



# **TOWN OF CAREFREE**

PLANNING AND ZONING DEPARTMENT

2022

# **SITE PLAN REVIEW**

COMMERCIAL   OFFICE   RESORT   MULTI-FAMILY

## **DEVELOPMENT REVIEW MANUAL**

A DOCUMENT OUTLINING THE PROCESS AND  
PROCEDURES FOR EVALUATING SITE PLANS

# **TOWN OF CAREFREE**

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## **ABOUT THIS DOCUMENT**

This development review manual outlines the various steps in the Town's review and approval process for site plans. This document is divided into five sections:

1. Frequently asked questions and answers
2. A description of the review and approval process
3. Pre-application form and required information for complete submittal
4. Application form and required information for complete submittal
5. Fee Schedule

Applicants should review the entire document to familiarize themselves with the Town's procedures and requirements at each stage of the review and approval process. An understanding of what information is required at each stage of the review will ensure that the proposed development does not incur processing delays. It is the responsibility of the applicant to ensure that the submittal is complete.

## **FREQUENTLY ASKED QUESTIONS**

### **WHEN IS A SITE PLAN REQUIRED?**

Pursuant to the Zoning Ordinance, Article II, Section 3.03 (5), a site plan is required:

1. For all new non-residential or multiple-family construction
2. If the square footage of an existing non-residential use is increased by more than 1/3
3. If there are any amendments to an approved development plan.

### **WHY ARE THERE TWO STEPS IN EVALUATING SITE PLANS?**

In order to save the applicant time and money, site plans are evaluated in a two-step process:

1. Concept site plan
2. Final site plan

The concept site plan illustrates the general location of the buildings, drainage patterns, architectural concept, landscape theme, and pedestrian and vehicular circulation patterns.

Once the Development Review Board reviews and approves the concept site plan, the applicant may begin to prepare the design and engineering details for the final site plan. These details should include methods to mitigate the impact on natural drainage features, delineation of all building materials and details, lighting plans, detailed landscape and hardscape plans, and an architectural model of the proposed project.

This two-step process ensures that applicants agree to the big picture design and planning issues with the Development Review Board prior to commencing with costly design and engineering issues.

### **WHEN AND WHY IS AN ARCHITECTURAL MODEL REQUIRED?**

An architectural model is a requirement for final site plan review. The model helps to further define and illustrate how the proposed site improvements relate to both the site and its adjacent context. This helps both the Development Review Board and the community understand the complexities of the proposed site improvements.

The model should contain, at a minimum, landscaping, pedestrian and vehicular circulation, and architectural detailing.

## **HOW OFTEN DOES THE DEVELOPMENT REVIEW BOARD MEET AND WHO ARE THE MEMBERS OF THIS BOARD?**

The Development Review Board conducts one regular meeting per month. This meeting is typically the second Monday of each month.

The members of the Development Review Board also are the appointed members of the Planning and Zoning Commission. Each member is appointed by the Town Council and serves a term at the pleasure of the Council.

## **WHAT ARE THE GOALS OF THE DEVELOPMENT REVIEW BOARD?**

The Development Review Board was established to:

- Encourage, protect and enhance the health, safety and general welfare of the citizens of the Town of Carefree.
- Encourage, protect, and enhance the attractive appearance of the Town as defined in the Design Guidelines.
- Promote development consistent with the Town's goals to protect its unique desert environment.
- Ensure the provision of necessary utilities, services, and traffic/pedestrian circulation.

## **PROCEDURE FOR SITE PLAN REVIEW**

### **STEP #1 PROJECT APPLICATION**

The following process describes the incremental steps for all site plan applications. In order to save time and money, applicants should familiarize themselves with the process and Town standards and policies prior to commencing any design work.

1. The applicant obtains a copy of the Development Review Manual from the Town staff.
2. The applicant and development team submits a pre-application to the Planning and Zoning staff. The pre-application form is attached to this document.
3. Staff reviews the pre-application and schedules an appointment with the applicant.
4. During the pre-application meeting, staff discusses Zoning Ordinance requirements, Design Guidelines and development issues with the applicant. Requirements for the application for Site Plan Review are highlighted for the applicant. The Application Checklist for the Concept Site Plan is attached to this document.
5. The applicant prepares the application for Site Plan Review.
6. Once all application material is completed, it is submitted to the Planning and Zoning Department for the first staff review. Any discrepancies or deficiencies in the application will be outlined in a letter to the applicant within ten (10) business days. The applicant must address all issues outlined by the Zoning Administrator before moving forward in the application process. Failure to adequately address each respective issue will result in delays.
7. After the application is determined by the Zoning Administrator to be complete, the applicant schedules a Citizen Participation meeting. To hold a Citizen Participation meeting at Town Hall, the applicant should contact the Planning Assistant at

480-488-3686 to reserve the meeting room. The requirements for the Citizen Participation program are listed in the application checklist attached to this document.

8. After completion of the Citizen Participation Program, the applicant submits a report to Town Staff.
9. Town Staff will review and determine if the application process has been completed.

### **STEP #2 DEVELOPMENT REVIEW BOARD EVALUATION**

1. Your application for Site Plan Review will be scheduled for a public meeting upon completion of all submittal requirements as determined by the Zoning Administrator.
2. The Development Review Board meets once a month.
3. A staff report will be prepared and distributed to the board and the applicant, typically five (5) days prior to the meeting. This report may contain some Conditions for Approval (stipulations) which are provide for the Boar's consideration.
4. Staff will make a brief presentation at the meeting to outline how the proposed project addresses both requirements of the Zoning Ordinance and objectives of the Design Guidelines. The applicant will also have the opportunity to address the Board.
5. Public comments are welcome during this meeting.
6. The Development Review Board will then evaluate the project.
7. Once questions from the Board are satisfactorily addressed, the Board may approve, deny or continue the application. An approval may contain Conditions for Approval (stipulations).
8. If the Concept Site Plan is approved by the Board, the applicant may begin working on the Final Site Plan application. The Final Site Plan requirements can be found on pages 13-16 of this document. Once the Zoning Administrator determines the Final Site Plan application is complete, it can be placed on the next agenda for the Board's consideration.
9. Once steps 3-6 are completed, the Board may approve, deny or continue the application. Approval may contain Conditions for Approval (stipulations). Once approved, the application may proceed to the Building Permit Phase.

### **STEP #3 BUILDING PERMIT**

1. The building permit applications and plans will be reviewed by the Town Staff and/or consultants.
2. The building permit is issued by the Building Official upon approval of the building plans and payment of the required development and permit fees.
3. The Building Official and Zoning Inspector inspect the project during its development.
4. Certified as-builts shall be submitted to the Town to verify compliance with all Building Code and Zoning Ordinance requirements.
5. A Certificate of Occupancy is issued upon final inspection approval by the Building Official and Zoning Inspector.

## **REQUIREMENTS FOR PRE-APPLICATION MEETINGS**

### **PRE-APPLICATION PROCESS**

Preapplication submittals and staff comments are only valid for 6 months following the preapplication meeting. Any documentation will not be retained by the Town.

The following information must be submitted to the Town of Carefree Planning and Zoning Department prior to scheduling the pre-application meeting. The pre-application will be scheduled with a staff member within two (2) to four (4) weeks after receiving a completed submittal.

### **REQUIRED INFORMATION PRIOR TO PRE-APPLICATION MEETING:**

#### **NOTE: ALL PLANS SUBMITTED, FOLDED, NOT ROLLED**

- A completed pre-application questionnaire form. All information requested on this form must be completed prior to scheduling the pre-application meeting.
- A conceptual plan drawn to scale illustrating:
  - Subject property lines
  - Zoning district of subject parcel and surrounding parcels
  - Building setback lines
  - Significant natural features
  - Proposed and existing adjacent structures/buildings and driveways
  - Conceptual illustration(s) of proposed improvements to site
- Photographs showing the site and the context of surrounding buildings/properties
  - Photos may be mounted on cork board, poster board, etc. (maximum size 8.5" x 11")
  - Digital photos are acceptable
  - All photos shall be numbered and referenced by location on a site plan
  - Submitted photos will not be returned and become part of the public record.

#### **NOTIFICATION OF PRE-APPLICATION MEETING DATE:**

Following staff review of the above required information, you will be notified of your pre-application meeting date.

For assistance or questions regarding pre-applications, contact the Planning and Zoning Department at 480-488-3686.

Pre-application Fees:

The fee for each pre-application meeting will be \$45.00.

**PRE-APPLICATION FORM**

Preapplication submittals and staff comments are only valid for 6 months following the preapplication meeting. Any documentation will not be retained by the Town.

PROJECT NAME

---

REQUEST

---

LOCATION

---

CURRENT ZONING

---

ASSESSOR'S PARCEL NUMBER

---

QUARTER SECTION

---

APPLICANT NAME:

---

ADDRESS:

---

CITY/STATE

---

PHONE

---

PROPERTY OWNER

---

ADDRESS

---

CITY/STATE

---

PHONE

---

EMAIL

---

PROJECT CONTACT

---

BRIEF PROJECT DESCRIPTION

---

**APPLICANT'S SIGNATURE**\_\_\_\_\_ **DATE**\_\_\_\_\_



**APPLICATION FORM**

**CONCEPTUAL SITE PLAN**

**FINAL SITE PLAN**

<b>ZONING STANDARD</b>	<b>REQUIRED</b>	<b>PROPOSED</b>
Minimum lot area		
Minimum lot width		
Front yard setback		
Side yard setback (1)		
Side yard setback (2)		
Rear yard setback		
Maximum lot coverage		
Maximum disturbed area		
Min. distance between buildings		
Max. building height from natural & finished		

**APPLICANT IS RESPONSIBLE FOR COMPLETING THE ABOVE CHART**

PROJECT NAME:

---

REQUEST:

---

LOCATION CURRENT ZONING:

---

ASSESSOR'S PARCEL NUMBER:

---

QUARTER SECTION:

---

APPLICANT NAME:

---

ADDRESS:

---

CITY/STATE:

---

PHONE:

---

EMAIL:

---

PROPERTY OWNER:

---

ADDRESS:

---

CITY/STATE:

---

PHONE:

---

EMAIL:

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**APPLICANT'S SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

## **APPLICATION CHECKLIST**

During the staff review process, please provide the Town two (2) copies of all plans 24" x 36" and applicable documents. Please note that this is not an all-inclusive list and the Zoning Administrator reserves the right to expand upon this checklist depending upon the dynamics of the subject application. Furthermore, some of the information outlined in this checklist may not be applicable to the subject application. Please discuss this checklist with the Zoning Administrator to clarify the relevant information.

IT IS IMPORTANT TO NOTE THAT SOME OF THE INFORMATION ON THIS CHECKLIST MAY BE REQUIRED WITH CONCEPT SITE PLAN WHILE SOME INFORMATION MAY BE REQUIRED WITH FINAL SITE PLAN. PLEASE REVIEW THE LIST WITH THE PLANNING DIRECTOR PRIOR TO APPLICATION TO VERIFY CONCEPT VS. FINAL SITE PLAN REQUIREMENTS.

### **DOCUMENTATION**

1. Completed application form, questionnaire and payment of application fees.
2. Title Report including Schedule A and B (no older than (6) months)
3. ALTA survey of subject property
4. Cultural Resource Survey of subject property
5. Drainage Report
6. Geotechnical Report
7. Traffic Impact Analysis/Study
8. Plant salvage assessment
9. Material/Color board

### **WRITTEN LETTERS OF APPROVAL**

1. Letter of Authorization from property owner if applicant is not property owner
2. Will-serve letters from water company and sewer company
3. Rural Metro approval and conditions
4. Maricopa County Environmental Services Department
5. Homeowners or Condominium Association

### **PROJECT NARRATIVE**

Fully describe all aspects of the application which may include but is not limited to the type of request, proposed uses, compatibility to adjacent uses/properties, proposed density and lot coverage, proposed building heights from natural and finished grades, building setbacks, landscape, hardscape, architecture concept, internal and external circulation patterns, servicing utilities, topography, exterior signage and illumination and other issues related to application.

## **PLANS**

1. Topographic Survey-2 foot intervals, typical scale 1"=20.0, showing location of bench mark used, property pins found and /or set, property dimensions, build setbacks, all easements, adjacent roadways, stamped and signed by registered surveyor or civil engineer, zoning district, match lines and key map if sheets are divided, name address of project, name address of all consultants working on the application/project and dates of original preparation and all subsequent revisions.
2. Grading and Drainage Plan-location/extent of all FEMA floodplains, delineation of floodplain, floodway and erosion setback of washes with 50 CFS or greater capacity during the 100 year storm event, arrows delineating existing and proposed drainage flows, and any proposed or existing storm water retention or detention features.
3. Site Plan-Illustrate location of all existing and proposed building/structures; show distances from property lines; illustrate location of garbage receptacles, paved areas, sidewalks, driveways, pedestrian areas, covered parking in commercial projects; square footage of each building; lot coverage; total disturbed area location of exterior lights with cross reference to lighting specifications/details and photometric plans name and address of all consultants working on application/project; and date of original preparation and all subsequent revisions.
4. Building Elevations-Shall illustrate maximum building heights with additional cross sections, building material and colors being used, architecture style, any exterior lighting, retaining walls, and free standing walls. Cross sections through the building shall be used to verify maximum heights of building above both finished and natural grades. Several cross-sections between the x and y axis shall be provided.
5. Landscape Plans-Illustrate plants to be salvaged and transplanted on-site; conceptual revegetation plans; disturbed area pre and post construction; name and address of all consultants working on application/project; and date of original preparation and all subsequent revisions.

## **ARCHITECTURAL MODEL**

For applications which contain 50,000 square feet or more of gross floor area, an architectural model will be required to illustrate the architecture design of the buildings(s), site layout, general colors and materials. Please note, computer simulations may accompany the architecture model but do not replace this requirement.

## **CITIZEN PARTICIPATION**

1. Required for site plan process
2. It is the applicant's responsibility to facilitate the Participation meeting and outline their project to the participants. Therefore, the applicant shall have prepared documentation/plans to discuss all aspects of their plans with the participants at the meeting.
3. Prior to the meeting the applicant must notify all property owners through 1st class mail and all HOA's within a minimum distance of 500 feet of the subject property. For larger projects, a wider notification radius is desired. A minimum of one (1) meeting must be conducted by the applicant prior to the scheduling of the application/request before the Commission or Council.
4. Prior to the public meeting/hearing, the applicant shall provide the Town with the list of all notified property owners, a summary of the meeting(s) and how any questions/issues that

the participants raised will be mitigated.

### **FEE SCHEDULE**

PRE-APPLICATION MEETING WITH STAFF <i>(REQUIRED FOR ALL DEVELOPMENT APPLICATIONS)</i>	\$45.00
BOARD OF ADJUSTMENT-VARIANCE	\$400.00
APPEALS TO BOARD OF ADJUSTMENT	\$100.00
PUBLICATION FEE	\$250.00
MAILING FEE-PER LETTER	\$5.00
MOUNTAINSIDE DEVELOPMENT REVIEW	\$400.00
SITE PLAN REVIEW-UP TO 1 ACRE	\$500.00
PARCELS OVER 1 ACRE ADD	\$50.00
<b><u>TEMPORARY USE PERMIT</u></b>	
NON-COMMERCIAL PROPERTY	\$150.00
COMMERCIAL PROPERTY	\$250.00
NON-PROFIT CHARITABLE ORGANIZATION	\$10.00
ADDITIONAL FEE REQUIRE <b>IF</b> AND OBJECTION IS FILED <b>AND</b> A PUBLIC HEARING IS SCHEDULED	\$400.00
<b><u>CONDITIONAL/SPECIAL USED PERMIT</u></b>	
FEE=750.00 UP TO 1 ACRE+1000.00 EACH ADDITIONAL ACRE (ACREAGE IS ROUNDED UP)	
MINIMUM FEE	\$750.00
MAXIMUM FEE	\$10,000.00
NON-PROFIT CHARITABLE ORGANIZAION	\$10.00
PUBLICATION FEE DEPOSIT (SUP ONLY)	\$400.00
MAILING FEE-PERLETTER (SUP ONLY)	\$5.00

### **LOT SPLIT/LOT LINE ADJUSTMENT/LOT TIE**

SINGLE FAMILY	\$250.00
MULTI-FAMILY	\$350.00
NON-RESIDENTIAL	\$450.00

**SUBDIVISION**

PRELIMINARY PLAT-APPLICATION FEE \$75.00/LOT	\$2500.00 =
PRELIMINARY PLAT-AMENDED PLAT APPLICATION FEE	\$100.00
FINAL PLAT-APPLICATION FEE \$50.00/LOT	\$2400.00 +

**FINAL PLAT-IMPROVEMENT PLAN REVIEW FEES**

<u>TYPE OF PLAN</u>	<u>1ST REVIEW</u>	<u>2ND REVIEW</u>	<u>3RD &amp; SUBSEQUENT</u>
PAVING	700.00+50.00/LOT	N/C	\$100.00 PER REVIEW
WATER	150.00+50.00/LOT	N/C	\$50.00 PER REVIEW
SEWER	150.00+50.00/LOT	N/C	\$50.00 PER REVIEW
GRADING	700.00+50.00/LOT	N/C	\$100.00 PER REVIEW
DRAINAGE	700.00=50.00/LOT	N/C	\$100.00 PER REVIEW

**TOTAL: 2400.00 + 50.00 PER LOT—PER TYPE OF PLAN**

**MOUNTAINSIDE DEVELOPMENT REVIEW** \$400.00

**SITE PLAN REVIEW-UP TO AN ACRE** \$500.00

PARCELS OVER AN ACRE **ADD** 50.00/ACRE

**OTHER DEVELOPMENT REVIEW BOARD CASES** \$250.00

**ZONING ORDINANCE-TEXT AMENDMENT** \$500.00

**CONTINUANCE OF PUBLIC HEARING** \$100.00

**RIGHT-OF-WAY ABANDONMENT** \$500.00

INCLUDES MAILING/PUBLICATION FEE

**REZONING**

<u>TYPE</u>	<u>APPLICATION FEE</u>	<u>MAXIMUM</u>
<u>FEE</u>		
SINGLE FAMILY	1,500.00 + 75.00/ACRE	\$10,000.00
MULIT-FAMILY	3,000.00 + 150.00/ACRE	\$10,000.00

COMMERCIAL	3,000.00 + 150.00/ACRE	\$10,000.00
GO	3,000.00 + 150.00/ACRE	\$10,000.00
RUP	3,000.00 + 150.00/ACRE	\$10,000.00
NUPD	3,000.00 + 150.00/ACRE	\$10,000.00
PUBLICATION FEE/DEPOSIT		\$400.00
MAILING FEE/PER LETTER		\$5.00
<b><u>REPLAT EXISTING SUBDIVISION/SFR</u></b>		\$250.00

**BUILDING PERMIT FEES:** SEE TABLE 3-A OF SECTION 10-1-2 G OF THE TOWN CODE. VALUATION IS BASED ON ENGINEER'S CERTIFIED ESTIMATE OF THE COST OF THE PROPOSED IMPROVEMENTS.

**DEVELOPMENT FEES:** SEE ORDINANCES 2002-01, 02, 03 & 04; 2003-09; 2006-06, 07, 08, 09 & 10.