



# **COMMUNITY DEVELOPMENT DEPARTMENT**

*Planning, Zoning, and Building Safety*  
1415 Melody Lane, Bisbee, Arizona 85603

(520) 432-9240  
Fax 432-9278

## Pre-Application Meeting Confirmation

**Date of Meeting:** \_\_\_\_\_

**Name of Applicant:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Street or PO Box**

**City**

**State Zip**

**Telephone:** \_\_\_\_\_ **Alternate Telephone** \_\_\_\_\_

**Email Address:**

\_\_\_\_\_

**Parcel Number(s):** \_\_\_\_\_

**Current Zoning:** \_\_\_\_\_

**Growth Category and Designation:** \_\_\_\_\_

**Flood Zoning** \_\_\_\_\_

**Type of Application Requested:**

- Comprehensive Plan Amendment ( Major or  Minor)
- Rezoning (to \_\_\_\_\_)       Special Use       Master Development Plan

**Proposed Use(s) or Amendments:** \_\_\_\_\_

\_\_\_\_\_

- Process Required:**
- Citizen Review Process (Section 2203 of Zoning Regulations – for special uses and rezonings)
  - Public Participation Process (Article 3 of Comprehensive Plan – for MDPs and other Comprehensive Plan amendments)

**Checklist:**

- Explanation of applicant’s notification requirements (check and circle appropriate requirement)
- for Public Participation Process, Minor amendments, notification of adjacent property owners: 1000’ in Category A, B, C areas; 1500’ in Category D area.
- for Public Participation Process, Major amendments: notification of City Manager nearest property, Service Providers, adjacent State and Federal agencies, Community/Homeowners Associations, all interested parties on list maintained by County; and 1/8<sup>th</sup> page display advertisement in official County paper and at least one paper in each geographical quarter of County

for Citizen Review Process, notification of adjacent property owners: 1000' in Category A, B, C areas; 1500' in Category D area.

Explanation of notification content: description and location of project; how verbal and written comments can be submitted; public meeting schedule (if appropriate).

Explanation of Citizen/Public notification report due upon submittal of application: copies of letters, flyers sent, copy of concept or site plan sent, sign-in sheets from meetings, comments received, feedback from applicant)

Explanation of application submittal requirements including deadlines, report on citizen/public notification, concept or site plans, questionnaire, property owner permission letter, and other pertinent information.

Explanation of building code requirements (if applicable). Three sets of construction plans are required, to include:

- A site plan
- Foundation, Floor, framing & Roof plans
- Truss Calculations
- Electrical, Plumbing & Mechanical plans
- Building elevations, sections, and details

For upzonings and major projects in the Sierra Vista watershed, discussion of required and recommended water conservation measures and mitigation plans, per the Subdivision Regulations and Comprehensive Plan water policies.

#### Key site Development Standards

Parking spaces and Improvements:

Setbacks:

Waterless Urinals:

Access

legal (20' minimum)

ROW improvements: County or ADOT

Private Maintenance Agreement

Health Department Requirements (\$600 for commercial)

Engineered Construction Plans

#### **Miscellaneous Information and Notes:**

