

Project Submittal Application

City of Nogales
 Public Works Department
 1450 N. Hohokam Drive, Nogales, AZ 85621
 Nogales Information and Development Center (NIDC)
 Phone: (520) 287-7245 Fax: (520) 287-6946
www.nogalesaz.gov



Project Information - *Required

Project Name:	
Project Address:	Suite No.: <input type="checkbox"/>
Proposed Use of Building/Suite:	Existing Zoning: <input type="checkbox"/>
Legal Description: <input type="checkbox"/> Attached	Parcel No.: <input type="checkbox"/>

Description of Work/Request:

*Project Valuation : \$

Applicant and Property Owner Information - *Required

Company or Firm Name:	Telephone 1: () Ext: _____
Applicant's Name:	Telephone 2: () Ext: _____
Applicant's Street Address :	Fax: ()
City:	State: Zip: Email Address(es):

*Applicant Signature:	Date:
Property Owner Name:	Owner's Telephone:
Property Owner's Street Address:	City, State: Zip:
*Property Owner's Signature: or attached Property Owner's Authorization Letter <input type="checkbox"/>	Date:

Contractor License Information - *Required

Name:	ROC Lic. No.:	City Lic. No.:
Address:	City, State:	Zip:
Contractor's License Type:	General <input type="checkbox"/> Mechanical <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/>	
*Contractor's Signature:	Telephone: ()	Date:

Application is hereby made to the Community Development Department for permit (s) subject to the conditions and restrictions set forth on this application. By signing above, Applicant/Owner hereby certify that he/she has read and examined this permit application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other Federal, State, and County, City laws regulating construction or the performance of construction.

Every building permit issued shall become invalid unless the work on the site authorized by such permit is commenced within 180 days after its issuance or if work authorized on the site by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced. (such time periods shall be evidenced by called city inspections) (2010 ADA, 2018 IBC, 2018 IFC, 2018 IRC, 1997 UCADB, 2017 NEC, Development Standards Code).

For City Use Only

Tracking Nos.: BLD _____ STR _____ ENG _____ FIR _____ PLN _____ SPR _____ RTAG _____ YTAG _____ UTL _____ PRE _____	Application Type: _____ Building _____ Signs _____ Planning _____ Admin _____ Engineering _____ Utilities _____ Fire _____ Other	Received By: Date Stamp:	Attachments: <input type="checkbox"/> Spec Book(s) <input type="checkbox"/> Structural Calcs <input type="checkbox"/> Truss Calcs <input type="checkbox"/> Hydraulic Calcs <input type="checkbox"/> Parking Analysis <input type="checkbox"/> Lighting Cut Sheet <input type="checkbox"/> Narrative Letter <input type="checkbox"/> Asbestos Report <input type="checkbox"/> Address Request	<input type="checkbox"/> Soils Report <input type="checkbox"/> Traffic Report <input type="checkbox"/> Prop Owner Letter <input type="checkbox"/> Color Board <input type="checkbox"/> Hazmat Form <input type="checkbox"/> FHIS / FUP <input type="checkbox"/> Site Plan <input type="checkbox"/> Assessor 300ft Radius adjacent Prop <input type="checkbox"/> Traffic Control
	Santa Cruz County Assessors Code:	Total Valuation: Total Submittal Fees:		

Submittals are Subject to Dissemination to the Public

Nogales Development Standards Code

Article 8.18 Site Plan

- 8.18-1 Site Plan Required
- 8.18-2 Exemptions
- 8.18-3 Site Plan and Support Documents Requirements
 - A. Site Plan Landscaping Plan and Parking Plan
 - B. Building Drawings
 - C. Soil Engineering Report
 - D. Site Hydrology Report
 - E. Traffic Control Devices and Street Lighting
 - F. Proof of Ownership and Proof of Agency
 - G. Development Schedule
- 8.18-4 Significance of Approval
- 8.18-5 Review Guidelines
- 8.18-6 Fees
- 8.18-7 Improvement Guarantee

Section 8.18-1 Site Plan Required

Except as exempted by the provisions of Section 8.18-2 below, a site plan shall be required for establishment of any building, structure or use constructed or to be constructed on any site in any district within the City.

Section 8.18-2 Exemptions

Developments meeting the following criteria shall be exempt from the requirements to submit a development site plan, except as required for subdivision plat submittal:

- A. Single-family residences and accessory buildings constructed in an approved subdivision in a Single Family Residence, SFR or Multi-Family Residence, MFR district. Single Family Residential development shall be handled with a site plan submitted to the Building Inspector and Planning and Zoning Director in conjunction with the Building Permit Application.
- B. Mobile home residences and accessory buildings placed on lots in established mobile home parks or approved sub-divisions in a Mobile Home Residence, MHR and Recreational Vehicle Park, RV districts. These developments shall be handled with a site plan submitted to the Building Inspector and Planning and Zoning Director in conjunction with the Building Permit Application.

- C. Multi-family residences consisting of less than five (5) units per lot. These developments shall be handled with a site plan submitted to the Building Inspector and Planning and Zoning Director in conjunction with the Building Permit Application.
- D. Modifications to an existing structure as determined by the Building Inspector.

Section 8-18-3 Site Plan and Support Documents

Ten (10) diazo prints of a site development plan shall be submitted to the Department of Planning for review and approval by the Development Review Committee. Site Plans shall be drawn at a scale appropriate to show all required information, on a sheet or sheets of twenty-four inch by thirty-six inch (24" x 36") proportions. Ten (10) copies of all other plans or support documents required by this article shall also be submitted.

- A. Site Plan. The site plan shall contain the following information:
 - 1. Location sketch with adjacent zoning and land-uses;
 - 2. Topography; contour lines for existing *and* proposed elevations at one (1) foot intervals for commercial, industrial, Planned Area Development, and Shopping Centers, and two (2) foot intervals for subdivisions.
 - 3. Show current natural drainage and proposed drainage! grading by directional arrows. Show that finished flow elevations are above the 100 year floodplain, in 100 year floodplain areas.
 - 4. Legal description of the site to include total area of the site.
 - 5. Location of all existing and proposed structures, including distances from all structures to all lot lines;
 - 6. The percentage of the site covered by all structures;
 - 7. The percentage of lot covered by impervious surfaces;
 - 8. Rights-of-way dimensions of all abutting streets whether public or private, and access to the site;
 - 9. Parking and circulation areas;
 - 10. Locations, dimensions and descriptions of all existing or proposed easements.
 - 11. Location of any non-vehicular access strips;
 - 12. The future land use designation for the site.
 - 13. Exterior lighting, if any; the type, height and areas of illumination.
 - 14. Outdoor play areas, if any.
 - 15. Service areas for uses such as mail delivery and trash disposal;
 - 16. All existing and proposed utility locations;
 - 17. The location of the nearest fire hydrant;
 - 18. Street or alley rights—of-way to be dedicated and/or improved pursuant to the requirements of Section 8.8-1,J of this Code.
 - 19. Landscape Plan. For larger projects, the Director of Planning may require a separate submittal of this plan drawn to scale, indicating the following information:

- a. Identify all walks or paths, vehicular drives, parking lots, building entrances, free-standing light fixtures, service or loading areas, signs and locations, open spaces, plazas and recreation amenities with general construction materials noted.
 - b. All slopes within site are to be called out (i.e., 2:1, 3:1, 4:1, etc.). If site is totally of slopes less than 50:1, state so in a general note. All depressed and mounted areas shall be identified with general contour lines and/or proposed elevations. Note any area to be used for detention.
 - c. A legend shall be included which shows symbols on plan, quantity, type of plant, minimum purchase size and any necessary comments such as ground cover spacing or necessary guying and staking. The legend shall also reflect square footage of each type of ground treatment (i.e., bluegrass, cobble, alternative grass mix, bark chips). Note: Plants should be shown at mature size on plans.
 - d. See Section 8.18-2 for provisions of security agreements for delayed landscaping.
20. Parking Plan. A parking plan, drawn to scale, shall be submitted. The Director of Planning may require a separate submittal for this plan based on the scale of the project. The plan shall show all those elements necessary to indicate that the requirements of Article 8.8 are being fulfilled and shall include, but is not limited to:
- a. Delineation of all parking spaces,
 - b. Circulation area necessary to serve spaces,
 - c. Access to streets, alleys and properties to be served,
 - d. Curb cuts,
 - e. Type of landscaping, fencing or other screening materials,
 - f. Abutting land uses,
 - g. Grading, drainage, surfacing and sub-grading details,
 - h. Location of lighting fixtures,
 - i. Delineation of all structures and obstacles to circulation on the site, and
 - j. Specifications of signs and bumper guards.
- B. Building Drawings. Including floor plans and elevations of all principal and accessory buildings may be provided, if available.
- C. Soil Engineering Report. If required by the Building Inspector, a soil engineering report prepared by a registered soil engineer shall be submitted which includes data regarding the nature, distribution and strength of existing soils; conclusions and recommendations for grading procedures and design criteria for corrective measures when necessary; and opinions and recommendations covering adequacy of site to be developed by the proposed grading.. The soil engineering report will include suggestions concerning erosion control on the project site during construction as well as upon completion.

- D. Site Hydrology Report: When required a site hydrology report shall be prepared by the developer and shall include the following:
1. A map and calculations showing the drainage area and estimated run-off of the area being served by any drainage facility within the proposed grading and drainage plan.
 2. Indicate the peak discharge of surface water currently entering and leaving the property to be developed from a ten (10) year storm and adjust it to the property when finished with development.
 3. Indication of developed peak discharge of run-off which will be generated due to the design storm within the subject property;
 4. Determination of the developed peak discharge of water that will be generated by the design storm at various sub-basins on the subject property; and
 5. A discussion of the drainage management facilities and/or techniques which may be necessary to rectify drainage problems.
- E. Traffic Control Devices and Street Lighting.
1. Whenever, as the result of additional traffic generated by a proposed development, the City determines the need for a traffic signal or regulatory sign, the developer shall be responsible for installing all said devices and signs.
 2. For all public streets adjacent to the site, the developer shall be responsible to provide any additional street lights required to ensure the level of lighting required by Section 8.8-8.
- F. Proof of Ownership and/or Proof of Agency.
1. The information required to establish proof of ownership shall consist of a copy of a title report issued not more than thirty (30) days prior to the date of submittal by a title company authorized to conduct business in the State of Arizona.
 2. If the land is owned by a corporation. Proof of Agency shall consist of a Corporate Resolution designating the individual to act as agent. The Corporate Resolution must be certified by the Secretary of the corporation and authenticated by the corporate seal or acknowledged in the form prescribed by A.R.S. 33-506.2.
 3. If the land is owned by a partnership. Proof of Agency shall consist of a written document from the partners designating an individual to act as agent. The document must be certified and acknowledged in the form prescribed by A.R.S. 33—506.3.
 4. If the land is owned by an individual, Proof of Agency shall consist of a written document from the owner designating an individual to act as agent. The document must be certified and acknowledged in the form prescribed by A.R.S. 33-506.1.
- G. Development Schedule.
1. Along with the site plan and supporting documents, the developer shall submit a development schedule, indicating, to the best of the developer's knowledge, the approximate date upon which construction of the project will begin, progressive stages of development, if any; anticipated rate of development and completion date.

2. For any development proposed to be constructed in phases, the developer shall submit a master plan for the entire project which must be approved before any sub-element of the project can be approved or constructed.

Section 8.18-4 Significance of Approval

Final site plan approval of a development is valid for one (1) year from the date of approval. If a building permit has not been issued within this one(1) year period, approval may be extended by the Development Review Committee one time for six (6) months from the expiration date of original approval by the Development Review Committee, upon written request from the developer or his agent, fifteen (15) working days prior to expiration of original approval.

Section 8.18-5 Review Guidelines

The Development Review Committee should consider the following matters and others where applicable prior to approving the development plan:

A. Considerations Relating to Traffic Safety and Traffic Congestion.

1. The effect of the site development on traffic conditions on abutting streets.
2. The layout of the site with respect to locations and dimensions of vehicular and pedestrian entrances, exits, drives and walkways.
3. The arrangement and adequacy of off-street parking facilities to prevent traffic congestion.
4. The location, arrangement, and dimensions of truck loading and unloading facilities.
5. The circulation patterns within the boundaries of the development.
6. The surfacing and lighting of off-street parking facilities.
7. The continuation of streets as prescribed in the Traffic Circulation Plan.

B. Considerations Relating to Outdoor Advertising.

1. The number, location, color, size, height, lighting, and landscaping of outdoor advertising, signs and structures in relation to the creation of traffic hazards and the appearance and harmony with adjacent development.

C. Considerations Relating to Landscaping.

1. The location, height, and materials of walls, fences, hedges, and screen plantings to insure harmony with adjacent development or to conceal storage areas, utility installations or other unsightly development.

D. Considerations Relating to Buildings and Site Layout.

1. Consideration of the general silhouette and mass, including location on the site, elevations and relation to natural plant coverage all in relationship to the neighborhood.

2. Consideration of exterior design in relation to adjoining structures in height, bulk, and area openings, breaks in the facade facing on the street, line and pitch of roof, and arrangement of structure on the parcel.
3. Consideration of adequate usable outdoor living space for each dwelling unit occupying or to occupy the site.

E. Considerations Relating to Drainage.

1. The effect of the development on the adequacy of the storm and surface water drainage, both on the site and in the affected area.

F. Considerations Relating to Water and Sewer Capacities.

1. The ability of the City to supply water and sewer service to the site should be investigated.

Section 8-18-6 Fees

Site plan review fees shall be paid in accordance with the City of Nogales fee schedule per Article 13, this Ordinance.

Section 8-18-7 Improvement Guarantee

Adequate *security* to guarantee the construction of all public improvements required for the project shall be made under the provisions of Section 8.8-1,H, 8.19-6, and/or 8.19-13.