

Project Submittal Application

City of Nogales
Public Works Department
1450 N. Hohokam Drive, Nogales, AZ 85621
Nogales Information and Development Center (NIDC)
Phone: (520) 287-7245 Fax: (520) 287-6946
www.nogalesaz.gov



Project Information - *Required

Project Name:	
Project Address:	Suite No.: ☐
Proposed Use of Building/Suite:	Existing Zoning: ☐
Legal Description: ☐ Attached	Parcel No.: ☐

Description of Work/Request:

*Project Valuation : \$

Applicant and Property Owner Information - *Required

Company or Firm Name:	Telephone 1: () Ext: _____
Applicant's Name:	Telephone 2: () Ext: _____
Applicant's Street Address :	Fax: ()
City:	State: Zip: Email Address(es):

*Applicant Signature:	Date:
Property Owner Name:	Owner's Telephone:
Property Owner's Street Address:	City, State: Zip:
*Property Owner's Signature: or attached Property Owner's Authorization Letter ☐	Date:

Contractor License Information - *Required

Name:	ROC Lic. No.:	City Lic. No.:
Address:	City, State:	Zip:
Contractor's License Type:	General ☐ Mechanical ☐ Electrical ☐ Plumbing ☐	
*Contractor's Signature:	Telephone: ()	Date:

Application is hereby made to the Community Development Department for permit (s) subject to the conditions and restrictions set forth on this application. By signing above, Applicant/Owner hereby certify that he/she has read and examined this permit application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other Federal, State, and County, City laws regulating construction or the performance of construction.

Every building permit issued shall become invalid unless the work on the site authorized by such permit is commenced within 180 days after its issuance or if work authorized on the site by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced. (such time periods shall be evidenced by called city inspections) (2010 ADA, 2018 IBC, 2018 IFC, 2018 IRC, 1997 UCADB, 2017 NEC, Development Standards Code).

For City Use Only

Tracking Nos.: BLD _____ STR _____ ENG _____ FIR _____ PLN _____ SPR _____ RTAG _____ YTAG _____ UTL _____ PRE _____	Application Type: _____ Building _____ Signs _____ Planning _____ Admin _____ Engineering _____ Utilities _____ Fire _____ Other	Received By: Date Stamp:	Attachments: ☐ Spec Book(s) ☐ Structural Calcs ☐ Truss Calcs ☐ Hydraulic Calcs ☐ Parking Analysis ☐ Lighting Cut Sheet ☐ Narrative Letter ☐ Asbestos Report ☐ Address Request	☐ Soils Report ☐ Traffic Report ☐ Prop Owner Letter ☐ Color Board ☐ Hazmat Form ☐ FHIS / FUP ☐ Site Plan ☐ Assessor 300ft Radius adjacent Prop ☐ Traffic Control
	Santa Cruz County Assessors Code:	Total Valuation: Total Submittal Fees:		

Submittals are Subject to Dissemination to the Public



City of Nogales
Planning & Building Department

**PRE-APPLICATION SITE PLAN
REVIEW PROCESS
CHECK LIST FOR 2015**

DEADLINE: FRIDAY, 5:00 PM – MEETING WITH APPLICANT FOLLOWING FRIDAY AT 9:00 AM

NOTE: THE FOLLOWING CHECKLIST HAS BEEN CREATED TO IDENTIFY DOCUMENTS NECESSARY FOR ACCEPTANCE OF YOUR APPLICATION. ONE STOP SHOP COUNTER IS UNABLE TO ACCEPT INCOMPLETE APPLICATIONS.

- ☐ Site Plan – 2 copies, (1) 24"x36" and (1) 11"x17" sheet size, drawn to scale (any additional plans submitted must also be in same format)
- ☐ All plans must be black line prints only (no blueprints, shading, aerials, etc.)
- ☐ Provide all applicable site data (see below)
- ☐ Provide completed Project Submittal Form
- ☐ **Fee: There is no fee at this time. The intent is to work with applicants prior to a final submittal.**

The following is a list of information which should appear on the plans. This information is not required at this phase, however, complete documents will provide a more thorough understanding of your development proposal and result in more useful city comments from Staff. Comments from agencies such as utility companies or Santa Cruz County Flood Control District are the responsibility of the applicant during the preliminary process.

- A. Submitted by (name, address, phone)
- B. Project Name
- C. Site Address
- D. Proposed uses and/or Scope of Work
- E. List all Use Permits or Variances requested
- F. Location Map, oriented the same direction
- G. Bar Scale and North Arrow
- H. Legal Description
- I. Property Lines, Lease Lines, Phase Lines, Easements, and setbacks, fully dimensioned
- J. Parcel Size (net & gross)
- K. Nogales General Plan Land Use Designation
- L. Zoning (existing and proposed)
- M. Building area, percentage of lot coverage, height of building, number of stories
- N. Type of Construction per International Building Code
- O. Indicate if building(s) will be equipped with an automatic fire extinguishing system
- P. Residential density, Number and type of units
- Q. Parking for motor vehicles, required and provided
- R. Landscape area on-site, required & provided as a percent of site area (also, show landscape area in right-of-way)
- S. Fire hydrant, on-site or within 150' of the property
- T. All existing and proposed refuse enclosures
- U. Show and dimension all streets, alleys, medians and driveways on both sides of street within 125 feet of property
- V. Show all existing and proposed storm drains, sewer lines, water lines, Fire Department connection and hydrants
- W. Show proposed retention areas for 100 year, one hour storm with preliminary hydrology calculations.
- X. Provide professional Engineer or Architect estimates of construction cost with seal or stamp.