



CITY OF COOLIDGE

MAJOR & MINOR SITE PLAN APPLICATION

MAJOR SITE PLAN _____

MINOR SITE PLAN _____

Case No _____

Date Filed _____

Filing Fee _____

Received by _____

Approved/Denied _____

OFFICE USE ONLY

◆ LOCATION OF PROPERTY:

Project Name: _____

Address: _____

Parcel Number: _____ Present Zoning: _____

◆ APPLICANT INFORMATION:

Applicant Name: _____ Phone number: _____

Applicant Address: _____

◆ OWNER INFORMATION:

Property Owner: _____ Phone number: _____
(If other than applicant)

Owner Address: _____

◆ **INSTRUCTIONS FOR FILING:**

A Major Site Plan is one that involves one or more of the following:

1. Four (4) or more dwelling units in a multiple structure or structures.
2. Fifteen-thousand (15,000) or more square feet of office space, retail commercial space, service commercial space, or industrial space;
3. One (1) or more new buildings on one (1) vacant site for office use, retail commercial use, service commercial use, or industrial use;
4. Twenty-thousand (20,000) or more square feet of exterior storage of materials or goods;
5. Parking for more than eighty (80) or more motor vehicles.

Any other site plan (except for a Planned Area Development) is considered a Minor Site Plan. Any Planned Area Development shall be reviewed according to the regulations of Section 1905. Minor site plans shall be reviewed through the building permit application process. Conditional Uses as set forth in the Zoning Code shall be processed under the Major Site Plan procedure.

◆ **SUBMITTAL REQUIREMENTS:**

The following items must be submitted with the application at the time of filing in order for the request to be complete. **All completed applications must be filed forty-five (45) days prior to the Planning and Zoning meeting with no exceptions.** An incomplete application will not be scheduled for hearing and will be returned to the applicant.

_____ Filing Fee

_____ 3 hard copies of the Site Plan + 1 digital copy

A Building Permit for your protection cannot be issued until the Site Plan has been approved. At your option, you may submit construction plans to the Building Inspection Department to help expedite your receiving a Building Permit. Following approval of a Site Plan, the applicant shall submit one (1) hard copy and one (1) digital copy of the approved Site Plan (showing all revisions, if any) to be filed with the Zoning Administrator.

◆ **GENERAL INFORMATION ON SITE PLAN:**

1. Name of project/development;
2. Location of project/development by street address;
3. Location map, including area within one half (1/2) mile of site;
4. Name and mailing address of developer/owner;
5. Name and mailing address of engineer/architect;
6. Date of plan preparation;
7. North point indicator;
8. Scale of not less than one (1) inch to one-hundred (100) feet.

◆ **SITE PLAN DATA:**

1. Boundary line of property with dimensions;
2. Topographical contours at a minimum interval of two (2) feet;
3. Adjacent streets and street right-of-ways to a distance of one-hundred-fifty (150) feet; except for sites adjacent to major arterial streets, where the distance shall be two-hundred (200) feet;
4. On-site streets and rights-of-way;
5. Ingress and egress points;
6. Traffic flow, on site;
7. Traffic flow, off site;
8. Utilities and utility right-of-way easements:
 - a. Electric;
 - b. Natural gas;
 - c. Telephone;
 - d. Water;
 - e. Sewer (sanitary and storm);
 - f. Cable television.
9. Buildings and structures;
10. Parking facilities;
11. Water bodies;
12. Surface water holding ponds and drainage ditches;
13. Surface water drainage arrows;
14. Significant rock outcropping;
15. Sidewalks, walkways, driveways, bikeways, loading areas and docks;
16. Provision for handicapped accessibility, including but not limited to: wheelchair ramps, parking spaces, hand rails and curb openings, in accordance with Arizona Revised Statutes (ARS) 34-404 through 34-439;
17. Fences and walls;
18. Exterior signs;
19. Exterior refuse;
20. Exterior lighting;
21. Landscaping (detailed plan showing planting, equipment, etc.):
 - a. Botanical and common names of vegetation to be used;
 - b. Size of planting at time of planting and at maturity;
 - c. Area to be irrigated.
22. Number of employees and non-employee parking spaces, existing and proposed;
23. Site statistics including percent of site coverage (building and parking), dwelling unit density, percent Park or open space.

◆ **BUILDING DATA**

1. Height above mean sea level of the lowest floor when the structure is proposed to be located in a floodway or floodplain area;
2. Gross square footage of existing and proposed structures;
3. Front, rear and side elevations, with a descriptions of exterior materials to be used.

◆ **PERMIT DATA**

1. A listing of all required federal, state and city permits and status of applications;
2. Certificate of one-hundred-year (100) assured water supply;
3. Certificate showing compliance with minimum County and State water quality standards.

◆ **FLOODPLAIN DATA**

If the site is located in a Floodplain or Floodway Overlay Zone, the following information shall also be submitted:

1. Elevation in relation to mean sea level of the lowest floor (including basement) of all structures;
2. Elevation in relation to mean sea level to which any has been, or will be, flood proofed;
3. Certification by a registered professional engineer or architect, licensed in the State of Arizona, that the flood hazard reduction methods for any structure meet the criteria in Section 901 and Section 902 of the Zoning Code;
4. Description of the extent to which any watercourse will be altered or relocated as a result of the proposed development.

◆ **ACKNOWLEDGMENT:**

I acknowledge that the information I have given on this application and the accompanying site plan to be true and accurate.

Signature of Petitioner

Signature of Property Owner *(If other than petitioner)*