



City of Flagstaff

211 W. Aspen Ave

P: (928) 213-2618

Flagstaff, AZ 86001

www.flagstaff.az.gov

Community Development Division

Date Received	Application for Subdivision Review		File Number
Property Owner(s)	Presidio Tract M, LLC		Phone 520-615-8900
Mailing Address	2502 E. River Road	City, State, Zip Tucson, AZ. 85718	Email chris@kemmerly.com
Applicant(s)	Presidio Tract M LLC		Phone 520-615-8900
Mailing Address	2502 E. River Road	City, State, Zip Tucson, AZ. 85718	Email chris@kemmerly.com
Project Representative	Charity Lee- Project Manager		Phone 928-600-3594
Mailing Address	102 S. Mikes Pike	City, State, Zip Flagstaff, AZ. 86001	Email clee@miramontehomes.com
Requested Review:	<input type="checkbox"/> Development Master Plan <input type="checkbox"/> Conceptual Plat <input checked="" type="checkbox"/> Preliminary Plat P&Z and Council <input type="checkbox"/> Modified Subdivision <input type="checkbox"/> Preliminary Plat <input type="checkbox"/> Final Plat- Council		

Project Name:	Presidio Tract M	Site Address	2950 W. Presidio Drive	Parcel Number	112-62-483
Proposed Use	Condominiums	Existing Use	Vacant Land	Subdivision, Tract & Lot Number Presidio Tract M Presidio in the Pines	
Zoning District	HC (P.R.D utilizing the T4N.2 zone)	Regional Plan Category	Suburban	Flood Zone	None
				Size of Site (Sq. ft. or Acres)	2.76
Property Information:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Located in an existing Local/National Historic District? (Name: _____) <input type="checkbox"/> Yes <input checked="" 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?				
Surrounding Uses	North	South	East	West	
(Res, Com, Ind)	MR, HR	HWY	HR	RES	
Proposed Use:	Number of Lots	Number of Units	Number of acres per use	Building Square Feet	
Condominiums	39	39	14.09 units/acre	19,650	
Please complete a "Subdivision Review Application" and provide an initialed "Application and Information Checklist" form along with the required number of plans and information as appropriate for a Development Master Plan, Conceptual, Preliminary, or Final Plat. Incomplete submittals will not be scheduled.					
Property Owner Signature: (required)	Date	Applicant Signature:	Date		
<i>Chris Kemmerly</i>	10/31/2022	<i>Chris Kemmerly</i>	10/31/2022		
For City Use					
Date Filed:	Case Number (s)				
P & Z Hearing Date:	Publication and Posting Date:				
Council Hearing Date:	Publication and Posting Date:				
Fee Receipt Number:	Amount:	Date:			
Action 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			<input type="checkbox"/> Continued		
Staff Assignments	Planning	Engineering	Fire	Public Works/Utilities	Stormwater

CITY OF FLAGSTAFF	Concept Plat Development Application Checklist
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Minimal Submittal Requirements:

Following is a list of items that will be required for concept plat submittal. An application that does not include all required items will not be accepted. By signing the application, the Applicant acknowledges that all required documents/information are included within the submittal. **If, in the Applicant's opinion, any of the listed required items are not applicable to the proposed development, please identify them as "Not Applicable" on the concept plat checklist or within the project narrative.**

If you have any questions regarding the information above, please contact the Planning and Development Services front counter at the information listed in the footer of this 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. One complete set of all submitted documents will be required in hard copy form folded, in addition to an electronic copy.
Req'd	Sub'd	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	I.1 Concept Plat Development Application Checklist (this list)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	I.2 Application Fee
<input checked="" type="checkbox"/>	<input type="checkbox"/>	I.3 Completed Application for Concept Plat Review 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 – Electronic Submittal An electronic copy of all submitted information (.pdf or .tif format)

PART II – REQUIRED PLANS & RELATED DATA

Staff Use Only		Description of Documents Required for Complete Application. No application shall be accepted without all items marked below. One complete set of all submitted documents will be required in hard copy form folded, in addition to an electronic copy.
Req'd	Sub'd	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	II.1 Descriptive (Project) Narrative Submit a brief narrative describing the proposed project on an 8.5" x 11" sheet. This information will aid staff if providing comments and answering questions about the project. The narrative should include the following <ul style="list-style-type: none"> • Project title and date • Describe project/development request • Legal description of the parcel • Site acreage (gross and net) • Proposed building square footage, lot coverage, and FAR (non-residential projects) • Number of dwelling units, types (e.g. single-family, duplex, condo, townhome, apartment, etc.) • Describe known heritage resources (if any) • Any additional information or details pertinent to the case i.e. land uses in addition to residential • Tentative proposals regarding traffic impacts • Primary access and interior circulation including vehicular, bicycle and pedestrian ways • Preservation of special scenic locations and view corridors • Flood Hazards • Tentative proposals regarding solid and liquid waste disposal, storm sewer, electric and gas utility services

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>II.2 Concept Plan</p> <p>Plan must be drawn to a standard engineering scale (e.g. 1:10, 1:20, but no larger than 1:60). The site plan shall include the following information:</p> <p>Project Information</p> <ul style="list-style-type: none"> • Development Name • Site Address • Assessor's Parcel Number (APN) • Scale and North arrow • Size in Acres • Number of residential units and/or lots • Area of Non-residential buildings (sq. ft.) • Existing and proposed zoning • Property owner's name and contact information • Developer's name and contact information • Preparer's name and contact information • Date Prepared • Legend • Record parcel boundaries and dimensions • Vicinity Map <ul style="list-style-type: none"> ○ Project Area indicated <p>Within the Subject Site and Extending 200-feet Beyond the Site's Boundary (City GIS Data Acceptable)</p> <ul style="list-style-type: none"> • Contour lines at two-foot intervals (existing and approximate finished grade) • Identify offsite drainage flows, stormwater discharge points and floodplains • Proposed and existing building footprints. • Location of public rights-of-way with street names (existing and proposed with approx. grade calculation) • Points of access and driveways (existing and proposed) • General location of pedestrian facilities/sidewalks (existing and proposed) • Location of any existing improvements on the property • Location, size, and type of existing and proposed utilities (water, sewer, reclaim lines, fire hydrants/lines and services). • Easements • Clearview zones <p>Within the Subject Site</p> <ul style="list-style-type: none"> • Preliminary connection locations to public utilities • General location of proposed building footprints and parking areas with required calculations. • Existing walls and fences • Preliminary detention and Low Impact Development (LID) stormwater management systems and their locations on the site. • Natural Features, slopes, and drainage courses • Existing drainage easements. • FEMA 100-year floodplain elevation, floodplain limits, and floodway limits • Total existing and proposed impervious surface calculations (roof area, pavement, sidewalks, etc.) • Existing and Proposed solid waste locations. • Commercial building footprints that are over 50-years old at the time of application • Residential building footprints built before 1946 • Open space or parks (existing and proposed) <p>Concept (Preliminary) Landscape Plan</p> <p>Landscape plans shall be drawn to the same engineering scale as the concept plan. All preliminary landscape plans must include or show the following information, in accordance with Section 10-50.60.030 of the Zoning Code:</p> <ul style="list-style-type: none"> • Landscaping calculations and proposed planting areas • General location of trees that may be credited for landscaping
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<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>II.3 Preliminary Natural Resource Protection Plan</p> <p>A preliminary natural resource protection plan shows the general location of natural resources on the site before and after the proposed development (refer to Section 10-50.90.080 of the Zoning Code for applicability). This section is applicable to properties located in the Resource Protection Overlay (RPO) zone.</p> <p>The intent of this section is to identify resources early in the process so they can be taken into account during the site planning. All proposed improvements, such as buildings, paved areas, roads, etc., must be shown on the plan in relation to all on-site resources. For the purpose of the preliminary resource protection plan, forest and slope resources may be estimated. Please visit the Planning and Development Services front counter to obtain the site's aerial photography and topography through the City's website. Resources that must be estimated are listed below:</p> <ul style="list-style-type: none"> • General forested areas • Moderate slopes (17 to 24 percent) • Steep slopes (25 to 35 percent) • Slopes greater than 35 percent • Rural and Urban Floodplain • Wetlands • Architectural/historical preservation site • Other site features
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>II.4 Site Analysis</p> <p>A complete site analysis plan that depicts the terrain, scenic views, natural watercourses, preservation of vegetation, and relationships to existing development (refer to Section 10-30.60.030 of the Zoning Code). The following items are essential components of an analysis of undeveloped property or building expansions greater than 25% : (Not applicable to change of use or duplex applications)</p> <ul style="list-style-type: none"> • Topography of the site • Solar orientation or aspect • Existing or native vegetation types and relative quality • View corridors • Climatic considerations • Subsurface conditions • Drainage swales and stream corridors • Built environment and land use context