

18.75.050 Site plan review procedures.

A. Requirements and Procedures.

1. All developments within the town, except individual single-family, duplex and triplex residential units, shall be subject to site plan review, and shall receive approval of the site plan prior to issuance of any permits for development of the lot. Site plan review involves one or more of the following:

- a. Four or more dwelling units in a multiple structure or structures;
- b. Expansion of existing commercial or industrial uses involving 15,000 or more square feet of:
 - i. Commercial space;
 - ii. Industrial space;
- c. One or more new buildings on one existing, vacant site for:
 - i. Commercial use;
 - ii. Industrial use;
- d. Twenty thousand or more square feet of exterior storage of materials or goods;
- e. Manufactured home and/or recreational vehicle rental communities;
- f. Subdivisions (residential, commercial, etc.) consisting of six or more lots.

2. Any other site plan is considered minor and shall be reviewed through the building permit application process. All building permit applications shall include scaled plans and drawings showing sufficient information for the zoning administrator and town staff to determine whether the proposed development will meet the development requirements of the town.

3. The planning and zoning commission has the right to review, and require revisions to, any proposed site plan. The purpose of this review is to relieve demonstrable adverse impacts of the development upon public safety, health, or welfare; to protect public investments in roads, drainage facilities, sewage facilities, etc.; to conserve the value of buildings; and to ensure that the regulations of the town are upheld.

4. Any required variances for site plans must be appealed to the board of adjustment.

B. Applicability of Procedures.

1. The procedures for site plan review, as set out in this section, shall apply to all R-2, COM, and IND zone changes, and all development other than single-family, duplex and triplex development within the town.

2. For those zone change requests that may not comply with the town general plan, the site plan shall be submitted in conjunction with the zone change application.

3. For zone change requests that may comply with the general plan, the site plan shall be submitted prior to any construction or development, and may be required as part of the zone change application.

4. For those areas with the desired zoning, the site plan shall be submitted and approved prior to any construction or development of the site.

C. Application for Site Plan Review Approval – Requirements. Applications for site plan review approval shall be on a form provided by the zoning administrator. Site plans shall be submitted at least 21 days prior to the town council at which they will be heard. The application shall be accompanied by the appropriate fee and development plans showing sufficient information for the town council and staff to determine whether the proposed development will meet the development requirements of the town. In all cases the application shall contain the following:

1. General.

- a. Name of project/development;
- b. Existing and proposed zoning;
- c. Existing and proposed use;
- d. Location of project/development by street address;
- e. Location map, including area within one-half mile of site;
- f. Name and mailing address of developer/owner;
- g. Name and mailing address of engineer/architect;
- h. Date of plan preparation;
- i. North point indicator;
- j. Scale of not less than one inch to 100 feet; and
- k. Names and addresses of property owners within 200 feet of site.

2. Site plan, which is defined as a drawing, drawn to scale, and including:

- a. Boundary line of property with dimensions;
- b. Location, identification and dimension of existing and proposed distance of 100 feet unless otherwise stated:
 - i. Topographic contours at a minimum interval of two feet;
 - ii. Adjacent streets and street rights-of-way to a distance of 150 feet, except for sites adjacent to major arterial streets where the distances shall be 200 feet;
 - iii. On-site streets and rights-of-way;
 - iv. Ingress and egress points;
 - v. Traffic flow on-site;
 - vi. Traffic flow off-site;
 - vii. Utilities and utility rights-of-way or easements:
 - (A) Electric;
 - (B) Natural gas;
 - (C) Telephone;
 - (D) Cable TV;
 - (E) Water;
 - (F) Sewer (sanitary treated effluent and storm);
- c. Buildings and structures;
- d. Parking facilities, including bicycle racks;
- e. Water bodies;
- f. Surface water holding ponds and drainage ditches;

- g. Surface water drainage arrows;
 - h. Floodplain or floodway boundaries;
 - i. Significant rock outcroppings;
 - j. Sidewalks, walkways, driveways, loading areas and docks, bikeways;
 - k. Provision for handicapped accessibility, including but not limited to wheelchair ramps, parking spaces, hand rails, and curb openings in accordance with A.R.S. sections 41-1492 and 41-1492.11;
 - l. Fences and walls;
 - m. Exterior signs;
 - n. Exterior refuse collection areas;
 - o. Exterior lighting;
 - p. Landscaping (detailed plan showing plantings, etc.):
 - i. Botanical and common names of vegetation to be used;
 - ii. Size of plantings at time of planting and at maturity;
 - iii. Areas to be irrigated;
 - q. Number of employee and nonemployee parking spaces, existing and proposed, and total square footage of each;
 - r. Site statistics including site square footage, percent of site coverage (building and parking), dwelling unit density, percent park or open space; and
 - s. A reproducible copy of the site plan with appropriate signatures shall be submitted upon approval.
3. Building Information (On-Site).
- a. Height above sea level of the lowest floor when the structure is proposed to be located in a floodplain area;
 - b. Gross square footage of existing and proposed structures; and
 - c. Front, rear and side elevations, with a description of exterior materials to be used.

4. Permits.

- a. A listing of all required federal, state and town permits and status of applications;
- b. Certificate of 100-year assured water supply (if applicable);
- c. Certificate showing compliance with minimum county and state water quality standards.
- D. Notice of Public Hearing. The notice of public hearing and notification procedures for site plan review shall conform to TTC [18.75.020](#).
- E. Site Plan Review – Consideration Process.
 - 1. In considering applications for site plan review, the town council shall consider the following:
 - a. Relationship of the plan elements to conditions both on and off the property;
 - b. Conformance to this title;
 - c. Conformance to the town’s general plan;
 - d. The impact of the plan on the existing and anticipated traffic and parking conditions;
 - e. The adequacy of the plan with respect to land use;
 - f. Pedestrian and vehicular ingress and egress;
 - g. Building location, height, orientation, design and appearance;
 - h. Landscaping;
 - i. Lighting;
 - j. Provisions for utilities;
 - k. Site drainage;
 - l. Open space;
 - m. Loading and unloading areas;

- n. Grading;
- o. Signs;
- p. Screening;
- q. Setbacks; and
- r. Any other related matters.

2. The planning and zoning commission shall consider oral or written statements from the applicant, the public, town staff members, or its own members. It may question the applicant and approve, conditionally approve, deny, or table the development proposal. The application may not be tabled for more than two regular meetings of the council.

3. If the planning and zoning commission shall determine that the proposed site plan will not be detrimental to the health, safety, or welfare of the community, nor will it cause traffic congestion or seriously depreciate surrounding property values, and at the same time is in harmony with the purposes and intent of this title, the plan for the area, and the general plan, the council may grant such site plan approval and impose conditions and safeguards as they deem necessary.

4. Site plan review approval applications may be denied by motion of the planning and zoning commission when such motion or consent shall constitute a finding and determination by the planning and zoning commission or staff that the conditions required for approval do not exist.

F. Duration of Site Plan Approval. Site plan approval shall be valid for one year from its date of approval, or until the zoning on a particular site lapses, whichever occurs first. The town may authorize extensions.

G. Procedure for Amendment to Site Plans.

1. Any amendment or modification to an approved site plan shall be submitted to the zoning administrator for review and recommendation. All amendments shall be shown on a revised site plan drawing.

2. Amendments to site plans may be approved by the zoning administrator if it is determined that such amendments are in substantial compliance with the originally approved site plan and the development requirements of the town. If it is determined that the amended site plan is not in substantial compliance with the originally approved site plan, the application shall be resubmitted and shall be subject to the same requirements as an original submittal. [2011-04 § 3; Ord. 48 § 2, 1998. Code 1983 § 12-7-5.]

18.75.020 Notice of public hearing and notification procedures.

All general plan amendments, zone changes, site plan reviews, conditional use permits and/or variance procedures shall conform to the following notice procedures:

A. No general plan amendment or zone change may be adopted until a public hearing has been held on the matter by the town council, after the review and recommendation of the planning and zoning commission through the public hearing process set forth below.

B. No site plan review or conditional use permit may be adopted until a public hearing has been held on the matter by the planning and zoning commission. An appeal of such planning commission decision shall be decided by the town council through the public hearing process set forth below.

C. No variance may be adopted until a public hearing has been held on the matter by the town council (or board of adjustment if such body is designated).

D. Notice shall be made at least 15 days before the day of the first public hearing to each owner of property situated wholly or partly within 300 feet of the property to which the request relates. The zoning administrator shall be responsible for placing and mailing such notices. For the purpose of giving mailed notice, the zoning administrator shall require the applicant to furnish the names and addresses of all owners of property within 300 feet of the subject property, and shall require the applicant to certify that the list represents the most current property owners as listed in the records of the Navajo County assessor's office. The zoning administrator shall make a copy of the notice and a list of the owners and addresses to which the notice was sent as part of the record of proceedings. The failure to receive notice by individual property owners, if such notices were published and mailed 15 days prior to the hearing, shall not necessarily invalidate the proceedings.

E. In proceedings involving land which abuts other municipalities or unincorporated areas of Navajo County, or a combination thereof, copies of the notice of the public hearing shall be transmitted to the planning agency of such governmental unit abutting such land. [Ord. 60 § 1, 2001; Ord. 48 § 2, 1998. Code 1983 § 12-7-2.]