



## **SITE DEVELOPMENT PERMIT**

**\$25.00 Application Fee**

TO BE COMPLETED BY APPLICANT

(ALL INFORMATION SHALL BE PROVIDED UNLESS OTHERWISE NOTED)

This permit application is reviewed for completeness by the Planning and Community Development Department. Please review the application for required submittal documents and review procedures. If there are deficiencies in the permit application requirements, the applicant will be notified during the review process or upon completion of the initial review.

The review of this permit application will be based upon the City of Safford Municipal Code as well as all other associated Building Codes as adopted by the City of Safford, and any clarification on statutes, ordinances, codes or policy may be directed to the Planning and Community Development Department. The review of this application may take up to two to four weeks. Upon approval of this application, inspections may be required by the Planning and Community Development Department, Utility Department, Public Works Department, and/or Engineering Department and may be requested by the applicant at any time. By signing the permit, you are giving the City of Safford permission to conduct any and all inspections required. For questions or information concerning this application, please contact the Planning and Community Development Department at 928-432-4140.

If applicant wishes to appeal a denial of a permit, applicant may appeal to the City of Safford Board of Adjustments according to Section 17.88.030 of the City of Safford Municipal Code.

Date of Application: \_\_\_\_\_

Project Development/Name: \_\_\_\_\_

Project Address/Location: \_\_\_\_\_

Gross Area (Acres/Sq.Ft.): \_\_\_\_\_ Net Area (Acres/Sq.Ft.): \_\_\_\_\_

Plat Recordation Date: \_\_\_\_\_

Parcel Number(S): \_\_\_\_\_

**Property Owner:** \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Applicant:** \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

License #: \_\_\_\_\_

**LICENSED CONTACTOR'S DELARATION:** I hereby affirm that I am licensed under provisions of Arizona Revised Statutes 32-1122, and my license is in full force and effect.

SIGNATURE: \_\_\_\_\_ TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

This Site Development Permit will be issued under the following conditions:

- A. The application must be completed and signed by the authorizing agent.
- B. Developer/contractor must have one (1) copy of the Storm Water Pollution Prevention Plan (SSWPLPPJ) on site at all times.
- C. All work shall be in strict conformance to the plans and specifications approved for the project.
- D. This permit does not grant allowance of vertical construction or vertical construction prep work of any kind. Building plans must be approved before commencement of work.
- E. Upon completion and acceptance of the development, the Developer must provide the City two (2) Full Size (24" x 36") copies of as-built plans.
- F. This permit is not valid without the proper bonding (if applicable) in place approved by the City of Safford.

APPLICANT'S SIGNATURE: I hereby certify that I have read this application and state that the above information is correct and that I am the owner or duly authorized representative.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## SUBMITTAL REQUIREMENT CHECKLIST

Ten (10) copies of a site plan shall be submitted to the Department of Planning and Community Development for review and approval.

### **A. Site Development Plan** (Zoning Ordinance 17.76.030)

- Vicinity map
- Adjacent streets, zoning and land uses
- Topography - contour lines for existing and proposed elevations at one (1) foot intervals
- Natural drainage and proposed storm water flow by directional arrows
- Legal description of the site
- Location and outside dimensions of all existing and proposed structures, including distances from all structures to all lot lines
- Percentage of the net area of the site covered by all structures
- Percentage of lot covered by impervious surfaces
- Dimensions of existing and proposed rights-of-way of all abutting streets, whether public or private and access to the site
- Parking and circulation areas including number of spaces
- Locations, dimensions, and description of all existing or proposed easements
- Location and dimension of any non-vehicular access easements
- The future land use designation for the site according to the general plan or other approved city plan
- Location, height and dimensions of all permanent signs. (ZO - 17.82)
- The type, location, size, and height of all exterior lighting including the method of illumination (MC – 15.32)
- Outdoor storage areas and proposed maximum height of any outdoor storage
- Service areas for mail delivery and/or trash disposal and access gates to trash disposal area. Note the height and method of the screening
- All existing and proposed utility locations
- The location of the nearest existing fire hydrant and any proposed hydrants
- Street or alley rights-of-way to be improved
- The type and height of all proposed fences and walls
- The height of all existing and proposed buildings

### **B. Landscape Plan.** (Zoning Ordinance 17.12.150, 17.12.160, 17.76.030 & 17.78)

- Identify all walks or paths, vehicular drives, parking lots, building entrances, free-standing light fixtures, service or loading areas, location of signs, open spaces, plazas and recreation amenities with general construction materials noted.
- All slopes within site area to be called out (i.e., 2:1, 3:1, 4:1, etc.). If site is totally of slopes less than 50:1, state so in a general note. All depressed and mounded areas shall be identified with general contour lines and/or proposed elevations. Note any area to be used for detention.
- The location of all landscaping elements with an appropriate legend showing symbols on the plan, quantity, type of plant (botanical and common names), minimum purchase size and any necessary comments such as ground cover spacing or necessary guying and staking. The legend shall also reflect areas to be irrigated, method of irrigation as well as square footage of each type of ground treatment. Plants should be shown as mature size on plans.

### **C. Parking Plan.** (Zoning Ordinance 17.12.230)

- Delineation and dimensions of all parking spaces and dimensioned circulation areas necessary to serve spaces
- Access to streets, alleys and properties to be served and right-of way lines along with curb cuts

\_\_\_\_\_Grading, drainage, surfacing and subgrading details

\_\_\_\_\_Delineations of all structures and obstacles to circulation along with specifications of signs and bumper guards

**D. Building Drawings.** Building drawings, including floor plans and elevations (all four (4) sides) of all principal and accessory buildings shall be provided, noting all exterior finish materials and color.

**E. Geotechnical Engineering Report** (3 copies)

**F. Site Drainage Report** (3 copies)

**G. Traffic Study** (If applicable)

**H. Proof of Ownership and/or Proof of Agency** (1 copy)

**I. Development Schedule.**