



Board of Adjustment

Staff Report

CASE NUMBER: BA16-049
STAFF PLANNER: Gordon Sheffield, AICP CNUa – Zoning Administrator
LEGAL REPRESENTATION: David Ouimette, Esq., Mary Grace McNear, Esq. and Charlotte McDermott, Esq.
LOCATION/ADDRESS: The 3600 through 4400 blocks of North Power Road - west side; the 5600 through 6800 blocks of East Thomas Road - north side; the 6000 through 6200 blocks of East Thomas Road - south side; the 3600 through 4400 blocks of North Recker Road – both sides, and the 5900 through 6700 blocks of East Viewmont Drive, both sides; [also known as the Red Mountain Ranch Development Master Plan (DMP), which is now referred to as a Planned Area Development (PAD)]
COUNCIL DISTRICT: 5
OWNERS: The overall Red Mountain Ranch DMP has several and various owners. The land parcel occupied by the Red Mountain Ranch Country Club and Golf Course (Assessor’s Parcel No. 141-70-982), which includes the golf course driving range, is owned by **Divot Partners, LLC**.
APPLICANT: **Divot Partners, LLC**
LEGAL REPRESENTATION: **Reese Anderson, Esq. and Jeffery Gross, Esq.**

REQUEST: *Consider an appeal of an interpretation of the Zoning Administrator (ZA) regarding the method of processing a request to develop a single residence subdivision in the location of the driving range for the Red Mountain Ranch Golf Course. The Zoning Administrator’s interpretation is that the request must be processed as a major modification to the Red Mountain Ranch Development Master Plan’s “–PAD” overlay zoning district, as it is considered a significant change that requires the modification or removal of a condition of the zoning. The applicant is appealing this interpretation.*

SUMMARY OF APPLICANT’S REQUEST

This request involves determining which process is used to review a request to develop a single residence subdivision where a golf course driving range is now located. The applicant has stated, through a letter sent to the City Attorney on May 3, 2016, that in the event the owner files an application to subdivide a portion of the golf course parcel into single residence lots, the City should consider the request as a site plan modification and evaluate the request based solely on the established criteria outlined in the Mesa Zoning Ordinance (“MZO”) for Site Plan Review.

STAFF RECOMMENDATION

Staff recommends that the Board uphold the Interpretation of the Zoning Administrator.

The position of the applicant differs from the Interpretation issued by the Zoning Administrator on June 29, 2016 (“Interpretation”), hence, the filing of their appeal. In the Interpretation, the ZA determined that a change in land use from a golf course- related activity to a single residence subdivision constitutes a major change to the approved Red Mountain Ranch Development Master Plan (“RMR DMP” which is now referred to in the Mesa Zoning Ordinance as a Planned Area Development or “PAD”), does not comply with the approved site plan (referred to as the “1989 Site Plan”), and does not comply with a condition of approval City Council placed on the 1990 rezoning case modifying the DMP, which required “[c]ompliance with the basic development as shown on the site plan and elevations submitted.” (Ordinance 2486, Condition 1 – See Exhibit A). Thus, the applicant’s requested change requires a rezoning to amend the RMR DMP and to modify or remove the condition that the

development comply with the 1989 Site Plan. Based on the Mesa City Charter, the only way the City Council may change a previous ordinance is to adopt a new ordinance that supersedes or replaces it.

The effect of upholding the Interpretation is that **any** application to develop a single residence subdivision on any or all the RMR golf course property would require the applicant to submit a new zoning application to amend the RMR DMP and to modify or remove the existing condition imposed by City Council that requires compliance with the 1989 Site Plan. Such a request requires a public hearing by the Planning and Zoning Board (P&Z), whose recommendation is forwarded to the City Council for final review and consideration.

STAFF SUMMARY AND ANALYSIS:

Overview of Base and Overlay Zoning Districts

Most territory incorporated into the City of Mesa is organized into zoning districts that are either “base” zoning districts, or combinations of “base” and “overlay” zoning districts. A base zoning district regulates land uses and associated development standards (setbacks, lot coverage, building height, etc.) per the requirements in the MZO specified for that zoning district. Land that is zoned with both a base and overlay district must comply with the regulations for the base zoning district except those requirements that are modified or amended by the overlay district, which are controlling.

Properties zoned with a combination of a base district and a “PAD” (Planned Area Development) overlay district are developed using a combination of the land uses allowed by the base district and modifications to development standards and requirements authorized in the development plan (“Plan”) approved for the property. The Plan is approved by City Council in conjunction with a rezoning request that includes a request for the PAD overlay district. If the PAD overlay calls for a particular use (for example open space or recreation), that use precludes other uses (for example residential or commercial) even if they would otherwise be permitted by the base zoning.

Further, PAD overlay districts are often used with larger development master plans to provide an added measure of predictability to the long-term development of the area. These larger, “master planned” areas often are constructed in phases, and/or over extended periods of time, frequently several years. The presence of an adopted plan communicates a long-term vision of what land use activities are anticipated, and provides a measure of assurance to tenants and prospective home owners of what else will be constructed in the development. The Plan provides an added level of assurance to planners and city engineers of important facts such as long term number of dwellings, types and intensity of non-residential development, available recreational spaces, and preservation of open spaces. Reliance upon the Plan helps to design appropriate sized infrastructure, such as streets, public school facilities, utility lines, storm water retention and recreation opportunities. Development master plans with a PAD overlay district do this by designating specific portions of the overall development site for specific uses or activities. The land uses may be designated as having several options and a wide range of densities, or may be designated for a specific type of land use, as is the case with the Red Mountain Ranch golf course as specified in the 1989 Site Plan.

Red Mountain Ranch was approved with a DMP/PAD overlay district, and from the very start the Red Mountain Ranch Development Master Plan (“RMR Plan”) was touted as a golf course project, with specific land areas apportioned to the country club, golf course and associated activities. Although there have been several revisions to the RMR Plan since 1989, most of the revisions have been related to a particular parcel that was already designated by the Plan for development of a residential, commercial, or office projects. **However, what is being proposed in this case is a revision to a parcel designated as golf course, a principal amenity for the RMR Plan.**

What is also different about this request is that the applicant wishes to develop the driving range site as a single residence subdivision, and is basing that request on nothing more than the range of uses allowed for the base zoning district of RS-9. By doing so, the applicant is in effect suggesting the RMR Plan and the PAD overlay zoning on the property can be ignored.

Ordinance 2486, Condition #1

Like other zoning requests, the Council may add stipulations or conditions of approval to a rezoning case to promote or protect the public interest. Most rezoning cases approved by the City Council include the stipulation: "compliance with the submitted site plan." This condition ensures the project built will be as planned and promised by the developer, and as approved by Council. In the case of the RMR-DMP, a condition was added to the rezoning that required the project be in "[c]ompliance with the basic development as shown on the site plan and elevations submitted." The golf course and practice range were clearly shown on the 1989 Site Plan and were built and exist today as generally depicted on that Site Plan. Divot's proposal to replace the existing practice range with a residential subdivision was not contemplated in 1990 when the City Council approved the zoning case, based on the 1989 Site Plan, and does not comply with that Site Plan. For Divot to proceed, they will need to file an application to modify or remove that condition, to be able to deviate from the 1989 Site Plan, as well as modify the RMR DMP.

Determination of Major or Minor Revision

MZO Section 11-67-10.B states that any modification to an approved site plan that does not comply with a condition of approval must be treated as a new application, unless the ZA determines the change to be "minor." MZO Section 11-22-5.C makes this Chapter 67 modification procedure applicable to changes to an approved PAD, such as is required here. A "minor" modification is a change to a plan that is consistent with the original findings and conditions approved by the governing body that would not intensify any potentially detrimental effects of the project (See MZO 11-67-10). "Minor" modification is further defined in Administrative Review Request Application Form (Exhibit B).

Generally, Planning Division staff take the approach that minor revisions to site plans are requests that are largely consistent with the original plan approval save for small technical adjustments to floor area or parking or similar development standards. Put another way, a minor revision replaces what was planned for that space with something a bit different, but reasonably considered "like-for-like" with small adjustments allowed for building design or site planning. **It would not include a complete change in use.**

Reemphasis on Compliance with Plans Adopted in Conjunction with PAD or DMP Overlay Districts

When the Mesa Zoning Ordinance was updated in 2011, the City Council included language that confirmed it intended to carry forward stipulations and conditions attached to projects previously approved with PAD and DMP overlay districts. Included in the updated zoning ordinance was Sec 11-1-6.E., which states:

11-1-6: Effect on Previously Approved Projects and Projects in Progress

E. Development of Projects Located within an Existing PC District, or within a PAD, DMP or BIZ Overlay Zoning Districts.

A lot or parcel located within the Planned Community (PC) District, or within overlay districts such as Planned Area Development (PAD), Development Master Plan (DMP), under the zoning ordinance in effect prior to September 3, 2011), or Bonus Intensity Zone (BIZ), subject to a preliminary development plan, standards and/or with conditions of approval, and adopted prior to the effective date of the Zoning Code, shall be developed in accordance with the approved preliminary development plan, standards, and/or conditions of approval. The development standards and requirements of this Ordinance shall apply if not specifically modified by the adopted plan submitted. This provision is not intended to limit minor modifications to approved plans approved by the Planning Director.

Findings

Why this request is considered a "major modification".

1. **The applicant's proposal is not for a "like-for-like" change of use, and it is therefore not a minor modification to the Red Mountain Ranch Development Master Plan adopted in conjunction with the PAD overlay district. As such, it is a major change to the Site Plan.**
 - a. The applicant wants to build a new single residence subdivision on the area that is currently being used as a practice driving range for the Red Mountain Ranch Golf Course. Based on the overall development master plan adopted by the City Council in zoning Case Z89-36, this area is designated as a golf course on the plan, and if you look further into the Site Plan, the design of the golf course is illustrated as an open area with an outline that resembles a driving range design in the middle of the course, and is where the driving range is presently sited today. This proposed change is not consistent with the original findings and conditions approved by Council.
 - b. Details of the anticipated development according to the approved plan are designated by way of an adjacent table that describes the planned land uses as assigned to a parcel number. The area of the driving range specifically states "golf course" on the plan. Other development parcels are assigned maximum numbers of dwelling units. The approved development plan shows development parcels that had been already developed before 1990, or were being more specifically planned for later development at that time. It also shows parcels that have not yet been fully planned for things like street alignments and lot layout, but still assigns a maximum number of dwelling units. The number of dwelling units assigned to the golf course parcel, including the driving range, is "zero".
 - c. When assessed against the published guidelines on the City's "Administrative Review Request" form (<http://mesaaz.gov/home/showdocument?id=4320>) as to what constitutes a minor modification, this proposal is distinctly different than the approved plan. Development of a single residence subdivision was never contemplated or approved.

Compliance with the approved Site Plan for Red Mountain Ranch

2. As a part of approving the ordinance that approved the modification of the RMR-DMP and the overlay district (formerly DMP, now PAD) in 1990, the City Council attached a condition to the approval, which states: "Compliance the submitted site plan..."
 - a. The submitted site plan shows a golf course and driving range for this parcel. Development of a single residence subdivision, where the adopted plan is not a complying form of development anticipated by that plan, therefore, it is not an option for development that would be considered consistent with what the site plan shows.
 - b. Based on Mesa City Charter, Section 210(D): Actions Requiring an Ordinance include; "... those acts of the City Council shall be by ordinance which: (D) amend or repeal any ordinance previously adopted".
 - c. Therefore, the only option available to the applicant is to file an application to amend the previous ordinance (specifically the pertinent condition of that ordinance) by either removing or revise the condition requiring compliance with the 1989 Site Plan.

EXHIBIT "A"

ORDINANCE NO. 2486

AN ORDINANCE AMENDING SECTION 11-2-2 OF THE MESA CITY CODE, CHANGING THE ZONING OF CERTAIN PROPERTY DESCRIBED IN ZONING CASE Z89-36, ADOPTING AN OFFICIAL SUPPLEMENTARY ZONING MAP AND PROVIDING PENALTIES FOR THE VIOLATION THEREOF.

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF MESA, MARICOPA COUNTY, ARIZONA, AS FOLLOWS:

Section 1: That Section 11-2-2 of the Mesa City Code is hereby amended by adopting the Official Supplementary Zoning Map dated January 22, 1990, for Zoning Case Z89-36, signed by the Mayor and City Clerk, which accompanies and is annexed to this ordinance and declared a part hereof.

Section 2: The Official Supplementary Zoning Map annexed hereto is adopted subject to compliance with the following conditions:

- 1) Compliance with the basic development as shown on the site plan and elevations submitted; and
- 2) Avigation easements to be recorded and sound attenuation measures be incorporated into the construction of the homes for all development within the C.U.D. 5 Zone.

Section 3: PENALTY, Any person, firm or corporation violating any provision of this Ordinance, or any provision of the Mesa City Code as amended by this Ordinance, shall be guilty of a Class One Misdemeanor, punishable by a fine not exceeding \$2,500.00, or by imprisonment in the City Jail for a period not exceeding 6 months, or by both such fine and imprisonment; and each day of violation continued shall be a separate offense, punishable as described.

PASSED AND ADOPTED by the City Council of the City of Mesa,
Maricopa County, Arizona, this 22nd day of January, 1990.

APPROVED:

MK "Peggy" Rubach
Mayor

ATTEST:

SMEppia
City Clerk

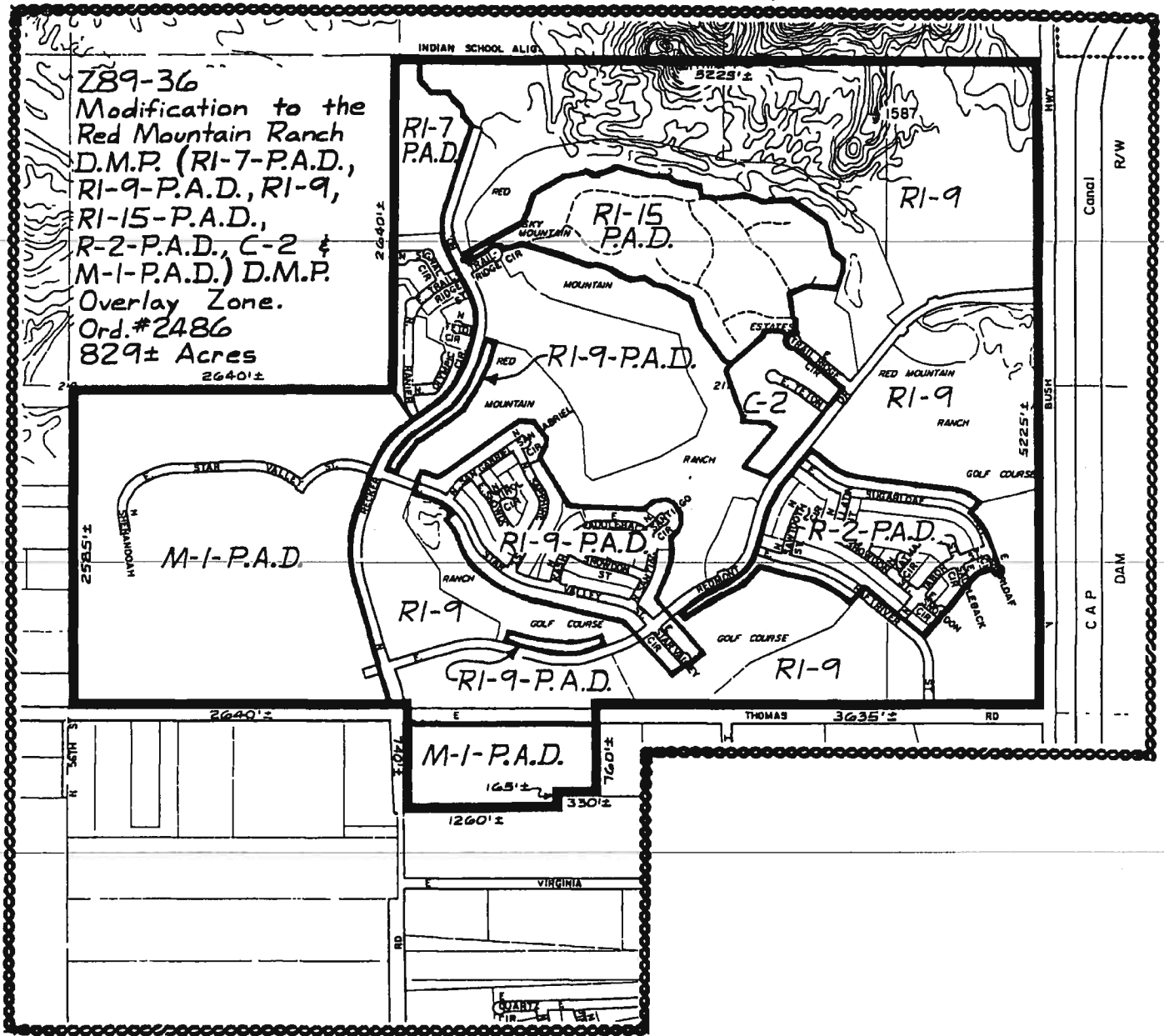
EFFECTIVE DATE: February 22, 1990

TS:da

Z89-36.ORD



OFFICIAL SUPPLEMENTARY ZONING MAP
RECOMMENDING THE CITY OF MESA ZONING MAP



Please be advised that the attached zoning changes were approved by the Mesa City Council on January 22, 1990 by Ordinances #2485 and #2486. If you have any questions concerning these changes, please contact the Mesa Community Development Department at 644-2185.

Peggy Rubach
MAYOR

ATTEST: *SM Egan*
CITY CLERK

DATED 14 Feb 90

MINUTES OF THE CITY COUNCIL
REGULAR SESSION

January 22, 1990

2. Z89-36 The 3600 through 4300 blocks of North Power Road (Bush Highway) - west side (between Thomas Road and Indian School Road) and the 6000 through 6200 blocks of East Thomas Road - south side (east of Recker Road). Consider a modification to the Red Mountain Ranch Development Master Plan and establishment of a Development Master Plan overlay zone to include Conceptual O-S, C-2, R-2-PAD, R-4-PAD, R1-9-PAD, and R1-35-PAD zoning (829+/- acres). Red Mountain Ranch, Inc., owner; Standage and Truitt Engineering, applicant.

Recommendation: Approval, subject to:
 1) Compliance with the basic development as shown on the revised Development Master Plan submitted; 2) avigation easements to be recorded and sound attenuation measures be incorporated into the construction of the homes for all developments within the C.U.D. 5 Zone. (Vote 6-0.)

This case involves the modification of an approved Development Master Plan.

It was moved by Councilmember Newth, seconded by Councilmember Driggs, that modification of the Development Master Plan and establishment of the Development Master Plan overlay zone be approved as recommended by the Planning and Zoning Board, and subject to stipulations.

Carried unanimously.

It was moved by Vice Mayor Wong, seconded by Councilmember Blake, that Ordinance No. 2486, governing Zoning Case Z89-36, copies of which were received by the Mayor and each Councilmember seventy-two hours prior to the meeting, be adopted.

Upon tabulation of votes, it showed:

AYES - Rubach-Blake-Boyd-Driggs-Hawker-Newth-Wong
 NAYS - None
 ABSENT - None

The Mayor declared the motion carried unanimously and Ordinance No. 2486 adopted.

MINUTES OF THE December 21, 1989 PLANNING AND ZONING MEETING

Case No.: Z89-36 (APPROVAL WITH CONDITIONS)
Applicant: Standage and Truitt Engineering
Request: To consider a modification to the Red Mountain Ranch DMP & establishment of a DMP overlay zone to include conceptual O-S, C-2, R-2-PAD, R-4-PAD, R1-9-PAD, & R1-35-PAD
Location: The 3600 through 4300 blocks of North Power Road (Bush Highway) - west side (between Thomas Road and Indian School Road)
Comments: Mr. Ian Stevenson of Red Mountain Ranch, Inc. told the Board that they were seeking this modification of the Development Master Plan in order that the Red Mountain Ranch development might reflect current market conditions. Mr. Frank Mizner indicated staff favored the reductions in density and felt this proposal would help preserve more of the desert character of the area.

It was moved by Mr. Steill seconded by Ms. Morgan

That: The Board recommend to the City Council approval of case Z89-36, conditioned upon:

1. Compliance with the basic development as shown on the revised Development Master Plan submitted.
2. Avigation easements to be recorded and sound attenuation measures be incorporated into the construction of the homes for all development within the C.U.D.5 zone.

Vote: Passed 6 - 0

Reason for Recommendation: The Board felt this proposal would more truly reflect the nature of future development in the Red Mountain Ranch area. They also felt that the proposal would provide more appropriate locations for the residential densities proposed.

Recorded on Tape No.: 220A (Side 1) footage 130 to 171.

EXHIBIT "B"



Administrative Review Request Application Form

Guidelines

Fees: \$673.92 (\$648 + %4 Technology Fee) [See schedule of fees and charges.](#)

Provide copies of required plans: 2 copies of 24" x 36" sheets AND 2 copies of 11"x17" sheets.

Request to amend a Zoning / Planning Hearing Officer case:

Items that are considered major changes are required to go back through the public hearing process: major changes include changes in land use, such as changing a bank to a gas station; significantly modifying building sizes, and changing residential densities. For the purpose of amendments to site plans and/or buildings approved by the City Council, the following are used as guides in determining whether or not a proposed change is minor. The Planning Director may choose to send items through the public review / public hearing process even if the requested changes meet the criteria of being a minor change. The Planning Director may also request that the applicant hold a neighborhood meeting prior to administrative consideration of a site plan modification and/or provide evidence that the surrounding property owners or homeowners' association(s) do not object to the proposed change.

A minor modification to an approved site plan or building is limited to changes that:

- Do not increase the total building footprint on the site more than 20% - with a maximum increase of 5,000 square feet;
- Do not increase building height within 50' of residentially used property and do not increase the height of any building on the site more than 20% of the building height approved through the public hearing/meeting process;
- Do not increase the number of floors/stories above grade;
- Do not increase the activity or intensity of use such that it would negatively impact adjacent residentially used property within 100' of the perimeter (i.e. changes that would increase the amount of traffic, loading activities, noise, or lighting within this perimeter area);
- Involve only minor adjustments to building footprints, locations, and orientations; and,
- Involve only minor shifting of pad locations, reconfiguration of parking lots, or drive aisles;
- Adhere to the General Plan and to applicable adopted Subarea plans.

Request to amend a Design Review case:

For purposes of site plans and building designs approved through the Design Review Board, minor changes shall be the same as outlined above. In addition, modifications to the architectural components or design elements such that the resulting development is equal to or better than what was approved by the DRB will be considered minor changes eligible for consideration of administrative approval.

Review of the proposal will be for compliance with all ordinance standards, and design guidelines. Particular attention will be paid to maintaining or enhancing the visual quality, functionality of parking, providing safe and attractive pedestrian circulation, and conforming to the General Plan and other adopted plans.

Request to amend a Board of Adjustment / Zoning Administrator case:

Administrative amendments are also considered for those cases that are processed through the Board of Adjustment and Zoning Administrator hearings such as minor amendments to use permits for cell towers and sign packages, and minor amendments to site plans associated with improvement and infill permits. Review of these proposals will be for compliance with the intent of the Board of Adjustment, or Zoning Administrator.

Request to amend a Subdivision and Product Approval requests:

Minor amendments to subdivision designs will be considered for design elements such as entry features, wall and gate design, water features, landscaping, changes to amenity packages, and minor revisions to the lot, basin, or street system. The review will be for compliance with the subdivision regulations, zoning or design review case, zoning ordinance and all applicable City codes and policies following the guidelines stated under zoning case amendments. Product design may also be considered administratively and will be reviewed against the adopted Residential Guidelines. All sides of the product must be architecturally detailed such as: trim around all windows, except for accent windows; continuous wainscot detailing, base molding or details around the sides of product and returned to the fence or bay window projection; continuous eave trim and/or molding and continuous parapet details; all columns at roof projections to be similarly detailed and dimensional; incorporation of patios into the building mass and design with an integrally designed roof drainage system.

The City wishes to notify all applicants of certain rights the applicant has related to the issuance of a license. The City shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or code. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition. Unless specifically authorized, the City shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable, however this does not prohibit municipal flexibility to issue licenses or adopt ordinances or codes. The City shall not request or initiate discussions with a person about waiving that person's rights provided to them under Arizona Revised Statutes Title 9, Chapter 7, Article 4. The requirements of A.R.S. § 9-843 may be enforced in a private civil action and relief may be awarded against the City and the court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in such an action against a municipality. A City employee may not intentionally or knowingly violate A.R.S. § 9-843 and a violation of the statute is cause for disciplinary action or dismissal pursuant to City policy. The requirements of A.R.S. § 9-834 do not abrogate the immunity provided to the City or its employees by A.R.S. § 12-820.01 or § 12-820.02.



Administrative Review Request Application Form

Property Owner:

Name

Address (Street, City, State, Zip Code)

Phone Number

Fax Number

E-mail

Signature

Applicant:

Name

Address (Street, City, State, Zip Code)

Phone Number

Fax Number

E-mail

Signature

Registration Number (required for professional registrants)

Address of Site: _____ **APN:** _____

Presubmittal Date: _____ **Presubmittal Case Number:** _____

Type of Administrative Request (See Guidelines - Administrative Review Requests and Attached Supplemental)

Zoning Case:

- | | |
|--|---|
| <input type="checkbox"/> Site Plan Change | <input type="checkbox"/> Land Use Change |
| <input type="checkbox"/> Modification to PAD | <input type="checkbox"/> Lot Yield Change |
| <input type="checkbox"/> Change to Footprint or Orientation of Building(s) | <input type="checkbox"/> Change to Density – Dwellings / Net Acre |
| <input type="checkbox"/> Change to Height of Building(s) or Stories | <input type="checkbox"/> Other _____ |

Design Review Board Case (must be sealed by registrant):

- | | |
|---|--|
| <input type="checkbox"/> Change to Color(s) | <input type="checkbox"/> Change of Landscape Design |
| <input type="checkbox"/> Change to Material(s) | <input type="checkbox"/> Change to Plant Palette |
| <input type="checkbox"/> Change of Texture(s) | <input type="checkbox"/> Change of Design or Sign Guidelines |
| <input type="checkbox"/> Change to Building(s) Elevation(s) | <input type="checkbox"/> Other _____ |

Board of Adjustment / Zoning Administrator Case:

- | | |
|--|--|
| <input type="checkbox"/> Addition to, or modification of Cell Tower(s) | <input type="checkbox"/> Amendment of Substantial Conformance Improvement Permit |
| <input type="checkbox"/> Addition to, or modification of Sign Plan | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Amendment of Development Incentive Permit | |

Subdivision Case:

- | | |
|--|---|
| <input type="checkbox"/> Amendment to lot layout / street system | <input type="checkbox"/> Change to Wall Design or Entry Feature |
| <input type="checkbox"/> Addition to, or modification of amenity package | <input type="checkbox"/> Other _____ |

Desert Uplands Development Standards:

- Native Plant Preservation Plan (NPPP)

Product Approval:

- New Detached Product Total Number Models: _____ Total Number Elevations: _____
- New Attached Product Total Number Models/Buildings: _____ Total Number Elevations per Building: _____
- Amendment / Addition to Approved Product
- Other _____

For Dept Use Only:

PLN#:	PreSubmittal Case:	PHO/Zoning Case(s):	Subdivision Name:
Route to PPRT: Yes <input type="checkbox"/> No <input type="checkbox"/> Returned to Planning: _____	Design Review Case(s):	BA/ZA Cases:	Product File Name:
Submittal date:	Response Date(s):	Subsequent Submittal Date(s):	Decision and Date:

**Project Data
 Application Checklist**

Project Data

APN:	Street Address:		Subdivision Name:	
Existing Zoning District(s)	Current Land Use(s)		Proposed Use(s)	
Parcel Size (s.f. & acres)	Building Area (s.f.) (G.F.A)		Bldg. Coverage (%)	
Parking Required	Parking Provided	Building Height	Landscape Area (% coverage)	Landscape Coverage (% of total site area)
For Product Approval: Number of Models				
For Product Approval: Number of Elevations				
For Product Approval: List of Options				

Application Requirements

Application Package:

- Original Signatures
- Application fee: \$673.92
- Assigned address and APN Number(s)
- Letter addressed to Planning Director outlining requested change(s)

Project Narrative

Site Plan:

- Existing and proposed zoning on site and on all adjacent parcels and land use
- Site acreage: gross and net
- Legal description (separate attachment if lengthy)
- **Project Information:**
 - Dimensions and bearings at the perimeter of the site
 - Adjacent lot lines or parcel lines
 - Dimension off site public and private streets
 - Existing and proposed right-of-way improvements (curb, gutter, sidewalk, driveways, bus shelters)
 - Phased developments: Show phase lines and calculate all data by phase/total. All perimeter improvements to be completed in the 1st phase
 - All existing and proposed easements/rights of way
 - Lot coverage calculations
 - Building square footage (each building)
 - Floor Area ratios
 - Building setbacks
 - Number of residential units
 - Density calculations
 - Retention areas
 - Title Block – with Architect, Developer, address, date of drawing and revision date
 - Date of drawings and revision dates
- **Structures:**
 - Describe existing and proposed uses of all buildings/outdoor areas
 - All building dimensions. Show setback dimensions to all existing and proposed property lines and between buildings.
 - Proposed building entrances/exits and accessible routes to the public sidewalk, adjacent buildings, bus stops and parking areas.
 - Proposed building overhangs/canopies
 - Proposed building structure heights (stories/feet)
 - Location of services areas and dimension to the property line
 - Location of ground mounted mechanical units

Site Plan (Continued):

- **Site Features/Amenities:**
 - Significant natural features (rock formations, washes, vegetation)
 - Proposed walls, retaining walls, fences, berming and retention areas
 - Location and height of lighting and fixture detail
 - Photometric plan showing light contours, foot-candles
 - Sections showing onsite/adjacent grades on perimeter boundaries
 - Location of canal and canal banks
 - Employee gathering areas

• **Circulation/Parking:**

- Driveway locations and widths
- Driveway throat depths
- Traffic visibility triangles
- Proposed safety curbing, surface materials
- Existing and proposed parking (show calculations)
- Number of parking spaces provided/required including accessible spaces
- Dimensions of typical parking stalls, accessible stalls maneuvering area, parking islands
- Typical angle of proposed parking if less than 90 degrees
- Covered parking locations

Preliminary Grading and Drainage:

- Existing retention basins
- Grades on adjacent properties/top of curb
- Proposed site grading with spot elevations, flow arrows and finished floor elevations
- Location and height of all retaining walls
- Proposed slopes and heights of berming and retention areas
- Retention areas with depth and capacity
- Volume Calculations showing compliance with City standards and 100 year storm of 2 hours duration
- Cross-section at edge of site if slopes exceed 5%
- Cross section through retaining walls and basins

Building Elevations/Sections:

- Changed building elevations (four sides/each building)
- Show primary materials, colors and textures
- 24" x 36" colored print of changed exterior elevations coordinated with color/material board

Color/material Board:

- Proposed building materials and colors mounted on an 8½" x 11" sheet. Larger displays may be submitted in addition to the 8 ½ " x 11" sheet must be provided for our records
- Provide actual paint chips
- Brochure or accurate color reproductions of building materials such as masonry and roof tiles.

Landscape Plan:

- General landscape areas
- Location of amenities, open space, recreation facilities, screen walls, entry features
- Proposed water features and landscaping materials: trees, shrubs, ground cover and accents and note size of plant materials
- Method of dust control for future phases
- Landscape palette
- Landscape table
- Temporary Landscaping buffer along the edge of future / phased development.

Building / Site Signage:

- Elevations and plan showing locations of proposed attached signage
- Describe proposed signage materials, color, method of attachment(s) and method of illumination
- Dimensioned elevations of monuments signs – all sides
- Locations of detached / monument sign(s) on dimensioned site plan
- Sign visibility triangle on dimensioned site plan
- Calculation of sign area and sign height per Zoning Ordinance regulations
- Materials, colors used in base of monument sign(s)

Photographs:

- Photographs of the existing buildings.
- Description of all proposed exterior work

Cell Tower

- Dimensional elevation showing location of existing and proposed equipment
- Colors, materials, textures

Product Approval:

- Project narrative explaining location, numbers of models, numbers of elevations per model, all options
- A list of plan numbers, and all options that affect the elevations and/or footprints. (Please note: The plan numbers you assign your product will be noted in your approval letter from the Planning Division and should not be changed before or during the Building Safety Division submittal and review process)
- Plot Plans for typical lot size(s) in the subdivision (show all optional patio covers, encroachments, building footprint options, A/C pads, gas meter and basement window well locations);
- All options identified with attached exhibits of elevations
- Elevations for all Product, all sides with materials, colors, textures identified, all proposed detailing, roof vents, optional patio covers, and all front elevation options.
- If applicable, identify subdivision(s) where product is currently built, including the corresponding plan number.
- Dimensioned floor plan with all stories, all options
- Pop-outs or similar trim around all windows, except for architectural accent windows (examples include recessed windows within building mass and window shapes which accentuate / complement the architecture)
- Continued wainscot detailing, base molding or pop-outs around sides of the buildings at least to the fence return, or, provide architecturally defined ending point to those details
- Continued eave trim and/or molding and parapet details around the entire building.
- Columns at roof projections all similarly detailed and proportioned
- Patios incorporated into the building mass by projecting or continuing the roof trusses or other architectural feature/massing (shed roof patio covers are not permitted).
- Parapets to have integrally designed roof drainage system or architectural styling and details such as scuppers that are consistent with overall design theme.
- Roof Plan

Native Plant Preservation Plan (NPPP) Approval:

- Plant inventory prepared by a licensed salvage contractor or landscape architect indicating the following:
 - a. Plant tag number, plant type and size in caliper inches, except cacti (i.e. Saguaros, barrel cactus, etc) in feet height
 - b. Plant salvagability and whether the plant will remain in place, be removed to another location, or be destroyed
 - c. Inventory summary by plant type; and, total number of plants salvaged, destroyed and to remain in place
- Provide one full size (24"x36") and two half-size (11"x17") copies of each of the following:
 - a. Site Plan aerial (orthographic photo) with plat overlay, indicating the location of each plant by tag number per the plant inventory.
 - b. Landscape and Revegetation Plan duly sealed and signed by a registered landscape architect indicating the following:
 - c. Preliminary Grading Plan with plat overlay showing existing and proposed grading
- Special Inspection Certificate completed
- Letter of Authorization from the developer identifying the contractor, and verifying all planting on the site will comply with the approved NPPP.
- Copy of the completed Notice of Intent to Clear Land notifying the Arizona Department of Agriculture of the intent to clear land/destroy protected plant materials