

TOWN OF PINETOP-LAKESIDE

ORDINANCE 18-409

AN ORDINANCE OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF PINETOP-LAKESIDE, ARIZONA, ADOPTING THE TOWN CODE AMENDMENTS TO CHAPTERS 17.84 – SITE PLAN AND PLOT PLAN REVIEW.

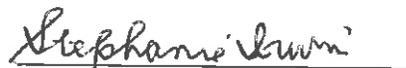
WHEREAS, the Town Council of the Town of Pinetop-Lakeside believes that amending the Town Code Chapters 17.84 Site Plan and Plot Plan Review is in the best interest of the citizens of the Town.

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE TOWN OF PINETOP-LAKESIDE, NAVAJO COUNTY, ARIZONA, as follows:

- Section 1. **Adoption.** Chapter 17.84 – Site Plan and Plot Plan Review is hereby adopted and made a part of that certain document known as the “Pinetop-Lakeside Town Code.” Three (3) copies of Chapter 17.84 – Site Plan and Plot Plan Review are on file with the Town Clerk of the Town of Pinetop-Lakeside, Arizona, which document was made a Public Record by Resolution No. 18-1446 of the Town of Pinetop-Lakeside, Arizona; and hereby referred to, adopted and made a part hereof as if fully set forth in this Ordinance.
- Section 2. **Effective Date.** This Ordinance is to be effective when publication and posting pursuant to A.R.S. § 9-812 is accomplished.
- Section 3. **Severability.** All ordinances, or parts of ordinances, adopted by the Town of Pinetop-Lakeside in conflict with the provisions of this ordinance or any part of the Town Code adopted herein by reference, are hereby repealed, effective as of the day this ordinance is effective.

PASSED AND ADOPTED by the Mayor and Town Council in an open meeting by the Town Council, Town of Pinetop-Lakeside, Arizona, this 5th day of April, 2018, to be effective upon the expiration of a thirty (30) day period following adoption and publication pursuant to A.R.S. § 9-812 is complete.

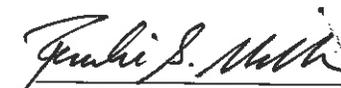
TOWN OF PINETOP-LAKESIDE


Stephanie Irwin
Mayor

APPROVED AS TO FORM:


William J. Sims, III
Town Attorney

ATTEST:


Remilie S. Miller, MMC
Town Clerk



Chapter 17.84

SITE PLAN AND PLOT PLAN REVIEW AND APPROVAL

Sections:

- [17.84.010 Purpose.](#)
- [17.84.020 Applicability.](#)
- [17.84.030 Exceptions/exemptions.](#)
- [17.84.040 Preapplication conference.](#)
- [17.84.050 Conceptual site plan submittal requirements.](#)
- [17.84.060 Site plan administrative duties.](#)
- [17.84.070 Site plan requirements.](#)
- [17.84.080 Site plan applications.](#)
- [17.84.090 Site plan review process and approval.](#)
- [17.84.100 Site plan application concurrent with zoning map amendment.](#)
- [17.84.110 Site plan alterations.](#)
- [17.84.120 Violations.](#)
- [17.84.130 Binding condition and revocation.](#)
- [17.84.140 Site plan appeals.](#)
- [17.84.150 Plot plan reviews for Single Family Residences.](#)

17.84.010 Purpose.

The intent of this chapter is to establish procedures and standards for development activities that are compatible with land uses permitted by right. The Community Development Director shall review to determine adequate location, design, configuration, operating characteristics, intensity or density, in order to assure the following:

- A. All land uses proposed should be in conformity with the surrounding land uses and the environment.
- B. Consistency with the official zoning map and General Plan.
- C. Coordination of public and private utilities and services, including traffic safety and control, access, and drainage. (Ord. 15-393 § 1 (part); Ord. 13-369 § 2 (Exh. A)(part))

17.84.020 Applicability.

- A. This chapter shall be applicable to any residential, commercial or other nonresidential development project involving less than four (4) divisions of a parcel, tract or lot, including a new building site occurring within any preexisting development.

B. No building permits or development approvals shall be granted unless all requirements are met in accordance with site plan approval, as applicable, as described herein. (Ord. 15-393 § 1 (part): Ord. 13-369 § 2 (Exh. A)(part))

17.84.030 Exceptions/exemptions.

A. One (1) single-family residence or one (1) duplex residence on a single parcel shall be exempted from the site plan process if approved pursuant to Section [17.84.150](#), Plot plan review.

B. Any proposed development which is subject to the Town Subdivision Code.

C. Paving projects are exempt from the standards herein, but shall conform to the Town grading and drainage requirements.

D. Landscaping projects are exempt from the standards herein. (Ord. 15-393 § 1 (part): Ord. 13-369 § 2 (Exh. A)(part))

17.84.040 Preapplication conference.

A pre-application conference shall be required by the Director prior to the submittal of a complete site plan application, in which case a conceptual site plan shall be provided to the Director for preliminary review. (Ord. 15-393 § 1 (part): Ord. 13-369 § 2 (Exh. A)(part))

17.84.050 Conceptual site plan submittal requirements.

A. Conceptual Site Plan. A conceptual site plan should be drawn at a scale no smaller than one hundred (100) feet to one (1) inch and should include the following:

1. Accurate lot dimensions, including lot width, length, and area calculations.
2. Parking areas accurately depicting location, size, and number.
3. Location and dimensions of all structures, including height, and area setbacks.
4. Location, type, and dimensions of proposed signage.
5. Data on any relevant existing site conditions such as physical characteristics, adjacent land uses, community facilities, and public or private utilities as required by the Director.
6. Design Information. Sufficient information regarding architectural design, building materials, landscaping, fencing and/or walls sufficient to permit the Director or Commission to provide a preliminary evaluation of the plan.
7. Location of environmentally sensitive areas, including watercourses, floodplains, wetlands, natural habitat, and major trees or major groups of trees. (Ord. 15-393 § 1 (part): Ord. 13-369 § 2 (Exh. A)(part))

17.84.060 Site plan administrative duties.

The Director shall be responsible for the overall coordination of the site plan approval process with other Town staff in accordance with this chapter. (Ord. 15-393 § 1 (part); Ord. 13-369 § 2 (Exh. A)(part))

17.84.070 Site plan requirements.

A site plan shall be required for both new construction and development and for changes or additions to existing site plans as required by Section [17.84.020](#), (Ord. 15-393 § 1 (part); Ord. 13-369 § 2 (Exh. A)(part))

17.84.080 Site plan applications.

A. Application. A completed application shall be filed with the Community Development Department on the prescribed form/format accompanied by the items set forth in subsection C of this section, and other relevant information as may be required by the Director to show enough detail of the proposed use(s) and/or building(s).

B. Application Fee. The application fee, as established by Town resolution, is required at the time of application submittal.

C. Site Plan. Plans shall be submitted to the Community Development Department: for the purposes of a staff review, six (6) copies, and for a Planning and Zoning Commission site plan review, twelve (12) copies. The following information should be included on the site plan:

1. Name of the proposed development.
2. Name(s) of the developer.
3. Survey data including boundaries of the tract, parcel, or lot shown with bearings, distances, and property corner monumentation.
4. Name of owner and/or agent, surveyor, architect, engineer and/or land planner.
5. Acreage of total site plan.
6. Acreage of streets, easements and other land usage.
7. The existing zoning classification, both on the land to be developed and on adjoining lands and Town boundary lines, if applicable.
8. Existing streets, driveways, and easements within and adjacent to site, if applicable.
9. Proposed lot lines, lot and block numbers, and approximate dimensions, if applicable.

10. Vicinity map showing relationship between development and surrounding area. A description of all uses proposed, other than single-family, in sufficient detail to indicate the effects of those uses on producing air pollution, water pollution, fire hazards, or other factors which may impact the health, safety, and welfare of the public.
11. Typical cross-sections of proposed grading, roadways, paving, and sidewalks pursuant to Town street standards.
12. A topographic data map by a registered land surveyor showing:
 - a. The location of existing and platted property lines, streets, buildings, watercourses, transmission lines, sewers, bridges, culverts, and drain pipes, water mains, city limit lines, and any public utility easements.
 - b. Wooded areas, streams, lakes, marshes, and any other physical conditions affecting the site.
 - c. Contours based on U.S. coast and geodetic datum with a contour interval of one (1) foot.
13. Utilities and Services. As required by the Subdivision Code of the Town of Pinetop-Lakeside, engineering drawings of the following applicable utility systems and improvements and letters of serviceability from the described utilities providers as indicated on the site plan. Thereafter, each phase of the development or building proposals shall be submitted to the Director, Town Engineer, applicable public and private utilities.
14. Lighting Plan. Pursuant to Section [17.104.140](#).
15. Grading and Drainage Plan. Pursuant to Chapter 15.08.
16. Parking and Unloading Facilities. As required by Sections [17.104.090](#) and [17.104.100](#).
17. Access Control, Streets and Sidewalks. Proposed streets and sidewalks to serve the development, street names, rights-of-way, pavement widths, and approximate grades pursuant to Town street design standards and access control measures.
18. Tree Protection Plan. As required by Section [17.92.040](#).
19. Walls and Fences. Shall meet characteristics set forth in Section [17.92.060](#).
20. Phasing. If the project is to be developed in phases, sufficient information to evaluate the timing and placement of all improvements. Phased projects may require the use of a development agreement.
21. Special studies or additional information may be required. (Ord. 15-393 § 1 (part); Ord. 13-369 § 2 (Exh. A)(part))

17.84.090 Site plan review process and approval.

Applications for site plan approval will be reviewed and approved according to the following procedures:

A. Site Plan Procedures for Staff Review.

1. All plans and specifications for site plan approval shall be submitted by the applicant and either accepted or denied by the Director for the review process. Applicants will receive initial notification of the status within five (5) working days of receiving any accepted application. Submittal requests satisfying the requirements of Section [17.84.080](#) will be promptly processed.
2. Written comments from other reviewing agencies and/or letters of serviceability from private or public utilities will be requested. The Director will make a final determination regarding the site plan's completeness, as well as conformity with the General Plan and these zoning regulations within fifteen (15) days.
3. If deficiencies are reported, the Director will issue a letter describing the deficiencies which require correction before final approval. If no deficiencies are reported, the site plan will be approved and notice of action will be sent to the applicant. A building permit may be issued pursuant to other Town codes.

B. Site Plan Procedures for Planning and Zoning Commission Review.

1. When the Director deems necessary the application may be submitted to the Commission. Applicants will receive prompt notification of the status of an application. Submittal requests satisfying the requirements of Section [17.84.080](#) will be promptly processed.
- 2 A Planning and Zoning Commission meeting should be promptly scheduled for either a regular or special meeting.
3. The Planning and Zoning Commission should 1. Approve 2. Approve subject to conditions, 3. Or deny the site plan. (Ord. 15-393 § 1 (part): Ord. 13-369 § 2 (Exh. A)(part))

17.84.100 Site plan application concurrent with zoning map amendment.

The application for site plan review may be in conjunction with or related to a request for a zoning map amendment. (Ord. 15-393 § 1 (part): Ord. 13-369 § 2 (Exh. A)(part))

17.84.110 Site plan alterations.

Upon the site plan being approved a notice of action being issued; the development shall be built substantially in accordance with the approved site plan. After approval, any changes to the site plan, such changes shall first be submitted to the Director. If the Director finds that there is a change or deviation from that which is shown on the approved site plan, the owner/applicant or

his successors may be required to submit the changed site plan for approval. (Ord. 15-393 § 1 (part): Ord. 13-369 § 2 (Exh. A)(part))

17.84.120 Violations.

Any deviation from the approved site plan, shall be deemed a violation of the Town Zoning Code as enforced by Chapter [17.132](#) and the Arizona Revised Statutes, Title [9](#), Chapter 4, Article 6.1, Section 9-462.05. (Ord. 15-393 § 1 (part): Ord. 13-369 § 2 (Exh. A)(part))

17.84.130 Binding condition and revocation.

A. All approved site plans shall become a binding condition on the use of land encompassed by the site plan submittal. Any conveyance of any portion of such land encompassed by the approved site plan prior to completion of construction shall notice the Director prior to conveyance (Ord. 15-393 § 1 (part): Ord. 13-369 § 2 (Exh. A)(part))

17.84.140 Site plan appeals.

Appeals shall be in writing and filed with the Town Clerk within ten (10) calendar days from the date of the Director's or Commission's action. The Board of Adjustment should consider such appeals within forty-five (45) days from the date of filing the appeal. (Ord. 15-393 § 1 (part): Ord. 13-369 § 2 (Exh. A)(part))

17.84.150 Plot plan reviews for Single Family Residences.

- A. A plot plan shall be submitted per Section [17.84.090](#).
- B. Costs of plot plan review shall be covered by building permit fees and shall not require a separate plot plan review fee.
- C. The prescribed information for plot plan review shall be filed for all development of individual lots by construction of a single-family residence and directly related uses, and shall include the following information:
1. Property delineation, lot number, recording data (if property is metes and bounds description) and a description of any easements or rights-of-way.
 2. Location of all proposed and existing buildings.
 3. Indication of all setbacks.
 4. Indicate driveway(s) and culvert location.
 5. Plan for all utilities: water, electric, fire, sanitary, telephone.
 6. Tree Plan. Per Chapter 17.96 Forest Health and Fire Protection.

7. Plot plans shall be approved by the Director without review by the Planning and Zoning Commission. Appeals of such decisions shall be heard by the Board of Adjustment.

8. An applicant may file an appeal within ten (10) calendar days of such decision to the Board of Adjustment which shall conduct the appeal in accordance with Chapter [17.120](#). (Ord. 15-393 § 1 (part); Ord. 13-369 § 2 (Exh. A)(part))