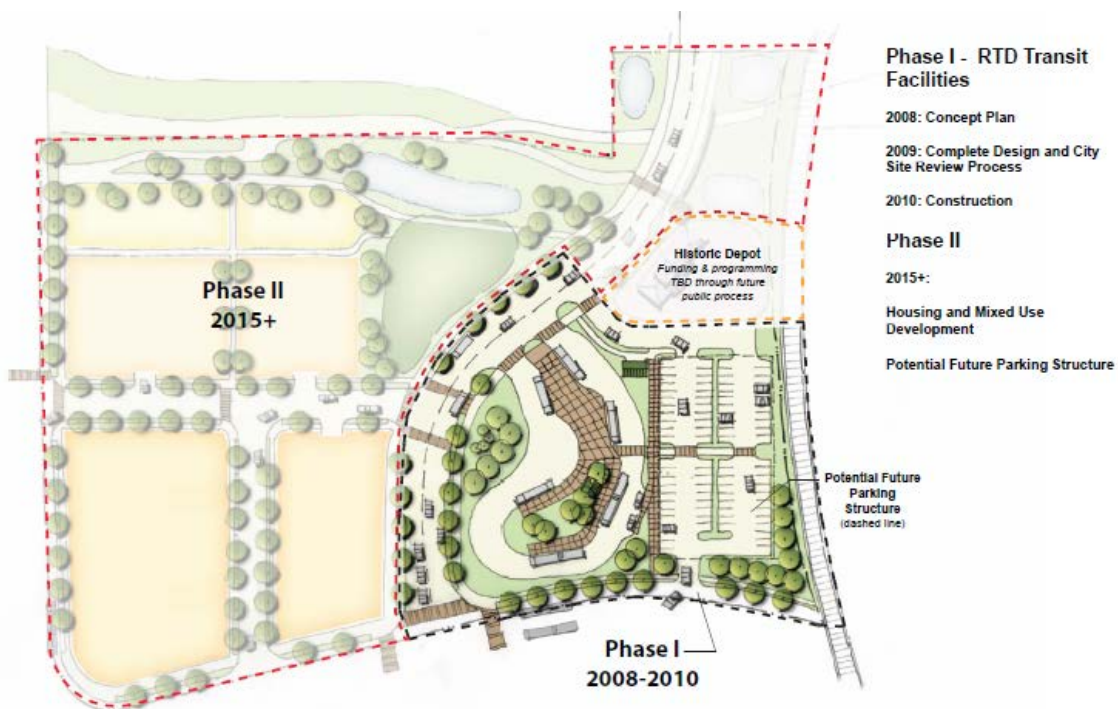


PROJECT NAME: Street Address

Sample Concept Zoning Plan:



Context Map



Concept Phasing Map



Proposed Land Uses

Housing Types

50% affordable
mix of for-sale and for-rent

Apartments / Condos

- Generally two to five stories.
- Can be made accessible for seniors or people with disabilities.
- Would support ground-level commercial.
- Units accessed by interior central hallway.

Stacked Flats

- Generally two to five stories.
- Can be accessed by multiple street-level entries.
- Can be made accessible for seniors or people with disabilities.
- Would not support ground-level commercial.
- Could be single level, two story or three story arrangement.

Brownstones / Townhomes

- Often three story units, could also include one and two story units.
- Can be made accessible for seniors or people with disabilities.
- Would not support ground-level commercial.
- Generally accessible by street level entry.

Lofts / Efficiencies

- Can be included in apartments / condos and stacked flats.
- Generally an economical housing choice.
- Can be made accessible for seniors or people with disabilities.

Proposed Housing Types

Public Spaces

Courtyards

- small, private gardens with nooks for individual activity
- communal amenities, such as swimming pools
- community gardens, spaces for classes and activities
- small and large group gathering areas



A landscaped courtyard provides space for dining and passive recreation, such as reading a book.



Courtyards can be built on underground parking structures, as is the one shown above.



Courtyards can provide communal amenities, like swimming pools.

Rooftops

- passive enjoyment: plazas or gardens
- active recreation: pools, tennis courts
- outstanding views of the Flatirons and Foothills
- with sustainable design, rooftop gardens can reduce ambient air temperature and reduce stormwater runoff



Rooftop gardens can provide dining and passive recreation.



Rooftop gardens often attract visual planners.



Rooftop gardens can be placed on above-ground or below-ground parking structures. photo: www.greenroofs.com

Pedestrian & Multi- Use Paths

- emphasize pedestrians & bikers
- create an active, non-vehicular network connecting homes, shops, jobs, and transit
- activate neighborhoods
- places to exercise, places to relax, places to meet your neighbors



Wide and pedestrian-friendly streets create living spaces.



Multi-use paths may also provide space to sit and relax.



A network of paths can provide for access and recreation.

Streetscape

- sets the tone and character of the development
- enhance the pedestrian experience
- attract residents, businesses, visitors
- create a special place
- reflect the seasons and local events



Pedestrian space, benches, and furnishings make streets living spaces.

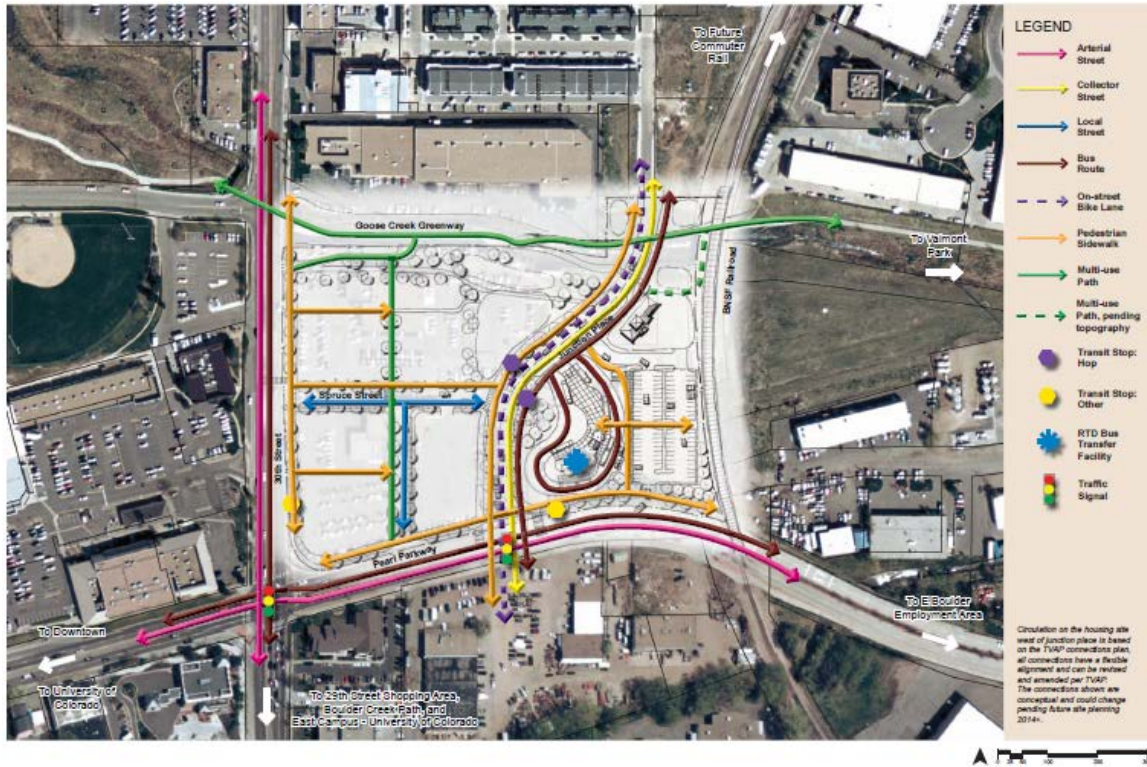


Streetscapes are opportunities for seating and landscaping.



Streetscape design can add color and create an interesting and inviting public environment.

Proposed Civic Space Types



Proposed Circulation Map