



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 Plan			File Number
Property Owner(s) STL 405, LLC	Title	Phone	Email	
Mailing Address 8601 North Scottsdale Road, Suite 335			City, State, Zip Scottsdale, Arizona 85283	
Applicant(s) STL 405, LLC / Peter Burger & Todd Severson	Title	Phone 602.616.6828	Email TSeverson@symmetrycompanies.com	
Mailing Address 8601 North Scottsdale Road, Suite 335			City, State, Zip Scottsdale, Arizona 85283	
Project Representative) Gammage & Burnham, PLC / Lindsay C. Schube	Title	Phone 602.256.4471	Email lschube@gblaw.com	
Mailing Address 40 North Central Avenue, 20th Floor			City, State, Zip Phoenix, Arizona 85004	
Requested Review	☒ Adoption of a New Specific Plan ☐ Revision or Rescission of a previously adopted Specific Plan ☐ 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? Area Specific	Parcel Number(s) 106-10-004, 106-10-005, 106-10-006, 106-10-007, 106-10-008 remainder not a tax parcel				
Description of Geographic Area or Site Address +/-293.85 acres generally located NE of Pine Canyon Estates and along the J.W. Powell Boulevard alignment.					
Title of Specific Plan STL 290 Specific Plan			Description of Proposed Revisions (if applicable) See Narrative		
Element of the Regional Plan being implemented See Narrative			Proposed Regional Plan Amendments (if applicable) See Narrative		
Property Information:		☐ Yes ☒ No Located in an existing Local/National Historic District? (Name: _____) ☐ Yes ☒ No Existing structures are over 50 years old at the time of application? ☒ Yes ☐ No Subject property is undeveloped land?			
Property Owner Signature(required) See attached Authorization Letter		Date:	Applicant Signature See attached Authorization Letter		Date:
For City Use					
Staff Assignments:	Planning	Engineering	Fire	Public Works/Utilities	Stormwater
Date Filed:		File Number(s):			
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:	
☐ Approved		☐ Approved	
☐ Denied		☐ Denied	
☐ 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.