



**INSTRUCTIONS FOR FILING A REQUEST FOR:
SITE PLAN AND DESIGN 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 may also be charged to the applicant.

For a preliminary site plan review we need (2) 24x36 and (4) 11x17 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 (2) 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.

Projects will be handled administratively by the Community Development Department; however, the Director retains the discretion to require site plan be reviewed and approved 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.



**COMMUNITY DEVELOPMENT DEPARTMENT
SITE PLAN AND DESIGN 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
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			