

Town of Springerville Plan/Design Review Application

Project name (if applicable)

Applicant information

Name of applicant/developer(s)

Mailing address

City/State/Zip Code

Telephone number(s)

Engineer/architect

Project engineer

Mailing address

City/State/Zip Code

Telephone number(s)

Property owner (if different)

Name of property owner(s)

Mailing address

City/State/Zip Code

Telephone number(s)

Fee: \$100 per review = \$ _____ **01-4007**
(May be combined as one submittal)

Received by: _____ Date: _____

Review requested

Plan _____ Design _____ Combined _____

Property information

Assessor's Parcel number(s)

Total acreage

Zoning classification

Submittal of this application constitutes consent of the applicant in granting Town of Springerville staff access to the subject property during the course of project review. No further consent or notice shall be required.

I hereby certify that the information in this application is correct and agree to abide by the regulations of the Town of Springerville and the State of Arizona.

Signature of applicant(s)

Date

Signature of owner(s) (if different)

Date

Bldg. Insp. approval: Y ___ N ___

Date: _____ Notes? Y ___ N ___
(See attachments)

Zoning Adm. Approval: Y ___ N ___

Date: _____ Notes? Y ___ N ___
(See attachments)

Town of Springerville Plan Review Checklist

Prior to the issuance of a building permit, the building inspector shall ascertain that the zoning administrator has approved plans which are in conformance to those presented with the building permit application.

A request for design review may be submitted in conjunction with a request for plan review, provided the plans submitted reflect all elements of Chapters 17.88 Plan Review and 17.90 Design Review.

Requirements

_____ Four (4) identical copies of the plan. Pages shall measure not more than twenty-four (24) inches by thirty-six (36) inches, drawn to a scale and not smaller than forty (40) feet to the inch, which show the following:

- _____ A. Lot dimensions.
- _____ B. Location, size, height, use and exterior materials of all buildings and structures.
- _____ C. Size and dimensions of yards and space between buildings.
- _____ D. Location and height of walls and fences.
- _____ E. Location, number of spaces, dimensions, circulation patterns and surface materials for all off-street parking and loading areas, driveways, access ways and pedestrian walkways.
- _____ F. The location, dimensions, area, materials and lighting of signs.
- _____ G. Location and general nature of lighting.
- _____ H. Street dedications and improvements.
- _____ I. Existing and proposed grades and drainage systems.
- _____ J. The size and location of all existing and proposed public and private utilities. All easements must be shown.
- _____ K. Natural features such as mesas, rock outcroppings or streams and man-made features such as existing roads and structures, with indication as to which are to be retained and which are to be removed or altered.
- _____ L. Landscaping, including all surfacing material around buildings and in all open spaces.
- _____ M. A vicinity sketch showing the location of the site in relation to the surrounding street system, and identifying adjacent properties and their uses.
- _____ N. A legal description of the land included in

the site plan and of the lot; the name, address and telephone number of the owner, developer and designer.

_____ O. Any other information which the zoning administrator may find necessary to establish compliance with this title and other ordinances.

NOTE: Under certain circumstances where the nature of the permitted or conditional use is such that it would be unnecessary or economically unfeasible for the applicant to prepare a plan in accordance with above requirements, the zoning administrator may waive certain of the above requirements, but in all cases the applicant will be required to prepare and submit some type of site plan drawn to scale.

Review procedure

The zoning administrator shall have ten (10) working days from submission of the plan application to review said plan and approve, conditionally approve or reject said plan based on its compliance with all ordinances and master plans of the Town, and to notify the applicant of his/her decision in writing. The zoning administrator may choose to obtain the opinion of the planning and zoning commission, in which case a decision must be rendered within five (5) days of commission review, the decision set forth in detail, the reasons for denial, or in the event of a conditional approval, the changes or additions which are necessary to make the plan acceptable.

All copies of the approved plan, with any conditions shown thereon or attached thereto, shall be dated and signed by the zoning administrator. One copy of said approved plan and conditions shall be mailed to the applicant and one copy shall be filed with the building inspector.

Expiration

A. Six months from the date of approval, a plan approval becomes void if a building permit has not been issued.

B. An extension of approval may be granted if the applicant files for an extension period prior to the expiration and the extension is granted.

Per Chapter 17.88 Plan Review of the Town of Springerville Municipal Code . A complete copy of these guidelines is available upon request.