



SITE PLAN APPLICATION

GENERAL DATA REQUIRED

Development/Project Name:

Assessor's Parcel Number(s):

Current General Plan Land Use Designation:

Gross Area (Acre/Sq. Ft.):

Current Property Zoning:

Project Location

Current Land Use:

Description of Project

Proposed Land Use:

PROPERTY OWNER INFORMATION

Owner Name:

Street Address:

Phone:

City:

State:

Zip Code:

E-Mail:

APPLICANT / AGENT REPRESENTATIVE INFORMATION

Name:

Company:

Street Address:

Phone:

City:

State:

Zip Code:

E-Mail:

Applicant Signature:

Date:

A pre-application request must be submitted, and a pre-application meeting must be held before the submission of this application (Section 21-6-2.1.A. of the Eloy Code) — unless the Zoning Administrator waives a pre-application in writing per section 21-6-2.1.D. of the Eloy Code. Before submitting an application, the applicant must receive a submittal checklist signed and dated by the Community Development Director or the City Planner. Applications submitted without the aforementioned will be deemed incomplete, and not accepted for review.

FOR OFFICE USE ONLY

Accepted By:

Submittal Date:

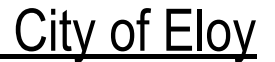
Fees:

CASE NO:

Receipt Confirmation No.

Fees Paid:

GL# 10-319-0120



Property Owner's Permission Form

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City of Eloy

Site Plan Application Checklist

PURPOSE AND APPLICABILITY:

This application checklist aims to provide applicants with a list of the minimum information needed to submit for a Preliminary Plat application. The City Staff strives to inform applicants of all information that is necessary to be submitted with the first submittal of an application. However, upon review of the submitted material, additional information may need to be provided with a follow-up resubmittal of an application. To avoid delays in processing the application, the property owner/developer shall provide the City with all information essential, as determined by the City Staff to conclude the general acceptability of the proposed subdivision.

PRE-APPLICATION CONFERENCE - REQUIRED:

Before submitting a Site Plan application, all applicants must submit a pre-application request and have had a meeting with the Zoning Administrator.

INITIATION OF AMENDMENTS:

An amendment to the Official Zoning Map may be initiated by:

- A. City Council, on its own motion;
- B. The Planning and Zoning Commission;
- C. The Zoning Administrator or
- D. The owner of the subject property or authorized agent.

ADVISORY

Please be advised of the following

- Incomplete applications will not be accepted for review. All fees must be paid, and required material must be submitted prior to an application being accepted for review.
- Unless requested, paper submittals will not be accepted.
- Unless otherwise specified, all documents shall be submitted as in PDF and all layers flattened.
- All Documents shall be named as indicated on the application checklist.
- All plans shall be black and white and have plan size of twenty-four inches by thirty-six inches (24" x 36") unless specified. Gray-tone plans will not be accepted.
- Any application that includes documents that are not flattened or the file names does not follow the document names as indicated in the Checklist, the application will be returned as Administratively Incomplete, and the submittal will be rejected.

PART I -- GENERAL REQUIREMENTS			
Required	Received	Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.	
☒	☐	1.	Site Plan Application Checklist
☒	☐	2.	Site Plan Fee \$ <u>See attached Fee Schedule</u> (subject to change every July), and Public Works Fee \$ <u>See attached Fee Schedule</u> (see fee schedule, subject to change every July) Notification Fee \$ <u>To be determined</u> (actual city accrued cost, to be paid prior to scheduling the Planning and Zoning hearing)
☒	☐	3.	Site Plan Application
☐	☐	4.	Pre-application waiver signed by the Zoning Administrator.
☒	☐	5.	Property Owner Authorization Required when the property owner is represented by an agent (e.g. Lawyer, planner, architect, landscape architect, etc.)
☒	☐	6.	Commitment for Title Insurance – No older than 30 days from the submittal date Include complete Schedule A and Schedule B (requirements form provided)
☒	☐	7.	Results of ALTA Survey – No older than 1 year from the submittal date
☒	☐	8.	Legal Description: (if not provided in Commitment for Title Insurance)
PART I – NARRATIVE, PLANS, REPORTS, RELATED DATA AND INFORMATION			
Required	Received	Description of Documents Required for Complete Application. All Plans, Building Elevations, Perspectives, and Details shall be black-line drawings of suitable quality for reproduction and without gray-tones or shading, except as otherwise noted. No application shall be accepted without all items marked below.	
☒	☐	9.	Application Narrative (to be provided in PDF and Word formats) Written narrative to include the following minimum information: - Current Zoning District - Description of the proposed development - A section specific to the criteria of Section 21-6-11.4: Issues for Consideration Please specify each criterion above, and provide a response to the criterion. For example, please use the following format: A. The general layout of the project, including orientation and location of buildings, open space, vehicular and pedestrian access and circulation, parking and loading facilities, building setbacks and heights, and other improvements on the site, is consistent with the requirements of the zoning district in which the site is located, and with all applicable development standards and design guidelines; Response: <i>Provide your written response here in italic text...</i> B. The architectural design of the structure(s) and their materials and colors are compatible

			with the scale and character of surrounding development and other improvements on the site and are consistent with the requirements of the zoning district in which the site is located, and with all applicable development standards and design guidelines; Response: <i>Provide your written response here in italic text...</i> Each of the criteria shall be provided, even if it is not applicable to the application. If a criterion is not applicable in the applicant's opinion, specify the criterion and provide a statement that the criterion is not applicable to this application.
☒	☐	10.	Site Plan
☒	☐	11.	Site Details (Elevations of screen walls, site walls, ramadas, refuse enclosure, carport, lot light pole, trellis, etc. Black and White and in color.)
☒	☐	12.	Adjacent Improvement Map A. Show all adjacent properties, buildings and structures, and public streets and ways within a radius of three hundred feet (300') and the proposed improvements. The aerial shall not be more than 1 year old and shall include an overlay of the site plan showing lot lines, tracts, easements, street locations/names, and surrounding zoning districts for a radius from the site.
☐	☐	13.	Site and Building Phasing Plan and/or Construction Sequencing Plan
☒	☐	14.	Building Elevations Color and black and white building elevations on each side of the building (s). All colors and materials locations shall be labeled on the plans, including the manufacturer product information.
☒	☐	15.	Drainage Report To be prepared in accordance with the Pinal County Drainage Manual
☒	☐	16.	Preliminary Drainage Plan Improvement Plans To be prepared in accordance with the Pinal County Drainage Manual
☒	☐	17.	Preliminary Paving Plan Improvement Plans
☒	☐	18.	Preliminary Water and Sewer Improvement Plans
☒	☐	19.	Infrastructure and Drainage Improvement Phasing Plans (Not required if the final plat will not be phased)
☒	☐	20.	Basis of Design Report for Water
☒	☐	21.	Basis of Design Report for Wastewater
☐	☐	22.	Fire Hydrant Flow Test(s)
☒	☐	23.	Preliminary Landscape Plan
☒	☐	24.	Open Space Plan Show calculation of the required and provide. Each calculated area is to be separately identified and include the areas square footage. Refer to Section 15-4-3 of the Eloy Code.
☒	☐	25.	Hardscape and Amenity Plan (Hardscape (materials specified), parks, pools, site furniture (include details), playground equipment (include details), etc. improvements)
☒	☐	26.	Site Lighting Plan and Manufacture Light Fixture Cutsheets - Manufacture light cutsheets are to be provided on full plan sizesheet(s)) - Lumen calculations (allowed and provided) are to be provided on the plans.

☒	☐	27.	Path and Trails plans and details
☐	☐	28.	Geotechnical Report
☒	☐	29.	Phase 1 Environmental Report
☒	☐	30.	Traffic Impact Analysis
☒	☐	31.	Traffic Impact Statement
☐	☐	32.	Cultural Resources Survey and Report The Cultural Resources Survey and Report is to be prepared in accordance with the Standards for Inventory Documents Submitted for SHPO Review in Compliance with Historic Preservation Laws
☐		33.	Arizona State Historic Preservation Office approval of the Cultural Resources Survey and Report. (Delayed submittal. Approvals are to be submitted with the Second Review or prior to scheduling the preliminary plat for the Planning and Zoning Commission Hearing, whichever is first).
☒	☐	34.	All files are to be submitted on a USB drive unless another electronic file transfer method is approved prior to the submittal.
☒		35.	Other Requirement: Resolution of terminating existing private water company on the property. (Delayed submittal. Approvals are to be submitted with the Second Review or prior to scheduling the preliminary plat for the Planning and Zoning Commission Hearing, whichever is first).
		36.	If you have any questions regarding this application checklist, please contact your Project Coordinator. Coordinator Name (print): _____ Phone Number: 520-466-2578 Coordinator Name (signature): _____ DATE: _____ Coordinator e-mail: _____ The City Planner or Community Development Director must sign the checklist prior to the submittal of the application; otherwise, the application will not be accepted. Required Notice Pursuant to A.R.S. §9-836, an applicant/agent may request a clarification from the city regarding an interpretation or application of a statute, ordinance, code or authorized substantive policy, or policy statement. Requests to clarify an interpretation or application of a statute, ordinance, code, policy statement administered by the Community Development Department, including a request for an interpretation of the Zoning Ordinance. All request shall be submitted in writing to the Community Development Department to the attention of the Community Development Director. All such written requests must be submitted in accordance with the A.R.S. §9-839.