



City of Apache Junction
Development Services Department
300 E. Superstition Blvd.
Apache Junction, AZ 85119
(480) 474-5083
www.apachejunctionaz.gov



Site Plan & Design Review Application

City of Apache Junction
Development Services Department
<http://www.apachejunctionaz.gov/81/Development-Services>

SITE PLAN & DESIGN REVIEW APPLICATION

SUBJECT INFORMATION

PROJECT NAME:

PROPERTY ADDRESS:

ASSESSOR'S PARCEL NO.

ACREAGE:

CURRENT ZONING DISTRICT:

PLEASE INDICATE TYPE OF REQUEST: ☐ New Site Plan ☐ Major Amendment ☐ Minor Amendment

PROPERTY OWNER

NAME:

MAILING ADDRESS:

EMAIL:

TELEPHONE:

APPLICANT

NAME:

MAILING ADDRESS:

EMAIL:

TELEPHONE:

OWNER AUTHORIZATION

I hereby certify that the above information is correct, and that I am authorized to file an application on said property, being either the owner or authorized agent to file on behalf of the owner. Anyone applying without authorization from the property owner(s) shall be subject to penalty under all applicable laws.

Property Owner Signature

Date

Applicant Signature

Date

SITE PLAN REVIEW TIMEFRAME

ADMINISTRATIVE COMPLETENESS REVIEW: 5 DAYS

REVIEW OF SUBMITTAL: 30 DAYS

SITE PLAN & DESIGN REVIEW SUBMITTAL CHECKLIST

PLEASE RETURN THIS APPLICATION WITH YOUR SUBMITTAL. SUBMITTALS WITHOUT THE INFORMATION BELOW WILL BE CONSIDERED INCOMPLETE AND WILL BE REJECTED. ALL SUBMITTAL MATERIALS MUST BE DELIVERED IN PDF FORMAT.

PLEASE NOTE: ALL SITE PLANS ARE REQUIRED TO HAVE A PRE-APPLICATION MEETING PRIOR TO A FORMAL SUBMITTAL.

- ☐ Project Narrative
 - ☐ Site Plan
 - ☐ Legal Descriptions with exhibit for each parcel
 - ☐ ALTA Survey
 - ☐ Title Report
 - ☐ Landscape Plan
 - ☐ Building Elevations and Floor Plans
 - ☐ 1 Material and color sample board
 - ☐ Civil Plans (If applicable)
 - ☐ Lighting/Photometric Plan (If applicable)
 - ☐ Application Fees – \$1,250 Site Plan & Design Review fee + 4% technology fee+ \$25 GIS fee
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SITE PLAN INSTRUCTIONS

Site Plan/Plot Plan: A Site plan is a drawing of a “bird’s eye” or “aerial” view of a property. For simple projects like accessory structures and cargo containers, it shall be a scaled drawing that shows the property lines and lot shape with dimensions, shows the location and size (dimensions) of all existing structures, shows locations of zoning setback(s) and/or easements, and identifies adjacent streets and alleys. It will, also, show the proposed location and dimensions of the proposed cargo container.

A detailed site plan, drawn to scale (scale 1” = 40’ or ¼” = 5’ suggested with example on page 3), will be required by the Development Services Department. Prior to developing a site plan, contact the Department of Development Services to verify the property’s zoning, required setbacks, allowable lot coverage, property dimensions, and easements. Parcel numbers and dimensions can be found on the Pinal County Assessor’s Website (<http://pinalcountyz.gov/Assessor/Pages/ParcelSearch.aspx>).

Provided below is a basic checklist that must be followed for all site plans:

Item	Yes	No	N/A
1. Lot lines & their dimensions			
2. Scale			
3. North arrow			
4. Adjacent streets and names			
5. Assessor’s Parcel Number (APN)			
6. Subdivision/Park name, lot number, and park manager approval*			
7. Zoning District			
8. Easements and Rights-of-way (<i>Refer to easement handout for explanation of setbacks if the property contains a Public Utility Easement (PUE), Federally Patented Easement (FPE), or Right-of-Way (ROW)</i>)**			
9. Location of all existing structures with dimensions			
10. Location of all proposed structures with dimensions			
11. Location of pools, fences and walls with dimensions			
12. Setbacks: a. Front b. Side c. Street side d. Rear e. Between buildings (6’)			
13. Location of all utilities: a. Sewer line b. Water line and meter c. Septic tank and drainage field (with distance from buildings) d. Gas line and meter or gas storage tank location e. Electrical line (identify if overhead (OHD) or underground)			
14. Identify any and all washes			
15. Building location must comply with all Apache Junction zoning regulations			
16. Landscaping and Screening			