



# CODE REVIEW APPLICATION

<b>CDD</b>	Development Application
	<b>#207</b>

**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 8am to 4:30pm Monday through 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.