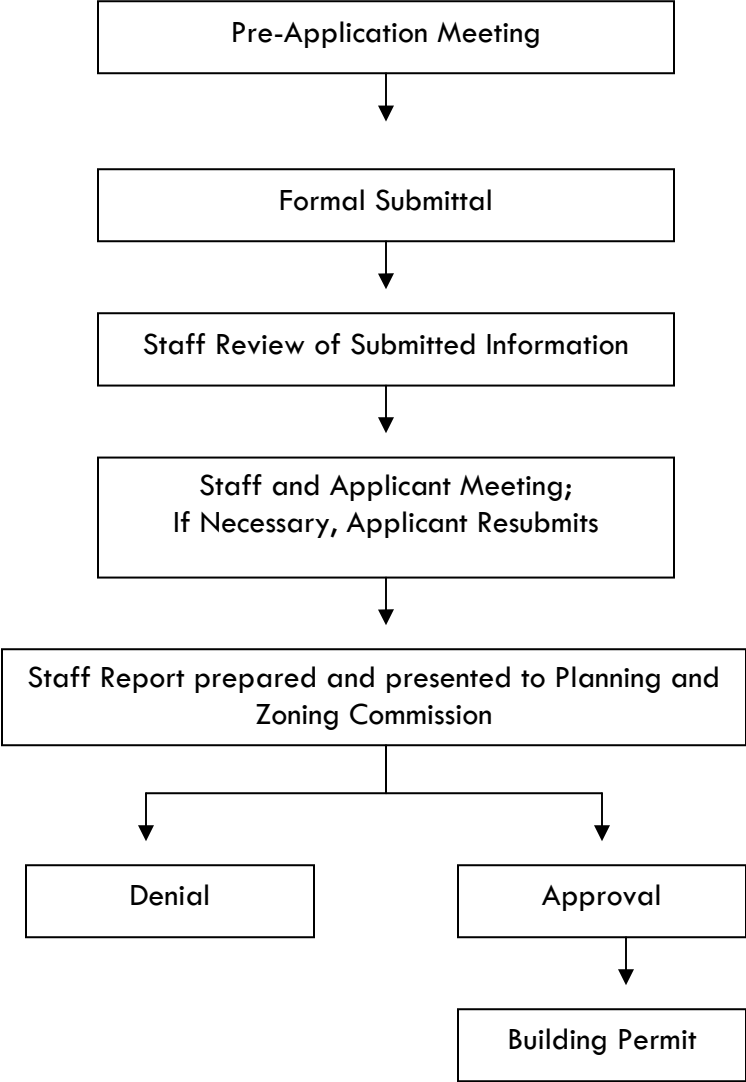


TOWN OF FLORENCE

DESIGN REVIEW Application & Checklist

Community Development Department
P.O. Box 2670
600 North Main Street
Florence, Arizona 85132
(520) 868-7575
www.florenceaz.gov

TYPICAL DESIGN REVIEW APPLICATION PROCESS



DESIGN REVIEW APPLICATION PROCEDURES

The following information is provided to assist in the preparation and submittal of an application for a design review for a property within the Town of Florence. The design review request will be decided by the Planning Commission,

1. **Pre-Application Review Process** – Prior to filing an application for a design review, the applicant must complete the Pre-Application review meeting with the Planning & Zoning Department.
2. **Application Filing** – For an application to be accepted, the applicant must provide all of the required information described on the submittal checklist at the time of formal submittal. Ensuring the accuracy of the request is the responsibility of the applicant. Applications will not be accepted or processed without an adequate description of the "Request" being submitted. Applications received after 4:00 p.m. will be processed the next business day. Incomplete applications will not be accepted.
3. **Staff Reports** – After the staff comments have been addressed and the project has been scheduled for the public hearings, the Planning & Zoning Department will prepare reports describing and evaluating the proposed project and making recommendations to the Planning Commission. Copies of the staff reports will be made available to the public and sent to the applicant prior to each public hearing.
4. **Planning Commission Hearing** – Regular Planning and Zoning Commission hearings occur on the first and third Thursday of each month at 6:30 p.m. Regular meetings are held at Florence Town Hall, 775 North Main Street. The applicant or a project representative must be present at the hearing. After the hearing the Commission will recommend approval, approval with modifications or denial of the Design Review application.
5. **Appeal recommendation to Town Council** – The applicant may appeal the Planning and Zoning Commission's decision to the Town Council within fifteen days (15) of the decision. The appeal letter must describe the unresolved issues and describe what design solutions are proposed by the applicant. The applicant is notified of the date of the Town Council meeting to consider the appeal a minimum of fifteen (15) days prior to the public meeting. The decision of the Town Council is final.
6. **Inactive Cases** – All applications need to be actively pursued to a decision. If no activity has occurred on an application for 180 days, the application will be determined to be inactive, deemed to be withdrawn and the file will be closed. Thirty (30) days prior to that date the staff will notify the applicant in writing. The applicant may submit a written request that the application remain active, with an explanation for the inactivity. The Planning Director may grant an extension for up to 180 days for good cause if there is a reasonable belief that the application will be actively pursued during the extension period.

DESIGN REVIEW APPLICATION PROCESS

The purpose of the Design Review Application Process is to promote quality construction that is compatible with the surrounding area and consistent with the goals of the Town. The site plan, utility installations, materials, color, lighting, signage, and landscape design must not adversely impact the historic southwest ambiance of Florence.

If one (1) of the following describes the activity for a proposed planned unit development, multi-residence, office, commercial or industrial project, then a Design Review application is required.

1. Any new development or construction.
2. Any change in occupancy as classified by the Building Code(s) of the Town of Florence.
3. Any expansion of an existing site or building.
4. Any remodeling of an existing use that alters at least twenty (20) percent of the floor area or site area.
5. Any remodeling or improvement valued at fifty (50) percent or more of the value of the existing improvements on the site.
6. Prior to occupancy or use of any commercial or industrial building or site that has been vacant for six (6) months or more.
7. Any amendment to an approved Design Review Plan.

After the application is submitted to the Town of Florence Planning and Zoning Department, staff will review the application materials. The following criteria will be reviewed by the Planning and Zoning Department:

- The proposed development complies with all provisions of this ordinance and all other ordinances, master plans, general plans, goals, objectives and standards of the Town of Florence.
- Building heights, building locations, access points, and parking areas of the proposed development will not negatively impact adjacent properties or the surrounding neighborhood.
- The proposed development promotes a functional relationship of structures to one another, to open spaces, and to topography both on the site and in the surrounding neighborhood.

- The height, location, materials, color, texture, area, setbacks, and mass, as well as parts of any structure (buildings, walls, signs, lighting, etc.) and landscaping is appropriate to the development, the neighborhood and the community.
- Ingress, egress, internal and external traffic circulation, off-street parking facilities, loading and service areas, and pedestrian ways are so designed as to promote safety and convenience.
- The architectural character of the proposed structure is in harmony with, and compatible to, structures in the neighboring environment and the architectural character desired for the Town; avoiding excessive variety or monotonous repetition.
- All mechanical equipment, appurtenances and utility lines are concealed from view and integral to the building and site design.

DESIGN REVIEW CONTENT REQUIREMENTS

1. Project Narrative

- Description of proposed project; and
- Information on how the project will blend with existing Town structures.

2. Site Plan

- Vicinity Map:
- Scale, north arrow, and dimensions;
- Net acres;
- Property lines, easements, alleys, private streets, and adjacent rights-of-way and easements showing existing and future improvements, access points, signals, etc.;
- Conceptual water retention areas and drainage plan;
- Conceptual landscape plan;
- Location of required building setbacks and spaces between buildings with dimensions;
- Location and size of any existing/proposed building(s), structure(s), or land uses;
- Location and size of parking spaces and the number of spaces required and provided;
- Location of other existing and proposed improvements such as walls, yards, outside storage, loading areas, etc.;
- Method of screening for parking, storage and loading areas;
- Location and screening of refuse enclosures;
- Vehicular and pedestrian circulation, including ADA accessibility requirements;
- Queuing area for drive through uses;
- Emergency apparatus access and required turning radii;
- Adjacent lot lines and/or structures within 300 feet;
- Existing zoning on site and adjacent properties within 300 feet;
- Location and type of existing and proposed site lighting fixtures;
- Date of preparation including dates of any subsequent revisions; and
- If prepared by a Design Professional, a signature and seal is required.

3. Elevations (if applicable)

- All elevations of each building proposed for the project;
- Exterior dimensions;
- Material proposed; and
- Location and type of lighting fixture proposed.

4. Design Review Signage applications (if applicable)

- Site Map with the location and distance between signs (if more than 1)
- Location and dimensions of proposed signs.
- Display type of signage (monument, cabinet, etc.)
- Display the elevation of the signs to road and building.

DESIGN REVIEW CHECKLIST

REQUIRED MATERIALS	Applicant Checklist	Staff Verification
Application		
Fee (Please review the fee schedule for applicable fees. All fees are Non-Refundable)		
Owner's Permission Form (if application is not filed by property owner)		
Required Findings:		
Project Narrative		
Site Plan		
10 copies – (8.5" X 11") Site Plan		
10 copies – (8.5" X 11") Conceptual and Grading/ drainage and landscape plan		
10 copies – (8.5" X 11") Materials and colors exhibits		
1 copy – (2' X 3') Materials and colors exhibits		
Elevations		
10 copies – (8.5" X 11") Building elevations		
Signage (if applicable):		
10 copies – (8.5" X 11") of Signage plan		
10 copies – (8.5" X 11") Materials and colors exhibits		

STAFF TRANSMITTAL

- Florence Planning & Zoning
- Florence Public Works

APPLICATION FOR DESIGN REVIEW

PROJECT NAME: _____

APPLICATION TYPE: Minor (< 5 acres) Major (>5 acres)
 Signage

1. Property Owner: Name: _____
 Address: _____
 Phone: _____ Fax: _____
 Email: _____

2. Applicant/Developer: Name: _____
 Address: _____
 Phone: _____ Fax: _____
 Email: _____

3. Address or Location of Property: _____

Tax Parcel Numbers: _____

Gross Acres: _____ Net Acres: _____ Current Zoning District: _____

4. Describe project in detail: _____

SIGNATURE OF PROPERTY OWNER or REPRESENTATIVE **DATE**

FOR STAFF USE ONLY:

CASE NO. _____	APPLICATION DATE AND TIME _____
PERMIT NO. _____	FEE \$ _____
PZ HEARING DATE _____	REVIEWED BY: _____
RECOMMENDATION: APPROVAL DISAPPROVAL	

OWNER'S PERMISSION FORM

This sheet must be completed if the applicant for an Annexation, General Plan Amendment, Planned Unit Development, Zone Change, Conditional Use Permit, Design Review and/or Preliminary/Final Plat, is **not** the owner of the property.

I/we, the Undersigned, do hereby grant permission to: _____

to act on my/our behalf for the purpose of obtaining one or more of the following: Annexation, General Plan Amendment, Planned Unit Development, Zone Change, Conditional Use Permit, Design Review and/or Preliminary/Final Plat on the following described property:

Owner(s)

Signature

Print or Type Name

Address

Telephone

STATE OF ARIZONA)
) ss
County of _____)

On this _____ day of _____, 20 ____, before me, the undersigned Notary Public, personally appeared _____, known to me to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged that _____ executed the same.

IN WITNESS WHEREOF, I hereto set my hand and official seal.

My commission expires:

_____ Notary Public

PLANNING AND ZONING COMMISSION

2011 MEETING SCHEDULE*

The Planning and Zoning Commission's meetings are typically scheduled for the first and third Thursday of the month. Meetings are held in the **Town Hall Council Chambers** (775 N. Main St.) starting at **6:30 p.m.** Meeting dates, times, and/or locations may be changed if deemed necessary by the Town. Proper notice of such changes will be provided.

All meetings of the Planning and Zoning Commission are open to the Public.

SUBMITTAL DEADLINE	NOTICE IN NEWSPAPER	MEETING DATE*
October 4, 2010	December 16, 2010	January 6, 2011
October 18, 2010	December 30, 2010	January 20, 2011
November 8, 2010	January 13, 2011	February 3, 2011
November 22, 2010	January 27, 2011	February 17, 2011
December 13, 2010	February 10, 2011	March 3, 2011
December 27, 2010	February 24, 2011	March 17, 2011
January 10, 2011	March 10, 2011	April 7, 2011
January 24, 2011	March 24, 2011	April 21, 2011
February 7, 2011	April 14, 2011	May 5, 2011
February 22, 2011	April 28, 2011	May 19, 2011
March 7, 2011	May 12, 2011	June 2, 2011
March 21, 2011	May 26, 2011	June 16, 2011
April 4, 2011	June 16, 2011	July 7, 2011
April 18, 2011	June 30, 2011	July 21, 2011
May 2, 2011	July 14, 2011	August 4, 2011
May 16, 2011	July 28, 2011	August 18, 2011
May 31, 2011	August 11, 2011	September 1, 2011
June 6, 2011	August 25, 2011	September 15, 2011 (Major GPA)*
	September 15, 2011	October 6, 2011 (Major GPA)*
July 25, 2011	September 29, 2011	October 20, 2011

August 8, 2011	October 13, 2011	November 3, 2011
August 22, 2011	October 27, 2011	November 17, 2011
September 6, 2011	November 10, 2011	December 1, 2011
September 19, 2011	November 24, 2011	December 15, 2011
October 3, 2011	December 15, 2011	January 5, 2012
October 17, 2011	December 29, 2011	January 19, 2012

Complete applications and fees are due to the Planning and Zoning Department by **12:00 p.m. (noon) on the deadline date.**

Scheduling of your request for consideration by the Planning and Zoning Commission is contingent upon receipt of a **complete application**. Additional factors will determine whether your request is heard on the meeting date corresponding to the submittal deadline date. The applicant will be notified of their application's status.

A pre-application meeting with the Town's Technical Review Committee is required for most development applications. Applicant must set a meeting time with the Planning and Zoning Department prior to the submittal deadline.

*A separate Planning and Zoning meeting schedule is provided for the consideration of **Major General Plan Amendments**.