

# Project Application Instructions



City of Sedona

Community Development Department

102 Roadrunner Drive Sedona, AZ 86336

(928) 282-1154 • [www.sedonaaz.gov/cd](http://www.sedonaaz.gov/cd)

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This is a generic application form and submittal packet for proposals that require Planning and Zoning Commission and/or City Council approval.

## General Submittal Requirements

Submittal requirements will be determined based on the size, scale, and nature of a proposal. Applicants should refer to the enclosed list of submittal requirements and the Land Development Code (LDC) for a precise description of what must be included on the submittal drawings. You may be required to submit additional materials to ensure proper evaluation of the request.

- Filing fees will be determined at time of project submittal based on the proposed development and the adopted Development Fee Schedule.
- Check with any Home or Property Owner's Association to ensure that your proposal is consistent with recorded codes, covenants, and restrictions that apply to the property. The City does not keep a list of these associations or review for their requirements.
- A public notice will be posted on the property at least 15 days prior to the hearing date. Once the notice is posted, it is the applicant's responsibility to maintain the sign. Staff will remove the posting after the hearing has been completed.

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## PROJECT SCHEDULING

Project schedules will vary depending on sufficiency of information, complexity of project, and Planning & Zoning Commission schedule. Potential project scheduling will be reviewed during the pre-application meeting.

### Pre-Application Meeting

- Applicants are required to schedule a pre-application meeting with Staff prior to submitting an application.
- The following will be reviewed during the pre-application meeting: project scheduling, submittal requirements, review procedures, and filing fees.

### Application Submittal

- A submittal meeting is required.
- Only complete applications will be accepted. Deferred submittals are not permitted.

### Project Review

- City Staff and applicable outside review agencies will be given the opportunity to review the project application.
- Comments will be provided to the applicant. The applicant will determine how they wish to respond to the comments in order to move the project forward.

### Public Meetings

- Public meetings, including, but not limited to, conceptual review, work sessions, and public hearings, will be scheduled and noticed as required after Staff and agency review is complete and the applicant has indicated they wish to move the application forward.

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## GENERAL APPLICATION REQUIREMENTS

Required at time of submittal:

- 2 paper copies of the entire submittal packet
- 2 additional site plans
- 1 digital copy of all documents (see Digital Plan Submittal Requirements on page 3)
- Maximum size for printed plans is 24" x 36"
- Additional copies may be required prior to the public hearing for distribution to the Planning and Zoning Commissioners and/or City Councilors.
- If, at any time in the review process, submittal materials need to be updated, the applicant is responsible for updating the entire file, digital and paper, and resubmitting to Staff. City Staff will not replace/update individual pages in the files.

**Application Form**

- a. Letter of Authorization to file from the current property owner (if the property owner is not the applicant)

**Letter of Intent.** See description on page 4.

**Project Plans**

- a. Site plan
- b. Building elevations (all sides of every building)
- c. Landscape plans
- d. Floor plans
- e. Master sign plan
- f. Lighting plan
- g. Development phasing map and proposed timing schedule
- h. Samples of all proposed exterior materials and finishes
- i. Provisions for screening mechanical and utility equipment and trash dumpster

**Preliminary Plat** (For Subdivision applications, see LDC Section 704.09)

**Engineering reports** (The Public Works Department will determine the necessity and scope of the following)

- a. Traffic Impact Analysis
- b. Preliminary Grading Plans
- c. Preliminary Drainage Plans and Report

**Citizen Participation Plan**

**Mailing labels and a vicinity map for all property owners within 300 feet.** The City's GIS Department can provide this for a separate fee.

**Letters of serviceability from all proposed utility connections**

**Legal description of the property**

**A.L.T.A. Survey showing all easements on the subject property**

**Any other information required, as determined by Staff, based on the scope of the project**

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## DIGITAL PROJECT SUBMITTAL REQUIREMENTS

In addition to two (2) paper copies of all application documents, a digital copy of all application documents is required. Digital files not submitted in accordance with the following may cause the application to be deemed incomplete.

- All files must be submitted on a CD or a USB Flash Drive (Flash Drive preferred).
- Use of Dropboxes, FTP sites, email, etc., for digital submittal is not permitted.
- All files must be PDFs. A maximum of two (2) digital pictures (.jpeg, .png, etc.) may be provided in addition to the files listed below. These files may be used on the City's website to represent the project.
- Each proposal is limited to a maximum of 20 MB. Large files must be compressed/reduced so that the total of all digital files submitted for a project meets this size requirement. Engineering reports do not count towards the overall file size but must still be less than 20 MB.

Tips for reducing file size:

- ✓ Convert directly from a digital document to PDF rather than printing and scanning a document;
  - ✓ Reduce resolution of pictures within the document;
  - ✓ Save as reduced size PDF or optimized PDF
  - ✓ Compress the PDF using setting within a PDF creator or online tools
- Applications are encouraged to use the fewest number of files possible and are limited to a maximum of 5 files. Digital submittals of projects must be labeled and sorted according to the following categories. If you are unsure where a specific project document fits, please contact Staff.
    1. Application, Letter of Intent, Citizen Participation Plan/Report, and Small Documents
      - This includes the completed application, letter of intent, citizen participation plan, and any other 8.5" x 11" sheets submitted with the application, such as a letter of authorization from the property owner, letters of serviceability, etc.
      - At the initial application, this would only require the Citizen Participation Plan. Prior to the public hearing, this document must be updated with the Citizen Participation Report.
    2. Architectural Plans
      - All architectural plans required for the project, including site plans, elevations, floor plans, landscaping plans, lighting plans, etc.
    3. Architectural Details
      - Project plans that show additional details, such as color and materials, architectural details, screening methods, sign plans, etc.
    4. Engineering Reports
      - Trip Generation Report, Traffic Impact Analysis, Preliminary Grading and Drainage Plans, Sewer Analysis, etc.
    5. Other Project Documents
      - Any other documents required for review of the project not included in one of the above categories.

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## LETTER OF INTENT

The following is offered to assist applicants in compiling an informative Letter of Intent that presents the project in a comprehensive manner. The Letter of Intent should provide a sufficient overview of the project and how the project is meeting any applicable City requirements. The Letter of Intent should also address how the application meets the required findings for the type of application, as outlined in LDC Article 4.

### ***Zone Change Applications (LDC Section 400: Amendments)***

Discuss how the proposal meets identified community needs and what community benefits are provided to mitigate the impact of the zone change. Please refer to specific sections of the Community Plan.

### ***Development Review Applications (LDC Section 401: Development Review)***

Discuss how the project addresses the requirements of the Land Development Code and the guidelines of the Design Review Manual. All applicable sections must be addressed, please refer to specific sections of these documents in the Letter of Intent. Staff is available to discuss the applicability of various sections if needed.

### ***Conditional Use Permits (LDC Section 402: Conditional Uses)***

Discuss the proposed business or use, days and hours of operation, number of employees, traffic impact on the surrounding area, and any anticipated impact to the surrounding area.

### ***Subdivisions (LDC Article 7: Subdivision Regulations and Land Divisions)***

Discuss how the project meets the criteria for subdivision approval (LDC Article 7).

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## PROJECT PLANS

All project plans shall be drawn to scale and provide sufficient, legible information to allow for Staff to review the plans for conformance with all applicable City regulations and guidelines. Failure to provide sufficient information may result in the inability of Staff to make a determination or provide a recommendation regarding conformance of the project.

The following are general guidelines to keep in mind while preparing plans:

- The applicant is responsible for the accuracy of all plans submitted. Providing inaccurate information will invalidate any review and the applicant may be required to restart the review process.
  - Review of building heights requires submittal of a roof plan including elevations, heights of all ridges, parapets, and eaves, overlaid on a contour map.
  - Contours should be provided at 1-foot intervals.
  - All existing site conditions, including trees and vegetation, rock outcrops, and watercourses, should be designated on the plans.
  - The plans should include all improvements within at least 50 feet of the site to determine how the proposal fits into the context of the area.
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## **PUBLIC ART REQUIREMENT (See LDC Article 18: Public Art)**

Developers of new commercial projects 5,000 square feet gross floor area or more, or expansions of an existing structure greater than 2,500 square feet gross floor area, are required to contribute toward public artwork. The Developer may choose to install art onsite or make a cash contribution to the Art in Public Places Fund. The total amount is based on square footage and increases every year based on Consumer Price Index (CPI). The rate for FY2017-2018 is \$0.51 per square foot. The Public Art contribution for a development must be paid or in place prior to the issuance of a Certificate of Occupancy.

Please refer to LDC Article 18 regarding acceptable artwork, eligible costs, and other criteria for public art.

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## CITIZEN REVIEW PROCESS

An applicant proposing a project which requires a public hearing is required to complete a Citizen Participation Plan, as required by LDC Section 408. The following is a general overview of the requirements:

1. The applicant is required to contact neighboring property owners (within 300 feet of the project site) and any affected Homeowner's Associations. Based on the size and scope of the project, a larger notification radius may be recommended.
  2. The applicant will send a letter to introduce themselves and the project and give the property owners a way to contact them directly. If an open house is planned, provide details on the date, time, and location.
  3. The applicant is encouraged to conduct a public open house. It is the applicant's responsibility to acquire a location for the meeting, conduct the meeting, provide visual materials, answer questions, document the discussion, and obtain the names of those in attendance.
  4. The applicant is required to keep track of all contact they have with the public, including name, date, item of concern, and the answer/response given.
  5. A Citizen Participation Report must be submitted to City Staff prior to scheduling the public hearing for an application.
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## PLANNING AND ZONING COMMISSION PUBLIC MEETINGS

Public meetings will proceed according to the Commission's adopted Rules of Procedure, and in accordance with State Statutes. Public meetings with the Planning and Zoning Commission may include the following:

- Conceptual Review
  - Depending on the scope of the project, the Director may require a conceptual review. Alternatively, the applicant may request a conceptual review be done.
  - For a conceptual review, the applicant submits a limited application in order to receive feedback prior to completion of more detailed project plans.
  - The scope, necessity, and potential outcome of a conceptual review may be discussed with Staff during the pre-application meeting.
- Work Session
  - Work Sessions typically occur during the initial review of a project.
  - This process allows the Planning and Zoning Commission to provide feedback and allow the applicant to address any questions prior to the public hearing.
- Public Hearing
  - Public Hearings are scheduled once the applicant makes the determination that they would like to move the project forward.

At each public meeting, the applicant will have an opportunity to explain the proposal to the Commission and the public. Please discuss your presentation with Staff prior to the hearing date, so that appropriate accommodations can be made.

The following points should be considered when preparing for the public hearing:

- The Staff Report and recommendation will be available approximately 1 week prior to the public hearing. The applicant should be familiar with issues and recommendations discussed in the Staff Report.
- The applicant should be prepared to answer detailed questions about the proposal from the Commission. Others who are involved with the project (such as consultants or engineers) may attend the meeting to help answer questions.

# Project Application

fillable PDF available online at:  
[www.sedonaaz.gov/projects](http://www.sedonaaz.gov/projects)



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Application for (check all that apply):

- |   |   |                                      |   |
|---|---|--------------------------------------|---|
| <input type="checkbox"/> Conceptual Review        | <input type="checkbox"/> Comprehensive Review   | <input type="checkbox"/> Appeal      | <input type="checkbox"/> Time Extension |
| <input type="checkbox"/> Community Plan Amendment | <input type="checkbox"/> Development Review     | <input type="checkbox"/> Subdivision |   |
| <input type="checkbox"/> Zone Change              | <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Variance    |   |

Project Information	Project Name			
	Project Address		Parcel No. (APN)	
	Primary Contact		Primary Phone	
	Email		Alt. Phone	
	Address		City/State/ZIP	
Office Use Only	<i>Application No</i>		<i>Date Received</i>	
	<i>Received by</i>		<i>Fee Paid</i>	

Project Description	
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Additional Contact Information: Please complete the following for all companies/people authorized to discuss the project with the City. Please attach additional sheets if necessary.

Contact #1	Company		Contact Name	
	Project Role		Primary Phone	
	Email		Alt. Phone	
	Address		City/State/ZIP	
Contact #2	Company		Contact Name	
	Project Role		Primary Phone	
	Email		Alt. Phone	
	Address		City/State/ZIP	
Contact #3	Company		Contact Name	
	Project Role		Primary Phone	
	Email		Alt. Phone	
	Address		City/State/ZIP	