

## Pre-Application Review Meeting

### A. PURPOSE

The purpose of the Pre-Application Review Meeting is to provide an applicant an opportunity for staff to review and comment on proposed projects in the Town of Clarkdale in advance of a formal submittal. This process is entirely voluntary and is suggested for the following:

1. Subdivisions – Major and Minor
2. Residential developments of three (3) or more lots or parcels
3. Commercial developments: New or change of use
4. Industrial developments: New or change of use
5. Planned Area Developments

### B. PROCESS

#### 1. Application

Each project that meets the above criteria will be offered the option to hold a PAR meeting. Required documents will include a completed application (see attached) and one (1) 11X17 (minimum) site plan in a digital format. The Site Plan should include as much detail as possible to enable staff to provide substantive review comments. Minimally, it should include:

- a. Lot Boundaries and dimensions
- b. Existing structures, locations and dimensions, including setbacks
- c. Proposed structures, locations, and dimensions, including setbacks
- d. On-site parking and circulation, including stall counts for standard and handicapped stalls, ADA access and pathways
- e. Adjacent uses
- f. Zoning District and Land Use designation
- g. Proposed utilities

#### 2. Internal Review

Submittals are due two (2) weeks prior to the applicant's desired meeting date, and should be sent via email to the Community Development Department (CDD). This allows staff ample time to review and prepare written comments for the meeting, including references to adopted Zoning Code, General Plans, and Overlay district requirements on the Planning/Zoning side, and standards accepted for streets, utilities, and other infrastructure on the Public Works side.

Once received, Site Plans will be forwarded to the following for review:

- a. Town Engineer
  1. Utility Connections

- 2. Street/roads
  - 3. Drainage
- b. Planning Manger
  - 1. Zoning compliance
  - 2. General Plan compliance
  - 3. Focus Area Plan compliance
- c. Zoning Administrator
  - 1. Parking/on-site circulation requirements
  - 2. Signage
  - 3. Landscaping
  - 4. Outdoor lighting
  - 5. Design Review
- d. Building Official
  - 1. Adopted IBC/NEC
  - 2. Estimated fees
- e. Police Department
- f. Fire Marshall
  - 1. Adopted Fire Code
  - 2. Hydrants, FDC's, etc.
- g. APS
- h. Unisource
- i. Sparklight (Cable One)
- j. Downtown Business Alliance

Written comments will be returned to the Community Development Department no later than the Tuesday before the meeting. Copies of all comments will be provided to the applicant at the meeting by the CDD, and each staff member in attendance will discuss the information they provide with the applicant.

### 3. Applicant Meeting

Meetings will be held on Wednesday afternoons in the CDD conference room, beginning at 1 pm and generally scheduled at one (1) hour intervals. The agenda will be as follows:

- a. Introductions – Project Team and Review Team
- b. Applicant description of project
- c. Department comments
- d. Summary and next steps