



City of Flagstaff

211 W. Aspen Ave
Flagstaff, AZ 86001

www.flagstaff.az.gov

Planning and Development Services Division

P: (928) 213-2618

F: (928) 213-2609

frontcounter@flagstaffaz.gov

Application for Concept Plan Review

Site Address		Parcel Number	Project Name
Property Owner(s)			Phone
Mailing Address		City, State, Zip	Email (required)
Applicant(s)			Phone
Mailing Address		City, State, Zip	Email
Point of Contact			Phone
Mailing Address		City, State, Zip	Email (required)
Property Information:	☐ Yes ☐ No Located in an existing City of Flagstaff Historic District? Name: _____ ☐ Yes ☐ No Existing structures are over 50 years old at the time of application? ☐ Yes ☐ No Existing structures are pre-World War II housing? ☐ Yes ☐ No Subject property is undeveloped land?		
Proposed Use		Existing Use	
Number of Residential Units	Building Square Footage		Zoning District(s)
Proposal Description			
NOTICE: By participating in any correspondence, telephone conversation, discussion, meeting, or any other communication with a City of Flagstaff employee, you agree and acknowledge that: 1) any information provided in a format other than a formal written determination by the designated Zoning Administrator is preliminary in nature and shall not be relied upon for any purpose by the recipient or any other person or entity; 2) and information provided by a City of Flagstaff employee is not the equivalent of a title report or a real estate survey; 3) you are responsible for independently researching and verifying the information; 4) a City of Flagstaff employee is not authorized to bind the City of Flagstaff in any manner, except by formal Zoning Administrator determination; and 5) any error, omission, incorrect information, or false information provided by a City of Flagstaff employee shall not give rise to any liability on behalf of the City of Flagstaff.			
Property Owner Signature			Date
Applicant Signature			Date

Concept Plan

Application Information

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. on the Tuesday submittal date and resubmitted Concept Plans by 11:00 a.m. on the Thursday resubmittal date 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 shall 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 Planner 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 Planner will then provide written conditions and comments to the applicant regarding the application. Upon receipt of conditions and comments, an applicant may request a meeting with the Planner to discuss the development requirements and how to proceed with the application.

Effect of Review

Neither the Concept Plan Review nor the information or comments provided by the Planner shall be construed as either a recommendation for approval or denial of the application or development. No formal action is taken by the City 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 Planner.

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

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.

PART I – GENERAL REQUIREMENTS

- ☐ I.1 **Concept Plan Development Application Checklist**
- ☐ I.2 **Application Fee**
Concept Plan fees are \$420 for two reviews, review fee is due again upon third submittal if applicable. Payment instructions provided upon processing of application.
- ☐ I.3 **Completed Application for Concept Plan Review**
The application must be signed by both 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 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

- ☐ II.1 **Descriptive Project Narrative**
Submit a brief narrative describing the proposed project. This information will aid staff in 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 description of proposed stormwater management for the site
 - Any additional information or details pertinent to the case
- ☐ 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 (Include north arrow and indicate Project Area)

Within the Subject Site and Extending 200-feet Beyond the Site's Boundary

- 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 dimensions
- Preliminary detention facilities
- 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
- 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 (individual plants do not need to be shown)
- General location of existing 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.



II.4 **Preliminary Natural Resource Protection Plan**

A preliminary natural resource protection plan is applicable to properties located in the Resource Protection Overlay (RPO) zone. It shows the general location of natural resources on the site both before and after the proposed development. Refer to Section 10-50.90 of the Zoning Code for additional information.

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. 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**

Provide 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 expansions greater than 25%:

- 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



II.6 **Transportation Impact Analysis Pre-Scoping Form**

This document is the first step of the Traffic Impact Analysis (TIA) process and is typically completed by a Traffic Engineer. It is used to determine if a Traffic Statement or TIA is required and to define the scope and parameters of the study. Please contact Transportation Engineering Staff if you have any questions or to schedule a scoping meeting. The Transportation Impact Analysis Pre-Scoping form can be found here: <https://www.flagstaff.az.gov/2890/Development-Traffic-Impact-Analysis>.