



CODE REVIEW APPLICATION

CDD	Development Application
	#207

CASE NUMBER:

DATE:

INSTRUCTIONS: Please complete only those items related to your specific application. Items that are not relevant write "NA" in the space. Attach four sets of plans to this application as described in the Code Review Process.

Project Name: _____

Street Address: _____

Assessor's Parcel Number(s): _____

Zoning Classification: _____

Proposed Use of Property: _____

Property Owner Name and Address: _____

Applicants Name (if different from Owner): _____

Address (if different from Owner): _____

Phone: _____ Cell: _____ E-Mail _____

Project Coordinator Name and Address (if different from Applicant) *This Person is responsible to interact with the City on all matters pertaining to the application.* _____

Phone: _____ Cell: _____ E-Mail _____

Gross Square footage of Property _____ Number of Parking Spaces _____

% of Property covered by Buildings _____ % of Property covered by Landscaping _____

Setbacks: Front _____ Rear _____ Side _____ Side _____

I hereby file this application as the party of interest or representative thereof and declare that all the information in this application and the accompanying plans are true and correct tot the best of my knowledge and belief.

Signature: _____

Date: _____

Please Print Name: _____

Paid: Yes No

CODE REVIEW PROCESS

This information, provided by the Community Development Department, establishes an effective means for development applicants to apply for Code Review Board meetings. Code Review is the first step in the development process.

The Code Review process provides assistance to anyone seeking to develop, improve or rehabilitate a property in the City. It enables the various City departments to review development applications and provide timely feedback and direction for the property before detailed design and construction drawings are required. Comments provided are preliminary in nature, do not constitute approval of the project, and are subject to change as the application progresses.

The applicant must fully complete the Code Review Application attached to this packet. In addition to the application, four sets of physical plans, and one electronic set of plans, as delineated on the next page, is requires.

Please contact the Community Development Department if you have questions or desire to meet with a City Planner. Call (928) 634-5505 or visit us at 111 N. Main Street, Cottonwood, AZ 86326. Our hours are 7:00 am to 5:00 pm Monday through Thursday, and 7:00 am to 12:00 pm on Friday.

PRELIMINARY PLAN SUBMITTAL LIST

1. Vicinity sketch-location of property in relationship to major roads
2. List project title or address; name and address of owner(s), contractor, registered engineer or architect and **DATE** of preparation
3. **Preliminary** Development Plan (site plan)- suggested scale 1"=30' to fit on a 24" x 36" sheet. Show North arrow, assessor's parcel number and Zoning classification.
 - Show proposed street system, lot lines, and lot design with appropriate dimensions including setback lines, lot dimensions, dimensions of yards and space between buildings. Show any existing structures, driveways, sidewalks, and parking areas.
 - Show adjacent lots, parcels, streets, sidewalks, alleys, parking lots, vacant lots within 50' of property
 - Show access to public road
 - Show building footprint(s),
 - Show driveways, access from Public Street and sidewalks with appropriate dimensions
 - Existing and proposed easements
 - Location of free standing light poles or any other site lighting
 - Location of entry or monument signage
 - Parking spaces, include number, dimensions, circulation patterns, surface materials
4. **Preliminary** Drainage Plan.
 - Show existing and proposed drainage patterns
 - Show existing and proposed grades
 - Show contours
 - Show detention areas
 - Show topographic features such as washes
5. **Preliminary** Landscaping and Tree Planting Plan-Suggested scale 1"=30' to fit on a 24" x 36" sheet. Show North arrow.
 - Show existing trees
 - Show list of species, plant sizes and quantities
 - Show existing topographic features such as washes, rock outcroppings, streams
 - Show existing and proposed fences and walls
 - Show proposed trees, location, and type-include street trees
 - Show method of transition of adjacent land use is a different zoning classification
6. **Preliminary** Building(s) floor plan
 - Type of construction
 - Show approximate location of doors and windows
7. **Preliminary** Building elevations (all sides)
 - Type of exterior building materials

- Show building heights
8. Include **Table** that delineates the following:
- Gross square footage of parcel
 - Square footage of proposed building(s)
 - Percentage of parcel covered by building(s)
 - Percentage of parcel covered by parking, driveways and sidewalks and pathways
 - Required number of parking spaces
 - Required percentage of parcel to be landscaped
 - Maximum lumen allowance in lighting fixtures

OUTLINE FOR LETTER OF INTENT

Please address each of the following (as appropriate) in your letter of intent, required as part of this application (also feel free to address any other significant points):

1. Parcel number and location.
2. Introduce owners/applicants.
3. Are you in the process of buying the property? If so, please state this.
4. Describe the site.
5. Describe the request (proposed uses, structural development, etc.).
6. Significant historic or topographic features and proposed treatment.
7. Any other conditions or deed restrictions (and the dates of expiration).
8. Address any significant issues identified during prior reviews.
9. Describe any site or building details that may have changed since Code Review.
10. Address the issues relating to the particular type of application:
 - a. Other Code Exceptions: Identify and validate any requested code exceptions.
11. Phasing and timeline of site improvements. Any plans for future development or re-development, later phases, if applicable.
12. Signature and date.



Ron Corbin
City Manager

Cottonwood Police Department

Pride, Honor, Dedication, & Integrity



Steve Gesell
Chief of Police

“Safe Shopper/Safe Community” Program

Purpose: Through a written agreement and partnership with business owners and property management, the “Safe Shopper/Safe Community” program is intended to reduce incidents that adversely impact the safety of your business/property as well as your visitors by granting officers the authority to trespass individuals engaged in behaviors you deem as prohibited on your property; specifically loitering and solicitation without your permission. This agreement can be severed at any time at your discretion.

Trespass warnings would be issued to violators on a first offense. An arrest generally would not occur unless there are subsequent violations. The owner/designee authorizes the Cottonwood Police Department authority to trespass persons engaging in business solicitation or solicitation for money or other goods on private property without the express written consent of the owner, to include panhandling, hand bills, and/or providing a service.

Return to:

Cottonwood Police Department
199 South 6th St
Cottonwood, AZ 86326
(928)634 4246



Cottonwood Police Department

Pride, Honor, Dedication, & Integrity



Ron Corbin
City Manager

Steve Gesell
Chief of Police

AUTHORITY TO ARREST TRESPASSERS

This agreement authorizes the Cottonwood Police Department to trespass persons engaging in criminal conduct, business solicitation or solicitation for money or other goods on the listed property without the express written consent of the owner or owner’s designee.

This agreement does not inhibit an officer’s use of discretion, there is no expectation to utilize that discretion in any particular way when patrolling the premises to warn and/or arrest person(s) for; criminal trespass, criminal damage, criminal littering, reckless burning, loitering, or camping on private property.

This authority applies 24 hours a day until revoked by the property owner or owner’s designee **in writing**. The undersigned agrees to cooperate fully in the prosecution of person(s) subsequently arrested for violations of state law and/or city ordinance occurring on the premises. The undersigned agrees to post a reasonable notice prohibiting solicitation and loitering to assist in reducing the need for police intervention.

This form is valid from the date of signature for **four (4) years** or until a change of status occurs. The person signing this agreement shall immediately notify the Cottonwood Police Department **in writing** if they no longer have the status of an owner, occupant, or designated agent.

Location			
_____ Name of Business (if applicable)			
_____ Street Address (location description)			
Owner, Resident, or Designated Agent			
_____ Signature		_____ Date	
_____ Title			
_____ Name (Printed)		_____ Date of Birth	
_____ Mailing Address	_____ City	_____ State	_____ Zip Code
_____ E-Mail Address	_____ Home Phone	_____ Work Phone	