



INSTRUCTIONS FOR FILING A REQUEST FOR: SITE PLAN REVIEW

All development of lots or property, other than the construction of a single-family residence and directly related uses on a lot zoned for such construction, shall be submitted for site plan review.

The application must be filled out completely down to the signature block, signed and dated. In addition, an application fee in the amount of \$300.00, plus \$2.00 per lot, dwelling unit, or per unit of condominium or time-share shall be submitted. Engineering review fees are also charged to the applicant.

For a preliminary site plan review we need (4) 24x36 copies of the site plan, building elevations, landscape and drainage plans and all other information included on the Site Plan Review checklist. And for the final site plan review we need (2) 24x36 and (8) 11x17 copies of the site plan and all other above-mentioned items.

The site plan review process will commence once the fee is paid and application has been filed with the Community Development Department. Only when all site plan requirements have been met will the applicant be scheduled for review before the Planning and Zoning Commission.

Any project that includes all proposed phases, where the building valuation does not exceed \$250,000 and is 1,000 square feet or less, as determined by the Building Official, shall be subject to site plan review by only the Community Development Department; however, the Zoning Administrator retains the discretion to require site plan review and approval by the Planning and Zoning Commission.

A copy of the site plan will be reviewed by the Community Development Department, Town Engineer, Pinetop or Lakeside Fire District, ADOT, and applicable utility companies. Staff allows a minimum of ten (10) working days for comments to be received. A copy will be returned to the applicant with comments from all reviewing parties.

All copies of the submitted site plan with changes and corrections, if any, shall be submitted to the Community Development Department no later than 12:00 noon on the Monday of the week preceding the first or third Tuesday of the month. The Planning and Zoning Commission regularly meets the first and third Tuesdays of the month.



**COMMUNITY DEVELOPMENT DEPARTMENT
SITE PLAN REVIEW APPLICATION**

FEE: \$300.00 plus \$2.00 per lot or dwelling unit, plus engineering review

SPR ____ - ____ ZONING: _____ FEE PAID: _____ DATE FILED: _____

NAME OF PROJECT: _____

LOCATION OF PROJECT: _____

TAX PARCEL NUMBER(S): _____

LEGAL DESCRIPTION: _____

LAND AREA IN SQUARE FEET: _____ ACREAGE: _____

BRIEF DESCRIPTION OF PROPOSED USE: _____

DEVELOPER: _____ PHONE: () _____

MAILING ADDRESS: _____

PROPERTY OWNER: _____ PHONE: () _____

MAILING ADDRESS: _____

ENGINEER/SURVEYOR: _____ PHONE: () _____

MAILING ADDRESS: _____

DESIGNATED AGENT: _____ PHONE: () _____

I have read the Site Plan Review requirements and understand that if my application is not complete in all respects, it will not be scheduled for Town Council approval until such time as it is complete.

DATE: _____

SIGNATURE: _____

COMMUNITY DEVELOPMENT DEPARTMENT
(928) 368-8883 FAX (928) 368-8528
1360 N. Niels Hansen Lane, Lakeside, AZ 85929
www.ci.pinetop-lakeside.az.us



**COMMUNITY DEVELOPMENT DEPARTMENT
SITE PLAN REVIEW CHECKLIST**

SPR _____ – _____ NAME OF PROJECT:

To be submitted with Site Plan Review Application

SECTION 17.84.080

	REQUIREMENT TO BE ADDRESSED	YES	NO	COMMENTS
1.	Property delineation			
2.	Location of existing/proposed buildings			
3.	Indication of all setbacks			
4.	Topographical contours			
5.	Drainage plan or report			
6.	Proposed road layout			
7.	Location of parking areas			
8.	Indication of sidewalks and paths			
9.	Indication of outdoor recreational facilities and open space			
10.	Lighting plan			
11.	Indication of sign locations			
12.	Trees to be saved and trees to be removed			
13.	Tree protection plan			
14.	Landscaping plan			
15.	Location(s) of waste control			
16.	Building elevations and floor plans			
17.	Location and height of walls and fences			
18.	Utilities plan			
19.	Special studies or additional information			