



City of Flagstaff

Community Development Division

211 W. Aspen Ave
 Flagstaff, AZ 86001
 www.flagstaff.az.gov

Sara Dechter, AICP, CP3
 (928) 213-2631
 SDechter@flagstaffaz.gov

Date Received		Application for Adoption or Revision of a Specific Plan¹		File Number
Property Owner(s) NA	Title	Phone	Email	
Mailing Address			City, State, Zip	
Applicant(s) City of Flagstaff	Title	Phone	Email	
Mailing Address			City, State, Zip	
Project Representative) Sara Dechter	Title Comprehensive Planning Manager	Phone 2631	Email sdechter@flagstaffaz.gov	
Mailing Address 211 W Aspen Ave			City, State, Zip	
Requested Review	<input checked="" type="checkbox"/> Adoption of a New Specific Plan		<input type="checkbox"/> Revision of a previously adopted Specific Plan	
	<input checked="" type="checkbox"/> Amendment of the Flagstaff Regional Plan as part of the Specific Plan adoption/amendment			

If the space below is insufficient for a complete response, please attach additional documentation.

City-wide or Area Specific? Southside Community area-specific		Parcel Number(s) NA			
Description of Geographic Area or Site Address See Introduction					
Title of Specific Plan Southside Community Specific Plan		Description of Proposed Revisions (if applicable)			
Element of the Regional Plan being implemented Growth and Land Use Neighborhoods, Housing and urban Conservation Community Character		Proposed Regional Plan Amendments (if applicable) Amend the Regional Plan Maps 21 and 22 to remove Suburban/ Employment and replace with Urban/Employment (approx. 36 acres)			
Property Information:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Located in an existing Local/National Historic District? (Name: <u>Railroad Addition and Southside Historic Districts</u>) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Existing structures are over 50 years old at the time of application? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Subject property is undeveloped land?				
Property Owner Signature(required)	Date:	Applicant Signature 		Date: 1-3-20	
For City Use					
Staff Assignments:	Planning	Engineering	Fire	Public Works/Utilities	Stormwater
Date Filed:	File Number(s):				

¹ This application is not for use with projects that accompany an application for rezoning or otherwise alter private property rights.

For City Use		
P & Z Hearing Date #1:	Publication and Posting Date:	
P & Z Hearing Date #2:	Publication and Posting Date:	
Council Hearing Date:	Publication and Posting Date:	
Fee Receipt Number:	Amount:	Date:
Recommendation by Planning and Zoning Commission:		Action by City Council:
<input type="checkbox"/> Approved		<input type="checkbox"/> Approved
<input type="checkbox"/> Denied		<input type="checkbox"/> Denied
<input type="checkbox"/> Continued		

Application for Adoption or Revision of a Specific Plan

The information included below is intended to help an applicant complete the necessary forms and provide the required information in support of an application for a Specific Plan adoption or revision. Specific Plans are treated as minor plan amendments to the Flagstaff Regional Plan 2030 but they must follow all the procedural requirements for a major plan amendment.

In order to file an application, the applicant should complete a pre-application meeting with the Planning Director and Comprehensive Planning Manager. Before a final proposal can be submitted, the Concept Plan must be preliminarily approved by the Planning Director.

Specific Plan Adoption and Revisions shall be submitted in compliance with the submittal requirements established in City Code Title 11-10.30.030, and shall have fulfilled the procedural requirements in City Code Title 11-10.20.020. B (Supplemental Procedures for Major Plan Amendments), except for the Application Deadlines. Regional plan amendments and Specific Plans may be processed simultaneously.

Processing Information

- 1 Application(s) shall be made on the forms provided by the City which shall bear the signature of the owner of the property. If the applicant is other than the owner, the applicant shall also sign the application.
- 2 All applications shall be reviewed by staff to determine the completeness of the application prior to being released for the 60 day review period. Applications will not be released for review until the Concept Plan has received preliminary approval from the Planning Director, which requires some substantive review.
- 3 The Planning Director may request any additional information that is relevant to assist in the review of the Specific Plan adoption or amendment, or request that the required notifications be sent out to a larger area.
- 4 At least 60 days before notice of the first hearing of the Planning and Zoning Commission on a new, comprehensive update, an element, or a major amendment to the General Plan, the Planning Director shall transmit the proposal to the Planning and Zoning Commission and the City Council and shall submit a copy for review and further comment to:
 - a. Coconino County;
 - b. The Regional Planning agency within which the City is located;
 - c. The Arizona Department of Commerce or any other state agency that is subsequently designated as the general planning agency for the state;
 - d. The Arizona Department of Water Resources for review and comment on the water resources element, if a water resources element is required;
 - e. Any other entities required to be notified by A.R.S. 9-461; and
 - f. Any person or entity that requests in writing to receive a review copy of such proposals.

- 5 Each request for a Specific Plan adoption or amendment is required to be advertised in the Arizona Daily Sun at least 15 calendar days but not more than 30 days prior to the first public hearing with the Planning and Zoning Commission.
- 6 A Specific Plan adoption or amendment application is required to have two public hearings before the Planning and Zoning Commission at two locations. The Planning and Zoning Commission meets the second and fourth Wednesday of each month.
- 7 The requested Specific Plan adoption or amendment will be scheduled for a public hearing by the City Council. A two-thirds majority vote of the City Council is needed for approval.

Overview of Submittal Requirements

1. An applicant is required to submit the following; the Planning Director may require the submittal of additional materials to assist in the review of the Regional Plan amendment:
 - a. A Statement of Intent
 - b. A Site and Area Analysis
 - c. A Concept or Illustrative Plan
 - d. A Specific Plan Proposal
2. Fees established in the adopted fee schedule (Zoning Code Appendix 2, Planning Fee Schedule), are payable with the application, and are non-refundable.
3. The applicant shall provide a plan to carry out a neighborhood meeting that meets the requirements of City Code Title 11-10.20.020.D.1; Neighborhood Meeting, which shall be conducted at the cost of the applicant. If the application is for a City-wide Specific Plan, a Citizen's Review session with the Planning and Zoning Commission, may be substituted for the Neighborhood Meeting.
4. A correct and approved legal description and map of the property is required for projects that are not proposed by the City staff, Commission or Council. Please note that legal descriptions must have been approved by the City before the requested amendment will be considered by the City Council. A legal description and map must be submitted on paper and an electronic copy of text/drawings (.pdf or .tiff file format) must be submitted on a CD.
5. All maps submitted shall include: scale and north arrow, legend, date prepared, and subject property boundary.
6. Provide hard copies as stated in the checklist and one electronic copy of the complete application and supplemental information.

CITY OF FLAGSTAFF	<h1 style="margin: 0;">Adoption or Revision of a Specific Plan</h1> <h2 style="margin: 0;">Application Checklist</h2>
----------------------	---

Minimal Submittal Requirements:
 As part of the pre-application or impact scoping meeting, the Comprehensive Planning Manager (CPM) assigned to your project will identify those items from this Application Checklist that will be required for Specific Plan application submittal. All Specific Plan adoptions and amendments are processed as minor amendments to the General Plan. An application that does not include all required items will be rejected. By signing the application, the applicant acknowledges that all required documents/information are included within the application. If you have any questions regarding the information above or items indicated on this checklist, please contact your CPM at the contact information listed on Page 1 of this application checklist.

PART I – GENERAL REQUIREMENTS

Staff Use Only		Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.
Req'd	Sub'd	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	I.1 Adoption or Revision of a Specific Plan Application Checklist (this list)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	I.2 Application Fee (check all that apply) <input type="checkbox"/> Regional Plan Amendment - Land Use <input type="checkbox"/> Regional Plan Amendment - Specific Plan Base fee \$ _____ + (Per acre fee \$ _____ x Number of acres _____) = *TOTAL: <div style="border: 1px solid black; padding: 2px; display: inline-block;">\$ _____</div> *Note: Fee is due at the date of application, please refer to the adopted fee schedule (Zoning Code Appendix 2, Planning Fee Schedule).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	I.3 Completed Application for Specific Plan Review – 1 copy The application must be signed by the applicant and the current property owner of record. If the property owner is unavailable to sign the application, a Letter of Authorization must be submitted.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	I.4 Legal Description – 2 copies A correct and approved legal description (metes and bounds) and sketch of the subject property is required. Please note that legal descriptions must have been approved by the City before the requested amendment will be considered by the City Council. The legal description must be submitted as a hard copy and in an electronic (.pdf or .tiff) format. Does not apply to City-led projects.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	I.5 Title Report – No older than 30 days from the submittal date – 1 copy Does not apply to City-led projects, Include complete Schedule A and Schedule B.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	I.6 Citizen Participation Plan – 1 copy A plan for how the applicant intends to conduct the neighborhood meeting. This plan shall include the following information: <ul style="list-style-type: none"> Property owners, citizens, jurisdictions, and public agencies within 300 feet of the development or that may be affected by the application, or a larger area if it is determined that the potential impact of the development extends beyond the required notification boundary by the Planning Director; Proposed notification methods (e.g. mail, e-mail, newspaper, or posting of the subject property with a 4 foot by foot sign 10 day prior to the meeting) for persons and organizations identified above. Form, structure, and agenda of the meeting (e.g. town meeting, workshop, charrette, or other appropriate public outreach technique). Opportunities for those particularly affected parties to discuss and provide input on the applicant's proposal. Location, date, and time of the neighborhood meeting. Methods to keep the Planning Director informed of the status and results of the neighborhood meeting.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	I.7 Neighborhood Notification – 1 copy Neighborhood notifications must include: <ul style="list-style-type: none"> A list of all property owners and addresses (the Planning Director may expand this notification area) within 300 feet of the subject property, Homeowners Associations (HOAs) within 1,000 feet of the subject property as well as all organizations, associations and other interested persons or groups that have registered their names and addresses with the City as being interested in receiving such; Pre-addressed stamped envelopes to such property owners, Homeowners Associations and citizens.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	I.8 Coconino County Assessor's Map – 1 copy A map indicating book, map, and parcel numbers of the subject property as well as surrounding properties located within a minimum of 300 feet or a larger area as determined by the Planning Director.

<input checked="" type="checkbox"/>	<input type="checkbox"/>	I.9 Electronic Submittal – 1 copy An electronic copy of all submitted information (.pdf or .tiff format)
PART II –Specific Plan		
Staff Use Only		Description of Documents Required for Complete Application. No application shall be accepted without all items marked below. All plans shall be plotted at a scale for ease of reading and reproduction. The city’s GIS topographic and other data, as well as the city’s aerial photographs, are appropriate for use as the base layer for maps.
Req'd	Sub'd	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	II.1 Cover Sheet – 10 copies (minimum 8.5” x 11”) The cover sheet of the Specific Plan shall include the following: Project Data: <ul style="list-style-type: none"> • Specific Plan name Administrative Data: <ul style="list-style-type: none"> • Property owner’s name, address, and phone number • Developer’s name, address, and phone number • Preparers name, address, and phone number • The name, address, and phone number of all consultants assisting with the application • Date of plan preparation Property Data: <ul style="list-style-type: none"> • Site address • Assessor’s parcel number(s) • Site area (acres)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	II.2 Executive Summary – 10 copies The executive summary shall include the following: <ul style="list-style-type: none"> • A summary of the reason(s) for the request; • Identification of supporting key points discussed in the narrative or other submitted studies; • Statement of community benefits to be accrued as through the proposed amendment; and • An introduction to the applicant’s team (i.e. owner, developer, and/or representative), including contact information.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	II.3 A Statement of Intent for the Specific Plan – 10 copies
<input checked="" type="checkbox"/>	<input type="checkbox"/>	II.4 Vicinity Map – 10 copies (minimum 8.5” x 11”) A precise map showing the land to be included within the proposed specific plan, physical characteristics of the area, surrounding uses within 1,000 feet, and the existing character of the area.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	II.5 Site and Area Analysis – 10 copies Site and Area Analysis Report that shall include maps and text that thoroughly describe the following elements: <ul style="list-style-type: none"> ▪ Surface hydrology and water resources, including FEMA flood plain categories, if applicable; ▪ Topography and slope analysis; ▪ Summary of General Plan requirements, including a map of Existing Area and Place Types, Urban Growth Boundary and Corridors, Gateways identified in the Community Character Element, and other relevant Regional Plan Maps; ▪ Environmental overview and assessment, including soils and geology, type of vegetation, etc.; ▪ Existing structures, roads, and other development; ▪ Existing infrastructure and public services; • Existing zoning/land use information, including Built environment and land use context, Project area/property boundaries, Existing zoning, and Existing uses; ▪ Traffic analysis; • Cultural resource investigation, including Prehistoric and historic sites, structures, and routes; • Map of existing structures and other built improvements including residential building footprints built before 1946 or during the period of significance if established by an area plan and commercial building footprints that are over 50 years old at the time of application ▪ Synthesis and summary of analysis; and ▪ An analysis of the current context of the area in which the Specific Plan will be applied, including the identification of existing land uses, environmental conditions, public facilities/infrastructure and planning area issues.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	II.7 Concept Plan – 10 copies (minimum 11” x 17”) A Concept or illustrative plan must be provided at a size and scale as determined by the Planning Director. The Concept or Illustrative Plan is a graphic to generally illustration of potential land uses, including open space, with descriptive text. It needs to be preliminarily approved along with the Site and Area Analysis before the complete Specific Plan proposal can be submitted for approval.

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>II.7 Specific Plan Proposal – 10 copies</p> <p>After preliminary approval of the Concept Plan, a complete Specific Plan proposal shall be submitted which includes, but may not be limited to, the following:</p> <p>Map Elements:</p> <ul style="list-style-type: none"> • The distribution, location, and extent of all land uses with proposed densities and building heights (include residential unit count and anticipated housing mix, if applicable); • Existing and planned land uses within 300 feet of the Specific Plan boundary; • Open space, recreational facilities, parks, and trails; • Public, educational, health care, and religious facilities; • Drainage strategy; • Name and location of existing or proposed arterial and collector streets located within the area to be regulated by the Specific Plan or needed for servicing that area; • Pedestrian, bicycle and transit opportunities; and • Location and extent of existing or proposed provisions for sewage disposal, effluent use, storm-water drainage, solid waste disposal and public utilities. <p>The text of the Specific Plan shall describe the following:</p> <ul style="list-style-type: none"> • A statement of the long term direction of the Specific Plan identifying development opportunities and formulating objectives, policies, and implementation measures; • A statement(s) indicating how existing and approved elements of the General Plan will be supported by the proposed Specific Plan; • The compatibility of the Specific Plan with adjoining land uses (including incompatibility issues, and proposed solutions, such as land use buffering techniques, if applicable); • Recommendations and programs for systematic implementation of the Specific Plan, and if applicable, recommendations regarding annexation agreements and required ordinance or policy changes; • Specific development standards for the map elements as described in the Site and Area Analysis; • Drainage strategy; • Configuration and criteria for the phasing and maintenance of arterial and collector streets proposed for the Specific Plan area or needed for servicing the project; • Configuration and criteria for the phasing and maintenance of sewage disposal, effluent use, storm water drainage, solid waste disposal, and public utilities; • Criteria for the conservation, development, or utilization of natural resources, including surface water, soils, vegetation, and wildlife; • General landscape program; • For single-phase plans, a draft schedule for the preservation of site features established by the plan and the construction, dedication and provision of public services; • For multi-phased plans, a draft schedule for the preservation of site features established by the plan, the development of the various planning areas of the Specific Plan, and the construction dedication and provision of public services; • Provisions to update the Specific Plan every five years to reflect changing market conditions, governmental regulations and physical conditions; and • (14) Demonstration of conformance with the General Plan, or, if required by the Director, a General Plan Amendment application.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>II.8 Project Narrative – 10 copies</p> <p>The narrative should include the following</p> <ul style="list-style-type: none"> • Project title and date • Description of the applicable section of the Regional Plan or Specific Plan for which amendments are requested; • Statement of current zoning, and proposed zoning if applicable; • An explanation of why the proposed amendment is necessary and the public benefit that will be realized by the amendment; • An explanation of how the proposed amendment(s) will affect the vision expressed in the written goals, objectives, and policies of the Regional Plan that are most relevant to the proposed amendment. When a proposed amendment(s) is inconsistent with Regional Plan goals, objectives, and policies, the proposed amendment(s) must include one of the following: <ul style="list-style-type: none"> ○ Justification for an exception to the written goals, objectives and policies; or ○ A proposal to modify or eliminate the inconsistent goals, objectives and policies. • Cumulative impact of the proposal on area and place types within the City based on the Future Growth Illustration; • Cumulative impact of the proposal on the supply of land zoned in the existing category for the property within the City; • Impact on transportation and service needs; • Impact and/or benefit to housing which may result from the proposal; and • Impact on the implementation of the Regional Plan goals and policies resulting from the proposal. • A description of how essential public services (i.e. water, wastewater, stormwater, solid waste) will be provided • An analysis of how the proposed amendment will benefit the community • Any additional information the applicant would like to submit in support of the requested amendment

PART III – REQUIRED REPORTS, STUDIES, ANALYSIS, & RELATED DATA

Staff Use Only		Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.
Req'd	Sub'd	
<input type="checkbox"/>	<input type="checkbox"/>	<p>III.1 Public Services and Facilities Analysis - 5 copies</p> <p>Part 1: Address the current condition and configuration of stormwater infrastructure in the drainage basin. Analyze proposed on-site mitigations and discuss their impacts on the location, density and intensity of uses, and the estimated downstream impact of the proposed development. Scoping meeting with Stormwater staff is required.</p> <p>Part 2: Address parks and open space, and any other relevant public facility or service as determined by the Planning Director.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>III.2 Traffic Analysis or Report – 5 copies</p> <p>Address trip generation for existing and proposed place and area types, distribution/circulation, transit, intersection improvements, signals, impacts on local and arterial road planned capacities, and conformance with the all transportation goals and policies and the Road Network Illustration (Map 25). Scoping meeting with Traffic and Comprehensive Planning staff is required.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>III.3 Water and Wastewater Impact Analysis – 5 copies</p> <p>Address capacity of the existing situation and required improvements, and conformance with the Water Resources goals and policies, the effect of the development on the 100 year water supply, use of reclaimed water and the City's water and sewer master plan. Scoping meeting with Utilities staff is required.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>III.4 School Impact Analysis – 2 copies</p> <p>Provide a letter from the Flagstaff Unified School District that describes the impact of the proposed amendment on school enrollment and facilities. Please contact Comprehensive Planning staff for any additional submittal requirements.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>III.5 Police and Fire Protection analysis – 3 copies</p> <p>Please contact Police and Fire staff for submittal requirements.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>III.6 An Economic Development Analysis – 2 copies</p> <p>The Economic Development analysis analyzes and weighs the cumulative economic impacts of the proposed amendment, including if requested by the Planning Director, an economic impact study conducted by an economic consultant may be required.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>III.7 Cultural Resource Study – 2 copies</p> <p>A Phase 1 cultural resource study or letter report may be required to show consistency with Regional Plan Goal CC.1. Even if it is not required, it is encouraged because it is a requirement of rezoning and in some cases could require changes to the concept plan in order to mitigate effects. All Phase 1 cultural resource studies must include the following information:</p> <ul style="list-style-type: none"> • Introductory information (identification of the development, property owners, clients, study preparers, contents, and index) • A description of the study area and context and a description of the study boundaries and how these were determined • A description of existing conditions • A description of proposed work • A summary of research results; review of literature and records (AZSITE, ASLD, Government Land Office Maps, and Sanborn Maps, land use records and so forth) • A detailed description of the site history • A complete description and evaluation of the significance and integrity of actual and potential cultural resources • An evaluation of potential impacts of proposed work on actual or potential cultural resources including any indirect or residual impacts • Specific recommendations for mitigation of major impacts on actual or potential cultural resources • When appropriate, specific recommendations for additional research and documentation

PART IV – OTHER SUBMITTAL REQUIREMENTS

Staff Use Only		Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.
Req'd	Sub'd	
<input type="checkbox"/>	<input type="checkbox"/>	IV.1 Other Requirements Please provide the following: <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

PART V – Comprehensive Planning Manager

No application shall be accepted without a **Comprehensive Planning Manager** signature below.

V.1 Comprehensive Planning Manager Contact Information
 If you have any questions regarding this application checklist, please contact your **Comprehensive Planning Manager** (CPM). If you did not receive a completed copy of this checklist as part of your Major Plan Amendment review, please contact the CPM assigned to your Major Plan Amendment application.

CPM Name (print): _____ **Phone:** _____

CPM E-mail: _____ **Date:** _____

CPM Signature: _____