



# TOWN OF FLORENCE

## **DESIGN REVIEW Application & Checklist**

Community Development Department  
P.O. Box 2670  
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# TYPICAL DESIGN REVIEW APPLICATION PROCESS



\* Administrative Design Review decisions may be appealed to the Planning and Zoning Commission. Planning and Zoning Commission Design Review decisions may be appealed to the Florence Town Council as described further within this application.

# DESIGN REVIEW APPLICATION PROCEDURES

The following information is provided to assist in the preparation and submittal of a Design Review application for a property within the Town of Florence. The Design Review request will be decided by the Planning Commission (a similar, but separate process is required for Design Review cases within the Florence Historic District):

- 1. Pre-Application Review Process** – Prior to filing an application for a Design Review, the applicant, if requested, must complete the Pre-Application review meeting with the Community Development 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 3:00 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 meeting (if applicable), the Community Development 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, where requested, and sent to the applicant prior to each meeting.
- 4. Planning Commission Meeting** – Regular Planning and Zoning Commission meetings occur on the first and third Thursday of each month at 6:00 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 meeting. After the meeting 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 Community Development 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 Design Review process is to:

1. Promote development consistent with the Town's codes, policies, guidelines, zoning regulations and overall goals and vision per the Town's General Plan;
2. Ensure that development is compatible and in character with the surrounding area;
3. Provide an opportunity to address site plan, architectural, engineering and other development issues at a preliminary level to facilitate the subsequent preparation of construction plans and to assist in expediting permitting and development activities; and
4. Allow an opportunity to review the aesthetic and functional aspects of a proposed development or project.

Projects within Planned Unit Developments, including single-family homes; multiple-family developments, including condominiums and townhomes; office; commercial; mixed-use; institutional; and industrial projects are subject to the Design Review process if any **one** of the following requirements is met:

- A. Project or development includes new or modified vertical (above grade) development or construction components, including permanent signs, that require a building permit, except as noted in Paragraphs (a) and (b) below; and/or
- B. Project includes new or modified horizontal project components, such as parking areas, driveways, circulation areas, landscape areas, outdoor storage areas, retention basins, parks and/or similar site elements, except as noted in Paragraphs (a) and (b) below.
  - a) Grading plans, civil improvement plans, underground utility installations and similar projects, as may be determined by the Planning Director, are exempt from the Design Review process.
  - b) Interior remodels or tenant improvements that do not alter the exterior dimensions or physical appearance of a structure and/or the historical integrity of a structure within the Town's Historic District, are exempt from the Design Review process.

After the application is submitted to the Town of Florence Community Development Department, staff will review the application materials. The following criteria will be reviewed by the Community Development 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.
- 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 applications may qualify for an Administrative Review if the following are met:

- Signage, except where required by the Planned Unit Development or Comprehensive Sign Plan or within the Town of Florence Historic District;
- Landscaping, parks, and recreational fields, except for commercial recreational facilities; and/or
- Projects on less than one acre and/or involving less than 10,000 square feet of floor/building area, except for projects within the Historic District.

# 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 one)
- 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
<b>Application</b>		
<b>Fee</b> (Please review the fee schedule for applicable fees. All fees are Non-Refundable)		
<b>Owner's Permission Form</b> (if application is not filed by property owner)		
<b>Required Findings:</b>		
<b>Project Narrative</b>		
<b>Site Plan</b> (copy types and quantities may be subject to change):		
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		
<b>Elevations</b> (copy types and quantities may be subject to change):		
10 copies – (8.5" X 11") Building elevations		
<b>Signage</b> (if applicable; copy types and quantities may be subject to change):		
10 copies – (8.5" X 11") of Signage plan		
10 copies – (8.5" X 11") Materials and colors exhibits		

# 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 \$ _____
PZC HEARING DATE _____	REVIEWED BY: _____



# OWNER'S PERMISSION FORM

This sheet must be completed if the applicant for a Design Review 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, Preliminary/Final Plat and/or other below-noted application on the following described property:

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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

## 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 Street.) starting at **6:00 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.

Completed applications and fees are due to the Community Development Department to allow for the application to move forward and be reviewed by staff. Average review times once fees and applications are collected will be approximately 30 days.

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. If requested, applicant must set a meeting time with the Community Development Department prior to the submittal deadline.