



## Town of Florence Community Development Department

224 W. 20<sup>th</sup> Street, Florence, AZ 85132

(520) 868-7573

[www.florenceaz.gov/community-development](http://www.florenceaz.gov/community-development)

### **PRE-APPLICATION MEETINGS**

#### **PURPOSE**

A Pre-Application meeting provides a potential project applicant an opportunity to obtain relevant information, guidelines, and technical requirements from town representatives prior to entering into a significant investment of a property or building. The Pre-Application meeting is not intended to be an exhaustive review of all potential issues and is informational only. It is not an approval in any manner of your proposal. Please email all applications to [Maricella.Benitez@florenceaz.gov](mailto:Maricella.Benitez@florenceaz.gov)

#### **ATTENDEES**

Representatives from the Town Managers office, Community Development Department to include Planning, Zoning and Building Safety, Engineering Services, Public Works, Fire Marshal, Police Services, and Legal Counsel. All disciplines are brought together to provide information to the applicant on key considerations and possible issues the project may encounter, Town and Historic Code requirements, answer questions related to the project, and identify additional approvals that may be required to successfully facilitate the project.

The following topics will be discussed during the Pre-Application Meeting:

- Off-site improvement requirements, traffic impacts, site access
- Building/Code requirements
- Zoning requirements and allowable uses; i.e. adjacent zoning, setbacks, parking, landscaping, outdoor lighting, signage
- Historic preservation requirements, if applicable
- Public utility easements
- Fire requirements; hydrant locations, fire alarms/sprinklers
- Location of building(s) (site plan)
- Dumpster type and location
- Water and sewer line locations, capacities and potential improvement required
- Drainage criteria (Public Works)

#### **MEETING SCHEDULE**

Pre-Application meetings are held on Wednesday's from 1:30-3:30 p.m. and each meeting will be for one-hour. All required application information must be submitted to the Community Development Department no later than 12:00 p.m. noon every Wednesday in order to be placed on future agenda. This allows town representatives to perform research prior to the scheduled meeting to adequately answer questions specific to the project.

## **PRE-APPLICATION INFORMATION SUBMITTAL**

- Site Plan
- Project location map and layout (drawn to scale 1 inch = 20 ft) and includes:
  - North Arrow
  - Street and cross street location
  - Zoning and Historic Preservation designation, if applicable
  - Lot dimensions
  - Building size, location, setbacks, building separation, height, and use for all existing and proposed structures
  - Elevations
  - Off street parking and maneuvering layout
  - Ingress/egress locations
  - Fences/walls, including retaining walls, if applicable
  - Refuse/dumpster location, if applicable
  - General landscaping, if applicable
  - Sign locations, if applicable
  - Conceptual drainage and grading, on site detention, if applicable
  - Any known easements (existing or proposed)
  - Location of the closest fire hydrant
  - Existing or proposed building occupancy and construction type
  - Proposed utility locations (water, sewer, gas, electric, etc.)
  - FEMA Floodplain information, if available
  - Wet and Dry Utilities on Site Plan, if available
  - Any other information necessary to clearly define the intended use of the property
- A short narrative (description) of project, on separate document/page
- Application

Remember, the more detailed the information submitted, the more explicit response staff can provide.

## **PRE-APPLICATION MEETING FOLLOW-UP**

Within one week after the Pre-Application meeting, the applicant will receive a summary of written comments provided at the meeting. Applications for buildings, engineering or planning review will be accepted by the Town of Florence when all comments from the Pre-Application meeting have been incorporated into the plan set. A Pre-Application meeting is valid six (6) months from the date of the meeting.



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**PRE-APPLICATION MEETING APPLICATION**

**PAM No:** \_\_\_\_\_ **Meeting Date/Time:** \_\_\_\_\_

**PROJECT INFORMATION**

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Assessor Parcel: \_\_\_\_\_

Existing Zoning: \_\_\_\_\_

Existing Use: \_\_\_\_\_

Project Description:

\_\_\_\_\_

**APPLICANT INFORMATION**

Applicant/ Owner: \_\_\_\_\_ Contact/Agent: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Current Property Owner: \_\_\_\_\_ Contact/Agent: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

**ATTACHMENTS**

Narrative   
 Site Plan

Project Location Map   
 Dimensioned Floor Plan

**PRE-APPLICATION QUESTIONS**

Specific questions or issues to be discussed at the Pre-Application meeting. Attach separate sheet if necessary.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

I, the undersigned, certify that all of the facts set forth in this application are true to the best of my knowledge and that I am either the owner of the property, or that I have been authorized in writing by the owner to file this application.

\_\_\_\_\_  
 Printed Name of Applicant/Agent

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date