



City of Peoria
Planning & Community Development Department

SITE PLAN & SITE PLAN AMENDMENT APPLICATION & PROCESS GUIDE

This document can be found online at www.peoriaaz.gov/planning
Click on the *Process Guides, Applications, and Fees* link

SITE PLAN/SITE PLAN AMENDMENT PROCESS

STEP 1: Pre-Application Meeting & Application Submittal

PRE-APPLICATION CONFERENCE (Optional)

SUBMIT APPLICATION MATERIALS

STAFF REVIEW FOR ADMINISTRATIVE COMPLETENESS

- Accept or Reject application
- 15 days to complete this review

15 DAYS

STEP 2: Staff Review & Application Revision

APPLICATION ROUTED FOR REVIEW

- Public notification given
- Review comments sent to applicant

APPLICANT REVISES APPLICATION

- Revised materials resubmitted to City
- Application routed for second review
- Staff may take the following actions:
 - Approve
 - Deny
 - Contact applicant to negotiate another review

STAFF 'SIGN OFF' / SUBSTANTIVE COMPLETENESS

- Published process timeframe 120 days of staff time
- Policy to maintain timeframe of 3-4 weeks per review

120 DAYS

IF APPEALED WITHIN 10 CALENDAR DAYS OF NOTICE OF DECISION, PLANNING AND ZONING COMMISSION HEARING REQUIRED

APPEALS OF EXACTIONS OR DEDICATIONS MUST BE FILED WITH THE DEPARTMENT WITHIN 10 DAYS OF NOTICE OF DECISION AND WILL BE HEARD BY THE LAND USE HEARING OFFICER.

STEP 3: (IF APPEALED) Public Hearing

IF DECISION OR STIPULATION(S) IS APPEALED

STAFF PREPARES APPLICATION FOR HEARING

- Place ad in local newspaper and prepare staff report
- Direct applicant to post subject property

PLANNING AND ZONING COMMISSION MEETING

- Approve or Approve with modifications
- Deny
- Planning and Zoning Commission decision shall be final



IF EXACTION OR DEDICATION IS APPEALED

STAFF PREPARES APPLICATION FOR HEARING

- Place ad in local newspaper and prepare staff report
- Direct applicant to post subject property

LAND USE HEARING OFFICER MEETING

- Approve or Approve with modifications
- Deny
- Land Use Hearing Officer's decision shall be final



EXTENSION OF APPROVED SITE PLAN

Applicant must obtain necessary Building and/or construction permits within 18 months of site plan approval, or the site plan shall expire.

PRIOR TO EXPIRATION:

Applicant submits written request for an extension to the Planning Manager

The Planning Manager may take the following actions:

- Authorize a one-time six (6) month extension
- Deny the extension request

14 DAYS

SITE PLAN PREPARATION

The following information is provided to aid in the preparation on the site plan for review. This information is separated into disciplines and is general in nature. Refer to the Site Plan Checklist in this packet for submittal requirements.

Site Plan Preparation

A. Planning Requirements

Reference: Peoria Zoning Ordinance and Design Review Manual

Contact the Planning Division for additional information and specific details at (623) 773-7200.

1. Setbacks: All structures shall be located to conform to the setbacks required by the zoning district in which the project is to be developed.
2. Signs: If signs are shown, a note shall be included to read "All signs by separate permit. Signs depicted on this plan are for informational purposes only". All signs shall conform to the location and area requirements of the Peoria sign code Article 14-34.
3. Screen walls: Section 14-3-4 and 14-3-5: are required for non-residential uses abutting residential uses or districts. Outdoor storage areas in the commercial and industrial districts are required to be screened per the Zoning Ordinance. A minimum three (3) foot screen wall, berm, or combination thereof is required to screen off-street parking areas (undulate as required).
4. Traffic access, parking and loading areas: Provide the number of parking and loading spaces and traffic access standards as required by Article 14-23. Include height and location of parking lights.
5. Landscape Requirements: The standards for on-site and street landscaping are contained in Article 14-35 of the Peoria Zoning Ordinance.
6. Hillside Development Requirements (if applicable): The requirements for developments located on hillside lots are contained in Article 14-22A.
7. If the subject site is north of Pinnacle Peak Rd., a Master Conservation Plan (for sites smaller than 10 gross acres) or a Desert Lands Conservation Report (for sites larger than 10 gross acres) will be required. Refer to Article 14-22B of the Zoning Ordinance for more information.
8. Site and architectural design: Requirements for non-residential developments are contained in Chapter 2 and Chapter 5 of the Design Review Manual.

B. Engineering

Reference: MAG Standards & Maricopa County Flood Control Drainage Study.

Contact the Site Development Division for additional information and specific details at (623) 773-7210.

1. Grading and drainage:
 - The site plan shall show 2-foot contours, FEMA floodplains, retention basins (including cross-sections), retention basin overflow locations, and site outfall location.
 - Submit a Preliminary Drainage Report with the site plan addressing all off-site flows onto the site, retention required, retention provided, and floodplain determination
 - All sites are required to retain the 100-year 2-hour storm on site
 - Refer to the Maricopa County Flood Control District Uniform Drainage Standards. Site drainage shall not be allowed to drain onto adjacent sites except as provided for by designated drainage easements.
 - No retention is allowed in Right-of-Way's (ROW) or Public Utility Easements (PUE).
 - Maximum retention depth 3' unless protected.
 - Basins must drain within 36 hours or drywells will be required.
 - All slopes adjacent to a public ROW shall be 6:1 minimum.
 - Drywells must be registered with the Arizona Department of Environmental Quality.
 - A grading permit will be required for on-site grading.
 - Show cut/fill quantities on Grading Plan.
 - Finish floors must be a minimum of 14" above lot outfall and 12" above 100-year flood plain elevation.
 - See Infrastructure Guide for further construction requirements in the flood plain.
2. Site Utilities:
 - The site plan shall indicate all existing and proposed water and sewer lines (including the size of the lines) and the associated easements.

- Water service and fire lines on site shall have backflow prevention facilities.
3. Street Improvements: The following improvements are required of proposed streets and alleys adjacent to or within the development
 - The site plan shall indicate all existing and proposed right-of-way and easement dedications (8' PUE is required outside of all ROW) (30' Triangular ROW chamfer at all intersections.)
 - The site plan shall show all existing and proposed half street improvements including cross-sections with lane dimensions and sidewalk dimensions.
 - Streetlights are required on all streets adjacent and interior to the project at an approximate spacing of 150 feet.
 - Bus bays are required at locations identified by the City of Peoria.
 4. Ingress and Egress points (driveways).
 - Site plans shall show all driveways on site and all driveways within 200-feet of the subject property.
 - Site plans shall show the following items at all driveways: sight distance triangles, throat length, width, and proposed or existing gates.
 5. Refuse Enclosures
 - The site plan shall indicate the location of all refuse enclosures (per Peoria Detail PE-146-1, 2, 3, 4).
 - Commercial projects are required to have one trash enclosure for every 20,000 square feet of building area.
 - Apartment complexes shall have 1 trash enclosure for every 24 units.
 - Refer to article 14-3-2 (E) of Peoria's Zoning Ordinance for additional information.
 6. Fences and Walls
 - All walls and retaining walls shall be clearly indicated on the site plan. All wall heights shall be clearly shown by dimensions or cross-sections.
 7. Off-site improvements: All off-site construction requires a permit. Plans should show location and size of all new facilities, as well as any proposed street cuts.
 8. All construction abutting ADOT, Maricopa County or other municipality right-of-way requires that agency's approval. A permit may be required from that agency as well.
 9. Buy-in and assessment charges should be paid at the time a permit is issued. It is the responsibility of the developer to request the City for any charges that may be due.
 10. A campus plan may be required upon site plan submittal as determined by the Engineering Department during pre-application review.
 - a. Campus Plan Requirements
 - Show all proposed lots
 - Show water and sewer service for all lots, this may require a public sewer line or a looped public water line through all proposed lots. The City tries to minimize the number of taps in the streets.
 - Show all existing and proposed driveway locations, each proposed lot must have a planned access to a City ROW.
 - Show any proposed common areas or common facilities such as driveways, retention areas, or shared parking.
 - Show all proposed ROW and/or easement dedications.
 - Show required street improvements.
 - Show proposed phasing of improvements. Each lot will need to install enough infrastructure facilities such that it will function without any other lot being developed.
 - b. Phasing Plan Requirements
 - Phasing Map.
A map of the entire proposed site shall be submitted containing all information included on the preliminary site plan.
 - Phasing Description.
Describe each phase with specific identification of the following.
 - 1) All lots, tracts, easements, common areas and other land within each phase.
 - 2) All streets within each phase.
 - 3) All utilities, including water, sewer and drainage within each phase.
 - 4) A description of schedule and sequencing of the proposed phases and how significant delays in completion of the public improvements will be mitigated.

- 5) Each phase will need to provide sufficient parking spaces to support the code requirements for specific users.

C. Building and Safety Requirements

1. All buildings and structures shall conform to the applicable building codes for locational, area, occupancy and separation requirements.
2. All buildings are required to have an approved fire sprinkler system including backflow prevention.
3. Contact the Building Development Division for additional information and specific details at (623) 773-7225.
4. Handicapped facilities shall be in accordance with Build Code regulations and the Americans with Disabilities Act (ADA). The applicant/owner is responsible for the project being in compliance to ADA requirements.

D. Fire Requirements:

1. Refer to Fire Department guidelines available at the Building Development Division for specific requirements and current checklist of items, which must be addressed during the plan review process. Contact the Fire Department for additional information and specific details at (623) 773-7279.
2. All buildings and structures shall conform to the International Fire Code, 2003 Edition, (IFC), City of Peoria Amendments to the IFC and nationally recognized Codes and Standards.
3. The following information must appear on the plans to evaluate fire flows and Fire Apparatus Access.
 - a. Provide the square footage for each structure.
 - b. Provide the construction type for each structure.
 - c. Provide a dimensioned elevation plan to show the height of each structure.
4. Fire Hydrants:
 - a. Fire Hydrants and Fire Department Connections Clearances: Maintain a minimum 3 foot clear space around Fire Hydrants and Fire Department Connection and DO NOT plant trees or bushes that will encroach upon the clear space when mature. Provide a note on the landscaping plan identifying this requirement. Fire Hydrants and Fire Department Connections locations shall be approved by the Fire Department, Fire Prevention Division.
 - b. Required Fire Department Connections will be mounted on the street side of the building or nearest point of Fire Department vehicle access. The Fire Department Connection shall not be more than 100 feet from a fire hydrant.
 - c. Show all Fire Department Connections on the plans.
 - d. Fire hydrants located at commercial sites shall be no more than 300 feet apart. Additional fire hydrants may be required per Tables B105.1 and C105.1 of the IFC (2003).
 - e. Fire hydrants are required along fire apparatus access roads and adjacent public streets. Note any existing fire hydrants on the plans, otherwise fire hydrants are required to be added on the property frontage.
 - f. Show all fire hydrants on the plans.
5. Fire lanes shall be designated by the Fire Chief. The curb in front of the protected structure shall be posted with signs readable from either direction of travel and vertically installed at points not more than eighty (80) feet on center or be painted red and marked FIRE LANE in four (4) inch white block letters spaced 80 feet on center.
 - a. Show all fire lanes on the plans.
6. Key boxes are to be installed on all sides of a structure where there are access doors. A full set of keys to open all areas inside and outside the structure, to include the fire alarm panel, shall be placed inside the key box. Key boxes are to be located no higher than 60 inches above finished grade.
 - a. Provide a note on the plans that show this requirement.
7. Fire Apparatus Access Roads:
 - a. Fire Apparatus Access Roads shall be designed and maintained to support the imposed loads of fire apparatus and shall be provided with a surface so as to provide all weather driving capabilities. The minimum design standard for Fire Apparatus Access Roads shall additionally require that the road be constructed to a 20-foot width with a vehicle height clearance of not less than 13 feet 6 inches. The Fire Apparatus Access Road shall be constructed in a manner satisfactory to the Fire Chief. Provide a WB50 Template overlay on the plans to show the Fire Apparatus can negotiate the site.
 - b. The minimum width of a Fire Apparatus Access Road at a fire hydrant is 26 feet. Dimension the Fire Apparatus Access Roads on the plans to show meeting this dimension requirement.

- c. Turnarounds: All dead-end Fire Apparatus Access Roads in excess of 150 feet in length shall be provided with approved provisions for the turning around of fire apparatus. For all Fire Apparatus Access Roads, the turnaround shall be either an approved Hammerhead or Cul-De-Sac and meet the WB50 requirements as approved by the Fire Chief.
 - d. Fire Apparatus Access roads must extend to within 150 feet of all portions of the structure.
 - e. Sites that exceed a total of 124,000 square feet of structures are required to have a minimum of two separate Fire Apparatus Access Roads. These two accesses are to be placed a distance apart equal to not less than one half of the length of the maximum overall diagonal dimension of the property.
 - f. The maximum grade for a Fire Apparatus Access Road is 10%.
 - g. Structures that exceed 30 feet in height are required to have at least three (3) means of Fire Apparatus Access for each structure.
 - h. For structures that exceed 30 feet in height the minimum width of the Fire Apparatus Access Roads is 26 feet.
 - i. For structures that exceed 30 feet in height at least one of the required Fire Apparatus Access Roads shall be located within a minimum of 15 feet and a maximum of 30 feet and shall be positioned parallel to one entire side of the building.
 - j. Provide the following statement on the site plan. "Fire Apparatus Access Roads shall be maintained at all times during construction of this project. The minimum standards shall comply with sections 503.1 and 503.2 of the International Fire Code with City of Peoria Amendments". Per section 503.3 provide a sign at the entrance to the property during construction. This sign shall be 48" x 48" with RED lettering on a WHITE background stating: **FIRE ACCESS ROAD - NO PARKING (job address)**
8. Access Gates:
- a. Information and scaled plans shall be submitted to the Fire Department for a permit for any gate(s) that obstruct a Fire Apparatus Access Road.
 - b. All gates limiting access will be required to provide emergency access controls for Fire Department entry.
 - c. The gates shall be designed so that the access roadway or turning radius (WB-50) shall not be obstructed by the operation of the gate. Minimum set back from the public streets shall be a distance determined by the City Engineer and allow the emergency vehicle the ability to safely operate the lock box or panel. Turning radius from the public street shall be WB-50.
 - d. Clear width of the roadway shall be a minimum of twenty (20) feet clear width on all entrances. Exit roadways shall be a minimum of sixteen (16) feet clear width or larger on all exits. Unless otherwise approved by the Fire Department.
 - e. Sub-divisions may have a divided entrance and exit gates. The entrance side shall have a clearance of twenty (20) feet clear width, the exit side sixteen (16) feet clear width.
 - f. Access controls shall be exterior to the gate and located for activation by the vehicle operator without dismounting from the vehicle. The height of the lock box/control panel shall be sixty-six (66) inches, measured from the finished grade line of the street.
 - g. The lock box, padlock or key switch, must be an approved model utilized by the Peoria Fire Department. Lock Box Authorized Forms may be picked up at the City of Peoria Fire Prevention, Monday through Friday 8:00 am to 9:00 am.
 - h. Traffic preemption opening device shall be on all motorized gates. Opticom, 3M, Model 722 receiver (no coding model) or compatible shall be used.
 - i. Gates must fully open within fifteen (15) seconds of activation and remain in the open position until closed by operation of the electrical control device.
 - j. The control pedestal must be identified with minimum six (6) inch by ten (10) inch sign with red letters on a white background. This sign must be securely fastened to the pedestal and legible for the approaching vehicle. EMERGENCY FIRE DEPARTMENT ACCESS.
 - k. Battery back-up for all motorized gates is required, unless the gate fail safe (open) in the event of a power failure.
 - l. Secondary "Exit Only" gates shall be set up for Fire Department emergency access. Exit only gates, which are not motorized, shall be installed per City of Peoria Fire Department standard detail. Details are available at the City of Peoria Fire Prevention. Exit only gates shall have a minimum clearance of twenty (20) feet clear width and be posted with a sign that states "Caution Gate Opens Out". The ground shall be painted with a yellow strip showing the depth of the gate swing.
 - m. Operation at the gate shall be by pre-emption device and key switch.
8. Campus Plan – Multi Family Residences:

- a. The main entrance used for emergency responding personnel shall have a campus plan showing a graphical representation of the complex. The plan shall include building locations, fire lanes, building numbers and unit numbers or addresses for each building readable from the drive without the emergency personnel dismounting the vehicle. This plan is to be approved by the Fire Department.
- b. Provide a note on the plans that shows this requirement.
- c. Indicate the location on the site plan for the Campus Plan.

After Site Plan Approval

Other Requirements

All commercial and industrial uses are required to submit a "Wastewater Discharge Survey" form from the Public Services Department prior to the issuance of building permits.

Construction Documents

Once the site plan has been approved, the construction documents for the site improvements including engineering, building and landscape plans may be submitted for review. The construction documents shall be in conformance with the approved site plan. Engineering plans shall be submitted separately to the Engineering Department. Civil plans submitted to the Building Safety Department will not be reviewed.

Permits & Inspection

Permits are issued upon approval of the construction documents. A Building Permit shall not be issued until all Engineering and Landscaping plans are reviewed and approved (a Grading & Drainage permit must also be obtained prior to issuance of a Building permit). Prior to a certificate of occupancy being issued for the project, the Development Plans Reviewer will perform an inspection of the site for conformance to the approved site plan. This inspection may be scheduled when site development has been completed.

Fees

Refer to the ***Planning Fee Schedule*** for Site Plan or Site Plan Amendment fees and Noticing Fees (Available online at: <http://www.peoriaaz.gov/planning>).

Refer to the ***Engineering Fee Schedule*** for TIA's and Master Drainage Reports (Available online at: <http://www.peoriaaz.com/engineering/Docs/EngFeeSchedule.pdf>).

NON-RESIDENTIAL AND MULTI-FAMILY SITE PLAN PLANTING DATA SHEET

(To be completed and provided on face of Landscape Plan)

LANDSCAPE AREAS

	<u>Required</u>	<u>Provided</u>
A. <u>On-Site Landscape Areas [14-35-4.A.1]</u>		
1. Overall On-Site	_____ sq. ft	_____ sq. ft
•Industrial: 10% of Net Site Area**		
•Multi-Family: 20% of Net Site Area**		
•Commercial/Other Non-Residential: 20% of Net Site Area**		
(** Net out land use buffer & school playfields, if applicable [C])		
B. <u>Street Frontage Buffer [14-35-4.A.2]</u>		
1. Commercial / Multi-Family: 15' wide strip (on-site) along street frontage	_____ lin.ft.	_____ lin.ft.
2. Schools: 15' wide strip (on-site) along <u>arterial</u> street frontage / 10' others	_____ lin.ft.	_____ lin.ft.
3. Industrial: 10' wide strip (on-site) along street frontage	_____ lin.ft.	_____ lin.ft.
C. <u>Land Use Buffer [14-35-4.A.3]</u>		
1. O-I/C-I Districts abutting all residential districts: 20' wide	_____ sq. ft	_____ sq. ft
2. Other Non-Residential Districts abutting all residential districts: 30' wide	_____ sq. ft	_____ sq. ft
3. Multi-Family Districts abutting single-family districts: 20' wide	_____ sq. ft	_____ sq. ft

PLANT QUANTITIES

	<u>Required</u>	<u>Provided</u>
<u>On-Site Landscape Areas [14-35-4.A.1.a]</u>		
<i>Multi-Family and Non-Residential</i>		
D. Trees: 1 per 400 sq. ft. of req. landscaping (see A.1)	_____ trees	_____ trees
E. Shrubs: 5 per 400 sq. ft. of req. landscaping (see A.1)	_____ shrubs	_____ shrubs
<i>Schools</i>		
F. Trees: 1 per 800 sq. ft. of req. landscaping (see A.1)	_____ trees	_____ trees
G. Shrubs: 1 per 800 sq. ft. of req. landscaping (see A.1)	_____ shrubs	_____ shrubs
<u>Street Frontage Buffer Plantings [14-35-4.A.2]</u>		
H. Trees: 1 per 25 lin.ft. of street frontage ⁵	_____ trees	_____ trees
I. Shrubs: 5 per 25 lin.ft. of street frontage ⁵	_____ shrubs	_____ shrubs
<u>Land Use Buffer Plantings [14-35-4.A.3]</u>		
J. Trees: 3 per 1,000 sq.ft. of required buffer area (24" box min.)	_____ trees	_____ trees
K. Shrubs: 5 per 1,000 sq.ft. of required buffer area (5 gallon min.)	_____ shrubs	_____ shrubs

TOTALS

	<u>Required</u>	<u>Provided</u>
Total Landscape Areas (A + B + C)	_____ sq. ft	_____ sq. ft
Total Trees (D + F + H + J)	_____ trees	_____ trees
Total 24" Box Trees (50% of total required trees)	_____ trees	_____ trees
Total Shrubs (E + G + I + K)	_____ shrubs	_____ shrubs

GENERAL NOTES

1. Turf (lawn) is limited to a maximum of 20% of the site area.
2. A development may substitute a 36" box or larger tree in place of a 15 gallon tree at a substitution rate of 1.5 trees for every required (15) gallon tree.
3. All landscaped areas shall be supported by an automatic irrigation system which may be spray, flood or drip system.
4. Plant materials utilized in landscaped areas in the ROW must be included on the most recent edition of the *Phoenix Active Management Area Low Water Use / Drought Tolerant Plant List*.
5. The Property Owner and/or Lessee shall be responsible to install/maintain all landscaping within the Right-of-Way (landscaping within ROW will count towards Street Frontage Buffer Planting requirements).
6. A 3 foot clear space is required around all fire suppression equipment. No plants may be installed that will encroach when mature.

Site Plan Checklist

(Minimum Requirements)

The following items shall be included on all site plans submitted for review. Plan sets shall be submitted on sheets with a maximum size of 24" x 36".

1. Name and address of development.
2. Name and address of developer/owner and engineer/architect.
3. Date of plan preparation and subsequent revision dates.
4. Vicinity map showing within ½ mile of project site.
5. North arrow and scale (written and graphic) of not less than 1"=50'.
6. Adjacent zoning districts.
7. Property boundary with full dimensions.
8. Site Data Table including the following information:
 - Parking calculations indicating total number of required and provided parking.
 - Building square footage and percent of site coverage.
 - Existing and proposed (if changing zoning) zoning of the site.
 - Relevant case numbers (zoning, site plan, etc).
 - Gross and net site area.
9. Location, identification and dimension of the following existing/proposed site elements and data:
 - a. Topographic contours at a minimum two-foot interval.
 - b. Adjacent streets and street right-of-way, including proposed improvements.
 - Include cross-section of all proposed roadway improvements or new roadways.
 - c. On-site streets and street right-of-way.
 - d. Ingress and egress points, including all driveways within 200' of the subject site.
 - All driveways to be labeled if emergency access only.
 - Site visibility triangles at all driveways.
 - Throat length at all commercial driveways (distance from pavement to first turning movement or parking stall).
 - Location of all gates, provide dimensions for stacking distance, indicate mode of operation.
 - e. Traffic flow on-site and off-site.
 - f. Utilities and utility easements for: electric, natural gas, telephone, cable TV, water and sewer (sanitary, treated effluent and storm water).
 - Size of line, location of line and easement dimensions (materials, valves, slopes and depth of coverage will be reviewed with construction documents).
 - Structures including heights, dimensions, finish floor elevations, and setbacks to property lines.
 - g. Parking facilities including bike racks.
 - h. Water bodies and holding facilities.
 - i. Surface water holding facilities including detention/retention areas, ditches and swales.
 - Show cross-sections through each basin; include side slopes and dimensions to all structures.
 - Show basin over-flow location and elevations.
 - j. Surface water drainage direction arrows.
 - k. Significant rock outcroppings or other natural features.
 - l. Sidewalks, walkways, driveways, loading areas and docks and bikeways.
 - Indicate pavement material change for walkways and entry areas.
 - m. All ground planes labeled. Include dust proofing material for future phases of development.
 - n. Fences and walls, including screen and retaining walls. Undulate as required.
 - o. Provisions for ADA accessibility.
 - p. Exterior refuse collection areas.
 - q. Exterior lighting including location and height of fixtures above grade.
 - r. Delineate any floodplain areas.
 - s. Show location of all fire hydrants and FDC's.
 - t. Show WB50 turning radius and emergency access.
 - u. Future phases of development to be grayed out.



City of Peoria

Site Plan/Site Plan Amendment Application

9875 N. 85th Ave Peoria, AZ 85345

Phone: 623-773-7601

OFFICE USE ONLY

Date	Fees	Permit #
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Please complete all information, do not leave any spaces blank. Write N/A in spaces that do not pertain to your proposal. Incomplete applications will not be processed.

SITE INFORMATION

Development/ Project Name: _____	Parcel Number(s) _____
Existing Zoning: _____	Location: _____
Gross Area (ac/sqft): _____	Address: _____
Net Area(ac/sqft): _____	City: _____ State: _____ Zip: _____

OWNER INFORMATION

Property Owner: _____	Contact Name: _____
Address: _____	Phone #: _____
City: _____ State: _____ Zip: _____	Email: _____

APPLICANT INFORMATION

All verbal and written communication regarding this application will be provided to the contact listed below. In addition, it is this individual's responsibility to relay all communications from City staff to the other members of the development team, including but not limited to application comments, staff reports, action letters, meeting times, etc.

Applicant Contact Signature: _____

Organization: _____	Phone #: _____
Contact Name: _____	Fax #: _____
Address: _____	Email: _____
City: _____ State: _____ Zip: _____	

I hereby certify that the above information and information submitted as part of the requested application is correct, and that I am authorized to file an application on said property, being either the owner of record or authorized to file on behalf of the owner. **If not owner, attach written authorization from owner.**

Owner/Authorized Applicant's Signature _____ **Date** _____